

Minutes of Regular Meeting October 12, 2011

PRESENT: Commissioners: Murray, Daly, Weitz and Chairman Woehrle.

Also Present: Treasurer Splendido, Secretary Versocki, Attorney Hayner, Chief Lingenfelter
1st Assistant Chief Elliott and Dave Pacheco.

The Meeting was called to order at 7:08 p.m. by Chairman Woehrle.

Motion Murray /Second Daly: To adjourn the meeting to executive session at 7:09 p.m. Passed 4-0.

Motion Murray/Second: Weitz to return the meeting to regular session at 7:19 p.m. Passed 4-0.

Motion/Murray, 2nd/ Daly: To approve the minutes of the September 14, 2011 Regular Monthly Meeting As Read. Passed 4-0.

CORRESPONDENCE:

- A printout of Grand Blvd. Fire Company members calls percentages through September 2011.
- The August-September 2011 Fire District Affairs bulletin for Fire District Officers.
- A letter from The Office of Fire Prevention and Control commending the following USAR members who participated in emergency response missions to assist The City of New York after the September 11, 2001 terror attacks: Richard Fritz, Dale Lingenfelter and Dr. John Silvernail.
- A letter from The NYS Comptroller's Office requesting updated Fire District No. 1 information.
- A letter from The Schenectady County Civil Service Commission certifying the following names as eligible for Fire Lt.-Paramedic: FF/P Baker, FF/P J. Congdon and FF/P Griffiths.
- A letter from The Schenectady County Civil Service Commission certifying the following names as eligible for Fire Cpt.-Paramedic: Lt. Sweet, Lt. Sims and Lt. J. Vena.
- An e-mail letter from Hometown Firefighter's Services offering LOSAP services. (A copy was forwarded to LOSAP Trustee Ray Hull).
- A thank you card from The Aqueduct Rowing Club for EMS services & equipment supplied during "The Head of The Mohawk" Regatta.
- An article from The Gazette titled, "Fire Companies balance need for new station, costs". In which Niskayuna Fire District No. 1 was included in.

PRIVILEGE OF THE FLOOR: Nothing.

BILLS:

Motion Murray 2nd/Daly: To pay bills for corresponding check #'s 12000 – 12047

From September 15, 2011 thru October 12, 2011 totaling \$386,610.07 as reviewed. Passed 4-0.

TREASURER'S REPORT:

- The reserve accounts were reviewed and the totals are \$1,165,000.00
- The comparison sheet for September 2010 & 2011 were reviewed by each line item.
- Budget versus actual expenses through September 2011 were reviewed. John stated that we are 75% through the budget year with 71% of the expense budget spent.
- We are still seeing an increase in gasoline costs.
- The break out for "The Renovation/Addition project expenses" was reviewed and as of October 12, 2011 \$3.57 million dollars of the bond have been spent and the balance is \$1.741 million dollars.
- There is a discrepancy with the bills, specifically The payment to Bunkoff General Contractors was lower than previously reported. I ask that a new check be approved for the amount of \$194,875.00. **MOTION Murray/SECOND Weitz, to authorize Treasurer Splendido to cut a new check to Bunkoff General Contractors reflecting the lower payment of of \$194,875.00. Passed 4-0.**
- I am also requesting authorization to cut a check for \$426.53 to David Reimenschneider. **MOTION Murray/SECOND Weitz, to authorize Treasurer Splendido to cut a check to David Reimenschneider in the amount of \$426.53. Passed 4-0.**

ATTORNEY'S REPORT:

- I was recently sent an e-mail notification that District reimbursement is now in question due to legal issues pertaining to Mr. Apa
- It is my opinion that future paramedic schooling tuitions be paid once the member has repaid the 2 year service obligation to The District.

COMMITTEE REPORTS:

FINANCE: No Report.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- I am awaiting further word on delivery of new ambulance. The holdup has to do with ambulance paint Non-conformity. We still have 3 working ambulances so we are not compromising service while waiting for the new ambulance to arrive.
- The generator on Truck 405 stopped working unexpectedly and has been sent out for repair.

COMMUNICATIONS & INFORMATION SERVICES: No Report.

