



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 ORGANIZATIONAL MEETING MINUTES January 4, 2021

ATTENDEES:

Comm. Ralph Chiumento, Jr.
Comm. Bruce Griffing, II
Comm. Peter Valdez
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

Comm. Valdez designated Comm. Ralph Chiumento to start the Organizational Meeting for January 4, 2021. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

I. NEWLY ELECTED COMMISSIONER TO TAKE OATH OF OFFICE

Comm. Dore took his Oath of Office and it has been filed with the Town of Poughkeepsie Town Clerk.

II. ELECTION OF CHAIRMAN OF THE BOARD

A motion was made by Comm. Griffing to appoint Comm. Ralph Chiumento as Chairman of the Board. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

Chairman Chiumento took over the meeting.

III. **APPOINTMENT OF VICE CHAIRMAN FOR 2021**

A motion was made by Comm. Chiumento that I appoint Pete Valdez as Vice Chairman. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

Chairman Chiumento directed District Secretary O'Neill to attach the affidavit of publication sent to the media of the date of the Organizational Meeting to the minutes.

IV. **APPOINTMENT OF DISTRICT SECRETARY**

A motion was made by Comm. Valdez to appoint Renee O'Neill, fix salary, District Secretary and an Oath of Office. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

District Secretary O'Neill took her Oath of Office and it has been filed with the Town of Poughkeepsie Town Clerk.

V. **APPOINTMENT OF DISTRICT ATTORNEY'S**

General Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

Labor Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

A motion was made by Comm. Chiumento to appoint District Attorney's - Thomas, Drohan, Waxman, Petigrow & Mayle, LLP for both general matters and labor matters. Seconded by Comm. Dore.

Comm. Chiumento reported that it will be at the fixed retainer and hourly rate after the retainer expires. Chief Steenbergh reported that Judy Mayle retired at the end of the year and we will be using Greg Picciano for general matters.

- Motion Carried, 5 – 0

VI. **APPOINTMENT OF DISTRICT TREASURER**

A motion was made by Comm. Valdez to appoint Jim Passikoff, Treasurer, for 2021 with a fixed salary as per the budget and to take and sign the Oath of Office. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

Treasurer Passikoff took his Oath of Office after this meeting and it has been filed with the Town of Poughkeepsie Town Clerk.

Establish status of the Annual Report for prior year. *(Within sixty (60) days after the end of the fiscal year, must submit to the Board of Fire Commissioners, a copy of the Annual Report submitted to the Department of Audit and Control by their due date of February 28, 2021)*

Chairman Chiumento informed Treasurer Passikoff that he wants the Annual Report timely this year and he understands it has to do with the financial reports. Treasurer Passikoff reported “with a sixty (60) day extension” and will have the report within that timeframe.

Review and approve Treasurer’s Surety Bond. Determine if it is sufficient, expiration date and renewal. *(The District’s current insurance term is March 1, 2019 through March 1, 2020)*

No action taken by the Board. Will renew when the time comes.

VII. Resolution for Treasurer to pay claims in advance of audit. (#’s 1 – 4 are as per NY Town Law §176-4a).

Chairman Chiumento read the following:

BE IT RESOLVED, that the Treasurer of the Arlington Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the Arlington Fire District the following claims. Any such claims must be presented to the next meeting of the Board of Fire Commissioners of the Arlington Fire District for audit:

1. Utility payment for light;
 2. Telephone payment;
 3. Payment to the U.S. Postmaster for postage expenses;
 4. Payment for freight or delivery charges.
- And;
5. Any other claims for payment where finance or interest charges may be incurred.
 6. Medical, dental, vision and life insurance policies.

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

- Motion Carried, 5 – 0

VIII. **APPOINTMENT OF DISTRICT NEWSPAPER**

A motion was made by Comm. Longi to designate the Poughkeepsie Journal as the District's official newspaper. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

IX. **APPOINTMENT OF DISTRICT BANKS**

- A. M&T Bank
- B. Bank of America
- C. Key Bank
- D. TD Bank
- E. Chase
- F. Salisbury Bank
- G. Citizens Bank

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

- Motion Carried, 4 – 0 – 1 (Comm. Chiumento abstained)

X. **SIGNATURES OF CHECKS**

Set forth two additional signers of checks for the Fire District in addition to Treasurer Passikoff. One signature is required on checks up to \$5,000.00, two signatures over \$5,000.00 for the general checking account. One signature only for the payroll account.

A motion was made by Comm. Chiumento to use Pete Longi and Rich Dore as the two signers for the Fire District checks. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

XI. **ESTABLISH PETTY CASH FUND – not to exceed \$250.00 as per NY Town Law §176 (4-c).**

A motion was made by Comm. Dore to do that. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

XII. **DESIGNATION OF BOFC MEETING DATES**

Recommendation: First and third Monday of the month, with the exception of Mondays that fall on a legal holiday which the meeting will be held on the following Monday, at 7:00 p.m. at Headquarters.

A motion was made by Comm. Dore to keep them. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

The District Secretary notified the Poughkeepsie Journal on January 5, 2021 of the meeting dates as required by the provisions of the Open Meetings Law of the State of New York. The legal notice will be published January 7, 2021.

