



Arlington Fire District

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For Emergencies
DIAL 911

"Safeguarding Our Community"

As per NYS Governor Cuomo's Executive Order 202.87, the Board of Fire Commissioners did not meet publically due to the COVID-19 pandemic and rising infection rates throughout New York State. This meeting was broadcasted live using the online videoconferencing platform Zoom and the public had the opportunity to log in to the meeting using their electronic devices or by calling in using their phone. In addition to these meeting minutes, a full transcript will be made available once approved by the Board of Fire Commissioners.

BOARD OF FIRE COMMISSIONERS MEETING MINUTES January 25, 2021

ATTENDEES:

Comm. Ralph Chiumento, Jr. – Chairman
Comm. Bruce Griffing, II
Comm. Peter Valdez – Vice Chairman
Comm. Peter Longi
Comm. Richard Dore

Chief: William Steenbergh
Assistant Chief: Eric Philipp
Director of EMS: David Violante
District Secretary: Renee O'Neill
Treasurer: James Passikoff

Chairman Chiumento opened the Arlington Fire District Board of Fire Commissioners' meeting at 7:00 p.m. and took a roll call of the attendees.

Chairman Chiumento offered a moment of silence for Past Assistant Chief Kevin Finnigan who passed away on January 13, 2021. He was a life member of Rochdale Fire Company and had over 16 years of volunteer service.

I. **PUBLIC COMMENT PERIOD** - *No action(s) taken by the Board, unless otherwise noted*

II. **COMMENTS FROM THE BOARD** - *No action(s) taken by the Board, unless otherwise noted*

III. **ABSTRACT APPROVAL**

A motion was made by Comm. Valdez to approve Abstract 21-1B. Paid bills of \$264,408.72 with a total number of checks, 8; total of unpaid bills, \$68,038.87, total number of checks, 36; for a total of \$332,447.59, for a total number of checks, 44. Seconded by Comm. Griffing.

ROLL CALL:

Comm. Dore – “Aye”

Comm. Longi – “Aye”

Comm. Valdez – “Aye”

Comm. Griffing – “Aye”

Comm. Chiumento – “Aye”

- Motion Carried, 5 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. January 4, 2021 Board of Fire Commissioners’ Organizational Meeting

B. January 4, 2021 Board of Fire Commissioners’ Meeting

A motion was made by Comm. Dore to approve both of them. Seconded by Comm. Longi.

ROLL CALL:

Comm. Dore – “Aye”

Comm. Longi – “Aye”

Comm. Valdez – “Aye”

Comm. Griffing – “Aye”

Comm. Chiumento – “Aye”

- Motion Carried, 5 – 0

V. **MONTHLY COMMITTEE REPORTS** - *No reports given unless otherwise noted.*

A. Service Awards – Comm. Valdez & Comm. Dore

1. Received January 4, 2021 from Glens Falls National Bank – November 2020 “Statement of Value and Activity”.
2. E-mail dated January 15, 2021 from Glens Falls National Bank regarding “Investment Update and 2021 Outlook”.
3. Received January 18, 2021 from Glens Falls National Bank – December 2020 “Statement of Value and Activity”.

B. District Inspections – Comm. Longi & Comm. Griffing

C. District Officers / Chief Liaison – Comm. Chiumento & Comm. Dore

D. EMS & Paramedic Liaison – Comm. Valdez & Comm. Griffing

E. Public Relations – Comm. Chiumento & Comm. Dore

F. Equipment Maintenance – Comm. Valdez & Comm. Griffing

- G. Buildings and Grounds – Comm. Longi & Comm. Dore
- H. Capital Equipment – Comm. Chiumento & Comm. Dore
- I. Union Negotiations & Contract – Comm. Chiumento & Comm. Griffing
- J. Career Staff Liaison – Comm. Dore & Comm. Chiumento
- K. Volunteer Recruitment – Comm. Valdez & Comm. Griffing
- L. District Safety & Health – Comm. Griffing & Comm. Dore
- M. Strategic Plan – Comm. Longi & Comm. Valdez
- N. Finance Committee – Comm. Chiumento & Comm. Griffing
- O. IT Operations Committee – Comm. Griffing & Comm. Longi
- P. Croft Lease – Comm. Valdez & Comm. Longi
- Q. Rochdale Lease – Comm. Chiumento & Comm. Longi

Chairman Chiumento reported that the Committee's have been assigned and if the Board has any concerns to contact him.

VI. **CORRESPONDENCE** – *None unless otherwise noted*

VII. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted*

VIII. **DONATIONS** – *None unless otherwise noted*

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
Andrea Miron	Assistance Received	\$100.00

A motion was made by Comm. Longi to accept the donation from Andrea Miron for \$100.00 for the General Fund. Seconded by Comm. Griffing.

ROLL CALL:

Comm. Dore – “Aye”
 Comm. Longi – “Aye”
 Comm. Valdez – “Aye”
 Comm. Griffing – “Aye”
 Comm. Chiumento – “Aye”

- Motion Carried, 5 – 0

IX. **COMMISSIONERS ITEMS** - *No reports and/or discussions unless otherwise noted*

A. Consideration of the RFP for “Independent Financial Audit for 2020 – 2024”

A motion was made by Comm. Valdez to move forward with the RFP. Seconded by Comm. Longi.

Brief discussion.