EMS & EQUIPMENT: No Report.

FACILITIES:

Commissioner Woehrle Reported:

- I contacted National Grid and an energy audit for lighting at The River Rd. station was done. When the results are sent we can discuss what to do.
- There are no further details about the sealing of The River Rd. station.

ELECTIONS:

Commissioner Weitz Reported:

- Commissioner Woehrle's term ends this year.
- November 23, 2011 is the last day to file petitions for candidates of office.
- December 13, 2011 is the date of The Commissioner's election.

PROTECTIVE GEAR & UNIFORMS: No Report.

SERVICE AWARDS PROGRAM: No Report.

INSPECTION & INSTALLATION:

Commissioner Weitz Reported:

- The date of the Inspection Dinner is January 28, 2012 and will be held at The Lighthouse Restaurant.

FIRE STATION ADDITION/RENOVATION:

Chief Lingenfelter Reported:

Facility Renovation/Addition Project Status:

- Bunkoff has provided a claim with supporting information for a (15) day weather related extension based on conditions between March and June of 2011. PRA has reviewed the request and has emailed their recommendation to the board for consideration. The project team is in agreement with PRA's recommendation.
- Roof shingles are being installed.
- Painting has begun on the interior of the renovation.
- Water meter should be installed this week.
- National Grid is causing delays with the gas and electric installations. Electrical design has been completed but scheduling is delayed. Gas service is also delayed due to scheduling.
- Storefronts have been installed. The window glass will be reworked due to misalignment of the internal grid work.
- Masonry work continues on the interior and exterior.
- Phone/data service vendors have been contacted for options, availability, and pricing of phone service. Awaiting submittals.
- Notice from the NYS Department of Labor was received indicating an investigation of Ayotte Contractors has been initiated by the DOL with respect to payroll records. Ayotte Contractors is a sub contractor of Bunkoff General Contracting. No action on the part of the fire district has been requested at this time. Attorney Hayner has been notified.
- Proposals for soft costs are continuing to be solicited.

- The following change orders have been approved by the project team:
 - Mildew/mold resistant Gypsum Wall board in basement- \$316.00
 - Electrical underground service - \$26,267.93 (pending board approval)
 - Gas service relocation fees from National Grid - \$8,155.96
- After the board approved the initial proposals for telecommunication and paging cabling, the sales manager indicated that he had made a major error in the calculation of man hours involved with the proposals as written which had been picked up by his supervisors. Two of the four proposals were revised totaling an additional \$7360.00 in addition to the original \$25,219.40 which had been approved last month. **I am Requesting board authorization for the additional \$7,360.60 as outlined in the Northeast Information Systems revised purchase agreements for Voice and Data Cabling and Paging System Installation.**
- The change order request for relocation of the electrical service from the contracted location to the new location as required by national grid has been reviewed by PRA and the project team. **Board authorization is requested to accept the change order proposal from Comali Electric as agreed to by PRA and Comali Electric in the amount of \$26,267.93.**
- The work to relocate the traffic signal has been estimated and should ideally begin prior to paving of the aprons and parking lot with setting of the new pole foundation. Taking into consideration the timing involved and the desire to proceed with the work prior to the next regular board meeting **we request board authorization for the project team to award the contract for relocation of the traffic signal for an amount not to exceed the \$35,000 public works bidding threshold.**

REPORT OF THE CHIEFS:

Chief Lingenfelter's Reported:

- Military Leave Policy – Approved final version has been received from Attorney Hayner.
- Volunteer FF Peter Barber and Volunteer EMS member Laura Toma have returned to full duty from medical leave.
- Results of the Lieutenant and Captain promotional exams have been received.
- Volunteer firefighter Lonegran was treated and transported for medical evaluation during the fire company drill on October 3, 2011. Worker's Compensation paperwork has been filed.
- Initial application for public assistance has been submitted to SOEM for activities related to Tropical Storm Irene. Awaiting notification for meeting to submit claims.
- Annual fire prevention poster shows are under way in our elementary schools. The shows are a cooperative effort between NFD 1, NFD 2, and the Rexford Fire District. As part of our activities we traditionally award each school art department with a \$50.00 check to help offset the cost of poster supplies. **I am requesting authorization for the treasurer to draft (4) checks in the amount of \$50.00 each payable to the four district elementary school art departments in support of the fire prevention week poster shows being conducted in the schools by NFD 1 personnel.**
- Firehouse Software now has a web based version of the software available. The program has been evaluated and would greatly enhance our incident reporting, scheduling, training, code enforcement and administrative operations. In addition it would reduce the need for in house backup of our incident database and allow all key data management activities to be conducted from the internet. **I am requesting authorization to enter into a 5 year agreement for service at a cost of \$212 per month.** The cost was anticipated in the 2012 budget.