XIII. **MEMBERSHIPS**

District:

- Association of Fire Districts of the State of New York - \$500.00 (Budget line 5412 – Dues)
- NFPA Standards (online) - \$1,305.00 (Budget line 5474 – Fire Prevention)

Chiefs:

- International Association of Fire Chiefs – \$234.00 (Budget line 5412 – Dues)
- New York State Association of Fire Chiefs – \$175.00 (Budget line 5412 – Dues)
- Fire Chiefs Council of Dutchess County – \$100.00 (Budget line 5412 – Dues)
- New York State Career Fire Chiefs – \$50.00 (Does not include \$35 per meeting fee and/or lodging fees, if applicable; Budget line 5412 – Dues)
- Westchester County Career Chiefs – \$200.00 (Budget line 5412 Dues)

EMS:

- Dutchess County EMS Council – \$75.00 (Budget line 5483 – EMS Training)
- New York State Volunteer Ambulance & Rescue Association – \$75.00 (Budget line 5483 – EMS Training)

Fire Prevention

- National Association of Fire Investigators – \$195.00 – Budget line 5474 Fire Prevention)
- National Fire Protection Association – \$175.00 – Budget line 5474 Fire Prevention)
- International Association of Fire Investigators – IAAI Chapter 23 – \$1,350 (\$135 each for 10 members; Budget line 5474 Fire Prevention)

- NYS Building Officials Conference - \$610.00 (Budget line 5474
Fire Prevention

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

- Motion Carried, 5 – 0

XIV. REVIEW, RE-EXAMINE LEASES & CONTRACTS

No action taken by the Board.

XV. REVIEW AND AFFIRM OF FIRE DISTRICT POLICIES

No action taken by the Board.

XVI. APPOINTMENT OF COMMITTEES FOR 2021:

Chairman Chiumento stated that he will be holding off on the Committee appointments until next meeting. Requested the Board to send him an email for any Committee's they would like to be on and he will coordinate it, otherwise will assign on his own. Comm. Dore will pick up anything that past Comm. Adams was assigned to until the Committee's are appointed should anything happen in the meantime.

- A. Service Awards
- B. District Inspections
- C. District Officers / Chief Liaison
- D. EMS & Paramedic Liaison
- E. Public Relations
- F. Equipment Maintenance
- G. Buildings and Grounds
- H. Capital Equipment
- I. Union Negotiations & Contract
- J. Career Staff Liaison
- K. Volunteer Recruitment
- L. Volunteer Liaison
- M. District Safety & Health
- N. Strategic Plan
- O. Finance Committee
- P. IT Operations Committee
- Q. Croft Lease
- R. Rochdale Lease

XVII. DEPARTMENT ELECTION RESULTS

Eric Philipp won with 6 votes and ran unopposed for the position of Assistant Chief in the Department Election held on December 3, 2020. District President and District EMS Captain remain vacant.

A motion was made by Comm. Longi to appoint Eric Philipp as Assistant Chief. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

Assistant Chief Eric Philipp took his Oath of Office after this meeting and it has been filed with the Town of Poughkeepsie Town Clerk.

XVIII. APPOINTMENT OF ADDITIONAL RECORDS MANAGEMENT OFFICER

A motion was made by Comm. Longi to appoint the Chief of the Department as the additional Records Management Officer. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

XVIX. AUTHORIZATION OF SCHOOL REQUESTS

Authorize Chief to approve school requests in advance of Board of Fire Commissioners meetings which are located inside or outside of Dutchess County provided that the school request is either contractually required or required to maintain a certification and have a registration cost of no more than \$100.

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

- Motion Carried, 5 – 0

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

- Motion Carried, 5 – 0

The Board immediately went into their regular meeting at 7:15 p.m.

Respectfully submitted,

Renee O'Neill
District Secretary

**AFFIDAVIT OF PUBLICATION
FROM**



Nicholas Runtorn

being duly sworn says that he/she is the principal clerk of **THE**

POUGHKEEPSIE JOURNAL, a newspaper published in the County of Dutchess and the State of New York, and the notice of which the annexed is a printed copy, was published in the newspaper on the date (s) below:

Zone:

Run Dates:
12/07/2020

Signature

Sworn to before me, this 7 day of December, 2020


Notary Signature State of Wisconsin County of Brown

5.15.23

My commission expires

NANCY HEYRMAN
Notary Public
State of Wisconsin

Ad Number: 0004473819

Ad Number: 0004473819

Run Dates: 12/07/2020

LEGAL NOTICE

PLEASE TAKE NOTICE, that the Organizational Meeting for the Year 2021 of the Arlington Fire District has been scheduled for the 4th day of January, 2021 at 7:00 p.m. followed immediately by the first regular meeting of the month on that day at Arlington Fire District Headquarters, 11 Burnett Boulevard, Poughkeepsie, NY, County of Dutchess.

This notification is being given to the news media pursuant to the provisions of Section 94 of the Public Officers Law of the State of New York.

By Order of the Arlington Fire District Board of Fire Commissioners.

DATED: December 7, 2020

Renee O'Neill
District Secretary 4473819



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: 1-4-21