ROLL CALL:

Comm. Dore – “Aye”
 Comm. Longi – “Aye”

Comm. Valdez – “Aye”
Comm. Griffing – “Aye”
Comm. Chiumento – “Aye”

- Motion Carried, 5 – 0

X. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

1. Working with Attorney to update our Procurement Policy, Credit Card Policy, etc. to realign some of the language for the Personnel Administrator position.
2. 32-11 & 32-14 going out, one at a time, back to the dealership for warranty work due to a paint issue. Out for 10 days to 2 weeks at a time. Reserve rig will be used.
3. Thanked Friendly Ford and the Ford Corporation for the recent donation of two boxes of surgical masks.
4. Grants opening up soon; AFG for training funds and one through our Workers Comp insurance provider, PERMA, for a gear washer and dryer. Recently purchased a washer so that is not eligible; will pursue a gear dryer; that Grant is capped at \$5,000. Will file applications within the next month or so.
5. The Treasurer and himself met at the request of the Chairman to discuss the 2020 preliminary numbers and to recommend allocating funds. Fund balance for 2020 is in the \$100K range. Recommends adding this to the existing fund balance of \$1.9 million; allocating \$600K to the Apparatus Fund, \$100K to the Building Reserve Fund, \$100K towards the second payment to Croft Corners Fire Company as part of the construction project and the remaining balance carried forward for a number of retirements as per the MOA signed with the Union and leave us a little cushion for contingency for 2021.

Discussion. No action taken by the Board.

B. Assistant Chief – Eric Philipp

1. Hoping to get training back up in February for the members.

C. Director of EMS David Violante

1. COVID Update

- A. Two strains of COVID; finding out more information on the South African strain; more worse as far as transmission.

- B. Continue to make sure masks are worn, hand sanitizer is used.
 - C. Huge kudos to John Cox who has been working non stop to ensure our members get vaccinated. Received 81 requests; 73 received their 1st dose; 8 waiting; 23 received both doses; 94% of the career staff is vaccinated with first dose; 28% received both doses.
 - D. Have enough PPE in stock. Shannon and Adam have been keeping up on it.
 - E. Thanked the Chief and Commissioners for their continued support.
- D. Treasurer James Passikoff
- 1. Sent out preliminary report over the weekend. Approximately \$102K excess of revenue over expenses. Anticipates it dropping to \$50K when all 2020 payables are entered.
 - 2. Chairman Chiumento acknowledged receipt of the Treasurer's December 31, 2020 Preliminary Financial Report for the District.

XI. **SCHOOL REQUESTS**

The following member(s) have been approved by Chief Steenbergh to attend the following school request(s) in advance of the Board of Fire Commissioners meeting and are located inside or outside of Dutchess County; is either contractually required or required to maintain certification; and have a registration cost of no more than \$100. For Commissioners notification purposes only:

- A. "Fire Company Officer III", April 12 – 23, 2021, online through Bucks County CC. (90% covered by Leadership Grant)
- 1. William Steenbergh
 - 2. Christopher Mills
 - 3. Adam Kangas
 - 4. Joseph Tarquinio
 - 5. Christopher Saya
 - 6. William Tompkins
 - 7. John Dunderdale
 - 8. Gary Lewis
 - 9. Richard Muellerleile
 - 10. Christopher Rinck

The following school request requires consideration by the Board of Fire Commissioners:

- A. Michael Conroy: "Instructor Authorization Conference", February 6 – 12, 2021 at NYS Fire Academy in Montour Falls. (\$25 registration, total cost TBD, not requesting use of District vehicle, 9 hours District time, 54 hours own time) (*ON WAIT LIST*)

A motion was made by Comm. Longi to approve Michael Conroy: “Instructor Authorization Conference”, February 6 – 12, 2021 at the Fire Academy in Montour Falls. Seconded by Comm. Dore.

ROLL CALL:

Comm. Dore – “Aye”

Comm. Longi – “Aye”

Comm. Valdez – “Aye”

Comm. Griffing – “Aye”

Comm. Chiumento – “Aye”

- Motion Carried, 5 – 0

XII. ITEMS FOR EXECUTIVE SESSION

A. Chief Steenbergh

1. Six (6) – Employment history of individuals, four (4) are related to contractual.
2. One (1) – Acquisition, sale, or lease of real property

Comm. Valdez thanked FF/Medic John Cox for doing a phenomenal job with scheduling the vaccines for the career staff and volunteers given the confusion surrounding it. Also, for doing the 2020 summary of calls he sent to the Board; the detail was well done. Recommends the Board send him a letter of appreciation. Chairman Chiumento also thanked John for working day and night and for a job well done and help keeping the members safe.

With no further open business to discuss, a motion was made by Comm. Dore to adjourn to Executive Session. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

The Board adjourned to Executive Session at 7:28 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:21 p.m. and returned to Open Session.

XIV. OPEN ITEMS

As a result of Executive Session, a motion was made by Comm. Longi to approve the employment agreements and resolutions for Renee O’Neill, Adam Packer, Shannon Shook and Denise Holzberger retroactive to January 1st. Seconded by Comm. Valdez.

ROLL CALL:

Comm. Longi – “Aye”

Comm. Dore – “Aye”

Comm. Valdez – “Aye”

Comm. Griffing – “Aye”

Comm. Chiumento – “Aye”

- Motion Carried, 5 – 0

With no further business to conduct, a motion was made by Comm. Dore to adjourn the meeting.
Seconded by Comm. Longi.

- Motion Carried, 5 – 0

Meeting adjourned at 8:23 p.m.

Respectfully Submitted,

Renee O’Neill
District Secretary

NOTE: There is no public sign in sheet available due to this meeting being audio/video conferenced. There were a total of 16 participants which included the attendees noted at the beginning of the meeting and 6 others who logged into Zoom to watch or listen to the meeting.