Department Activity	<u>2011</u>	<u>2010</u>	
September Incidents:	151	136	
EMS	103	103	
Fire/Other	48	33	
YTD Incidents	1481	1307	(9/30)

Other Activities:

Emergency Callback	5	Hours
Fire Company Drill	24	Hours
Fire/EMS/Codes In-Service Training	91	Hours

Chief Elliott:

- The second portion of the NYS course “effective fire department leader” will be held November 3, 2011 at The Shaker Rd. fire station. I would like to thank the commissioners for approving the 10 seats.
- I am requesting approval for use of the chief’s vehicles and T-405 during The Schenectady Holiday Parade on Saturday November 19, 2011.

MOTION Murray/SECOND Weitz: To adjourn meeting to executive session at 8:24 p.m. Passed 4-0.

MOTION Weitz/SECOND Murray: To return meeting to regular session at 8:48 p.m. Passed 4-0.

Report of the Niskayuna Permanent Fireman’s Association: No Report.

Report of the Grand Boulevard Fire Company: No Report.

OLD BUSINESS:

Commissioner Woehrle reported a 2.71% for the 2012 budget with a total \$3,078,285.00 levy.

NEW BUSINESS:

Motion Weitz/Second Murray: To authorize the additional \$7,360.60 as outlined in the Northeast Information Systems revised purchase agreements for Voice and Data Cabling and Paging System Installation.

The Secretary called the roll for a vote:

- Commissioner Daly – Yes
- Commissioner Weitz – Yes
- Commissioner Murray – Yes
- Commissioner Woehrle – Abstained

Passed 3-0-1

Motion/ Murray/Second Weitz: To authorize acceptance of the change order proposal from Comali Electric as agreed to by PRA and Comali Electric in the amount of \$26,267.93. Passed 4-0

Motion/ Murray/Second Weitz:To authorize the project team to award the contract for relocation of the traffic signal for an amount not to exceed the \$35,000 public works bidding threshold. Passed 4-0.

Motion/ Murray/Second Weitz: To authorize the treasurer to draft (4) checks in the amount of \$50.00 each payable to the four district elementary school art departments in support of the fire prevention week poster shows being conducted in the schools by NFD 1 personnel. Passed 4-0.

Motion/Murray/Second Daly: To enter into a 5 year agreement for service with Firehouse Software-web based version at a cost of \$212 per month. Passed 4-0.

Motion/ Murray/Second Weitz: To allow Pacheco/Ross Architects to draft a letter to Bunkoff General Contractors authorizing a 15 day extension for rain delays detailed in a letter from PRA dated October 11, 2011. Passed 4-0.

Motion/ Murray/Second Weitz: To authorize the use of Chief's vehicles and T-405 for The Schenectady Holiday Parade on November 19, 2011. Passed 4-0.

Motion/ Murray/Second Weitz: To authorize the increased salary for Chief Lingenfelter from \$87,500 to \$93,500 beginning January 1, 2012. Passed 4-0

Commissioner Weitz discussed the paramedic reimbursement program at length. Key points included:

- Deciding a suitable structure.
- Clarifying the policy.
- Service back to the district.

Chief Lingenfelter will work-up a recommended structure and bring his ideas back for discussion and approval.

Motion Murray/Second Daly: To adjourn the meeting at 9:04 p.m. Passed 4-0.

The next Regular Meeting will be held At the Craig Elementary School Conference Room on Wednesday November 9, 2011 at 7:00 p.m.

Respectfully submitted,

William J. Versocki

District Secretary