



Arlington Fire District

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For Emergencies
DIAL 911

"Safeguarding Our Community"

BOARD OF FIRE COMMISSIONERS MEETING MINUTES June 7, 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 7:01 p.m., took a roll call of the attendees and everyone stood and recited the pledge of allegiance.

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. Dore to approve Abstract 21-6A. Paid bills - \$31,905.78; total number of checks is 13. Unpaid bills - \$49,611.18; total number of checks, 27 and the totals be \$81,516.96 with a total number of checks of 40. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. May 17, 2021 Board of Fire Commissioners' Meeting

A motion was made by Comm. Griffing to approve the Board of Fire Commissioners' minutes from the meeting of May 17, 2021. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

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

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

1. Received from Glens Falls National Bank – “Statement of Value & Activity” April 2021.

2. Received an email dated May 21, 2021 from Glens Falls National Bank regarding “Investment Update”.

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

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

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

A. Girl Scouts requesting use of the Red Oaks Mill firehouse on June 12th from 9AM to 3PM to conduct a babysitting course.

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

- Motion Carried, 5 – 0

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

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

X. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

- A. Brief discussion on the document “*Communicable Disease Plan for the Arlington Fire District During a Declared Public Health Emergency*”. Plan set in place for any future public health emergencies, not just COVID. As part of the law, the Union reviewed it and is ok with it. Will get a letter from them to include in the final plan.

A motion was made by Comm. Longi to approve the Public Health Emergency Plan. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

- B. Requesting a permission to spend \$4,250 to Marshall & Sterling to assist in the creation of an employee & HR manual.

A motion was made by Comm. Dore to approve that. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

- C. Tower Ladder is back. Fully repaired and recertified. Should be back in service within the month. Need to retrain on it; some new employees have not seen it.

D. Upgrades & Building Maintenance

1. HQ and ROM’s internet service was updated; went from 15 mpbs to 300 mpbs and price went down.
2. An electrician will be at HQ tentatively on Saturday to upgrade electrical service. Problem with circuits repeatedly tripping.
3. 70 – 80 boxes of old EMS records were destroyed as per the Records Retention Schedule from the storage unit on Route 55. Canceled the rent and vacated the unit to save money. No longer needed.

- E. Mutual aid incident with LaGrange Fire – car into the old Community Glass building. Tech Rescue Team was called to shore the building up and did a great job. Owner reached out to him and thanked everyone at AFD and LFD.

- F. Requesting to go out for a permissive referendum for \$235K to come out of the Capital Equipment Fund for a pick up truck for

HQ, a Tahoe SUV for a Command vehicle, replacement of turnout gear and hand tools to replace equipment on 32-57.

Brief discussion.

A motion was made by Comm. Longi to approve the permissive referendum. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

G. Requesting to allow Director of EMS Violante cash in 75 hours of comp time.

A motion was made by Comm. Dore to approve that. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

B. Assistant Chief Eric Philipp – No report.

C. Director of EMS David Violante

1. Thanked the Admin staff for their work on overhauling the records retention policies.

D. Treasurer James Passikoff

1. Submitted the April financial report. May report should be at next meeting; working on bank reconciliations.

2. Status of Annual Financial Update Document for 2020 – should be completed in next couple of days.

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:

No school requests were submitted for notification purposes only.

The following school requests require consideration by the Board of Fire Commissioners:

A. Thomas Andryshak: “Swiftwater Instructor Authorization”, June 7 – 10, 2021 in Oriskany, NY. (No costs, not requesting use of District vehicle)

A motion was made by Comm. Longi to approve it. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

- B. William Steenbergh: “NAFI Fire Investigation Conference”, July 26 – 29, 2021 in Salt Lake City, UT. (\$775 registration, \$1600 travel, not requesting use of District vehicle – 95% covered by *Fire Investigation Grant*)

A motion was made by Comm. Longi to approve. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

- C. Gary Lewis: “NYS TF2 – In Service”, June 16, 2021 in Oriskany, NY. (No costs, requesting use of District vehicle)

A motion was made by Comm. Griffing to approve that. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

XII. ITEMS FOR EXECUTIVE SESSION

- A. Chief Steenbergh – Four (4) items for the purpose of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

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

- Motion Carried, 5 – 0

The Board adjourned to Executive Session at 7:29 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:20 p.m. and returned to Open Session.

XIV. OPEN ITEMS

As a result of Executive Session, a motion was made by Comm. Longi to make a provisional appointment to Chris Saya to the rank of Battalion Chief at a date to be determined by the Chief. Seconded by Comm. Dore.

- 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

No time provided when the meeting adjourned.

Respectfully Submitted,

Renee O'Neill
District Secretary



BOARD OF FIRE COMMISSIONERS MEETING PUBLIC ATTENDANCE SHEET

NOTE: This sheet will be attached to the Board of Fire Commissioners meeting minutes as part of the official record. If you agree to have your name as part of the official record and published on our website, please legibly print your name below. Thank you.

DATE OF MEETING: 6/7/2021

PHILIP VAN LALLIE	