



Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, NY 12603
www.afd.org

Business: (845) 486-6300
Fax: (845) 486-6322

For Emergencies
DIAL 911

"Safeguarding Our Community"

BOARD OF FIRE COMMISSIONERS MEETING MINUTES June 21, 2021

ATTENDEES:

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

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. Valdez to approve Abstract 21–6B. This consists of \$257,349.45 in paid bills with a total of 1 check and \$481,441.82 in unpaid bills with a total of 45 checks for a grand total of \$738,791.27, totaling 46 checks. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. June 7, 2021 Board of Fire Commissioners' Meeting

A motion was made by Comm. Longi to approve the June 7, 2021 Board of Fire Commissioners' meeting minutes. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

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

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

1. Received an email dated June 4, 2021 from Glens Falls National Bank regarding “Investment Update”.
2. Received from PenFlex, the 2020 Service Awards Annual Report, GASB 73 Disclosures and Audit Package.
3. Received from Glens Falls National Bank – “Statement of Value & Activity” for May 2021.
4. Received an email dated June 18, 2021 from Glens Falls National Bank regarding “Investment Update”.

Comm. Valdez briefly commented on the 2020 LOSAP Annual Report; 89% funded; notable investment gains and rate of return; thanked the Board for their support and for changing vendors.

- 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*

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

1. In 2014, NYS passed a law, “*The Electronic Signatures and Records Act*” which allows governmental entities and private business to accept electronic signatures and other types of submissions as official documentation. Discussed with the Attorney and he recommends that the Board make a motion to approve this to move forward with accepting electronic documents. This will allow the Business Office to obtain electronic signatures for vouchers to streamline the process. Will update the AFD website with a new fillable .pdf voucher.

A motion was made by Comm. Valdez to accept electronic signatures on vouchers and other documents submitted to the Fire District. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

2. 2020 LOSAP

- A. Year end Service Award fees to be paid out of the LOSAP Trust is \$7,783. Chairman to sign letter authorizing Glens Falls National Bank to make the payment out of the Trust Fund to PenFlex.

A motion was made by Comm. Longi to pay the fees out of the Trust Fund and for the Chairman to sign the letter. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

- B. 2020 LOSAP contribution. Amount due is \$82,830. We budgeted \$90,000. Will be included in the next Abstract for payment.

Brief discussion.

A motion was made by Comm. Chiumento to make \$90,000 the 2020 LOSAP contribution. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

- B. Assistant Chief Eric Philipp – No report.
- C. Director of EMS David Violante – No report.
- D. Treasurer James Passikoff
 - 1. Chairman Chiumento acknowledged receipt of the April 30, 2021 Financial Report that was submitted at the June 7, 2021 BOFC meeting and also acknowledged receipt of the Treasurer’s May 31, 2021 Financial Report.
 - 2. The Annual Financial Update Document (AUD) for 2020 is being finished now; new information has to be put in; should be complete by end of the month.

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. David Violante: “Vital Signs Virtual Educator Day”, June 11, 2021, online. (\$49 registration)
- B. Jason Simpson: “SCBA Tech 2 Recert”, June 17, 2021, online. (No costs)

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

- A. Cory Dubetsky: “NYS Structural Collapse”, June 14 – 25, 2021 at Montour Falls. (No cost, not requesting use of District vehicle)

A motion was made by Comm. Longi to approve Cory Dubetsky’s training for Structural Collapse. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

XII. ITEMS FOR EXECUTIVE SESSION

- A. Chief Steenbergh
 - 1. Three (3) 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.

2. One (1) related to collective negotiations pursuant to article fourteen of the civil service law.

Chief reported that there are representatives from Rochdale Fire Company in attendance requesting to meet with the Board in Executive Session.

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

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 7:16 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:33 p.m. and returned to Open Session.

XIV. OPEN ITEMS

Chief Steenbergh apologized that he forgot to report that we have the renewal for the ambulance contract with Mobile Life Support Services with a term of three (3) years at zero (0) cost to the District with the potential of four (4) one (1) year extensions. Minor adjustments to response time perimeter's, none with a negative impact on the community or patients; AFD is usually on scene with a paramedic first. Looked at past years response times; will have three (3) ambulances from 0700 – 2300, then drop to two (2) ambulances 2300 – 0700. Requesting the Board to approve the contract and authorize him to sign it on their behalf as soon as they get a mutually agreeable date.

A motion was made by Comm. Griffing to approve the contract with Mobile Life and authorize the Chief to sign it on our behalf. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

As a result of Executive Session, a motion was made by Comm. Longi to approve the Memorandum of Agreement with the Union. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

As a result of Executive Session, a motion was made by Comm. Griffing to promote Joe Moore to the rank of probationary Lieutenant with a start date to be determined by the Chief. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

As a result of Executive Session, a motion was made by Comm. Longi to promote Jim Minunni to the rank of probationary Lieutenant with a start date to be determined by the Chief. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

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

- Motion Carried, 4 – 0

No time was given 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: 6/21/2021
