

## Minutes of Regular Meeting November 9, 2011

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**PRESENT:** Commissioners: Nappi, Weitz and Chairman Woehrle.

**Also Present:** Treasurer Splendido, Secretary Versocki, Attorney Hayner, Chief Lingenfelter  
1<sup>st</sup> Assistant Chief Elliott and Lt. Vena.

The Meeting was called to order at 7:15 p.m. by Chairman Woehrle.

**Motion Nappi /Second Weitz:** To approve the minutes of the October 12, 2011 regular monthly meeting as read. Passed 3-0.

**Motion Weitz/Second: Nappi** To approve the minutes of the October 18, 2011 proposed 2012 budget meeting as read. Passed 3-0.

**Motion Nappi /Second Weitz:** To approve the minutes of the October 18, 2011 meeting to adopt the 2012 budget as read. Passed 3-0.

**Motion Nappi /Second Weitz:** To approve the minutes of the October 31, 2011 special meeting as read. Passed 3-0.

### **CORRESPONDENCE:**

- A printout of Grand Blvd. Fire Company members calls percentages through October 2011.
- A thank you card from Mr. Michael Pletman of 2080 Baker Ave. Niskayuna, NY for EMS services received in June 2011.
- A letter from Edward F. Woehrle Jr. stating his intent to run for the office of Fire Commissioner for the term beginning on January 1, 2012 thru December 31, 2017.
- A notice from Schenectady Insuring replacing insurance on the 1998 Ford ambulance with the 2010 Chevrolet ambulance.
- A letter from Grand Blvd. Fire Company EMS member Alan Bell stating that he has been requested to either resign or retire by the fire company for failing to meet their standards. He further states that he is a volunteer Paramedic and works as a Police Officer for the Town of Niskayuna. He is able to provide initial medical support when responding in the role of a Police Officer. He is asking to become a volunteer paramedic for the District.
- A letter from The Grand Blvd. Fire Company stating that at their regular meeting on October 10, 2011 the following person was voted in as a probationary firefighter: Nicholas Kats of 1062 Baker Ave. Niskayuna, NY 12309. They ask that Nicholas be added to the Fire District roles.

**PRIVILEGE OF THE FLOOR:** Nothing.

## **BILLS:**

**Motion Nappi 2<sup>nd</sup>/Weitz:** To pay bills for corresponding check #'s 12254 – 12310

**From October 13, 2011 thru November 9, 2011 totaling \$457,968.80 as reviewed. Passed 3-0.**

## **TREASURER'S REPORT:**

- The payment for the new ambulance was taken out of the reserve account.
- The reserve accounts were reviewed and the totals are \$1,029,492.02.
- The comparison sheet for October 2010 & 2011 were reviewed by each line item.
- Budget versus actual expenses through October 2011 were reviewed. John stated that we are 83% through the budget year with 81% of the expense budget spent.
- We continue to see an increase in gasoline costs.
- I put out requests to three (3) companies about doing financial audits for the Fire District and two (2) sent back quotes. 1). Cusack & Company - \$27,550; 2). Marvin & Company- \$30,545.
- I am recommending we hire Cusack & Company to do our audits for the next 5 years at a cost not to exceed \$27,550.

## **ATTORNEY'S REPORT:**

- I contacted Chip Gordon about the fee reduction and he offered a 10% discount for his legal services.
- I also spoke to Tony Ward of AKW and feel that we should try compromising with the general contractor now before accruing excessive attorney fees.

## **COMMITTEE REPORTS:**

**FINANCE:** No Report.

**INSURANCE:** No Report.

## **MEDIA RELATIONS:**

### **Commissioner Weitz:**

- I suggest we continue to update the pictures of the 1079 Balltown Rd. interior through the website.

## **APPARATUS & EQUIPMENT:**

### **Chief Lingenfelter Reported:**

- Lt. Vena and FF/P Baker went to Syracuse 2 weeks ago to inspect the new ambulance.
- The new ambulance is scheduled for delivery on Thursday November 10<sup>th</sup>. Some minor rework was required upon inspection at the vendors. Corrections have been made and the vendor will be delivering the ambulance.
- The generator on Truck 405 has been repaired and the annual preventive maintenance completed.
- The fuel tank on Engine 401 has been removed and sent out for re-lining.

**COMMUNICATIONS & INFORMATION SERVICES:** No Report.

## **EMS & EQUIPMENT:**

### **Chief Lingenfelter Reported:**

- I am pricing replacement AEDs for fire apparatus. Current AEDs are experiencing failures that are not cost effective to repair. We are also reaching out to Niskayuna Fire District No.2 and Stanford Heights FD for possible group purchasing initiative.
- I am pricing replacement fire hose.

## **FACILITIES:**

### **Chief Lingenfelter Reported:**

- National Grid has conducted an energy survey of the River Road station. Report was received and distributed to the board via email for consideration. The proposal is for National Grid to do work to improve the electrical efficiency of the River Rd. station for the cost of \$11,488.21 and have the district to spend approximately \$4,370.60 which can be paid back over 2 years. A response must be provided by November 10, 2011.

## **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 which is being held at the Town Hall from 6pm – 9pm.

**PROTECTIVE GEAR & UNIFORMS:** No Report.

## **SERVICE AWARDS PROGRAM:**

### **Commissioner Woehrle Reported:**

- LOSAP Trustee Ray Hull is currently working on the program.

## **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 submitted additional delay claims totaling 53 days.
- Roof work is nearing completion.
- Water meter has been installed and old meter returned to the town.

- National Grid has installed the underground gas service. Awaiting the installation of the electrical service so that final gas installation can be completed. Electrical service is scheduled for the week of November 14<sup>th</sup>.
- Phone/Data/Security cabling has begun.
- Masonry work is very near completion.
- Phone/data service vendors have been contacted for options, availability, and pricing of phone service. I am awaiting submittals.
- Notice from the NYS Department of Labor was received instructing the fire district to withhold \$40,776.15 from Bunkoff General Contracting.
- Proposals for soft costs are continuing to be solicited.
- The following change orders have been approved by the project team:
  - Additional wiring sleeves - \$2,526.77
- The work to relocate the traffic signal was awarded to Stilsing Electrical for \$27,407.50. The new pole foundation has been poured.
- Paving is scheduled for this week.
- **I am requesting authorization to purchase the phone system as proposed by Northeast Information Systems is on NYS contract at a cost of \$19,294.12.**

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter's Reported:**

- Volunteer Firefighter Lonegran has returned to full duty.
- I attended the FEMA kick-off meeting for storm reimbursement. I am completing documentation for submission.
- Re-certification on the personal escape systems purchased last year has been completed.
- Annual fire prevention poster shows in our elementary schools have been completed. Our fire prevention efforts involved 46 man-hours and reached 1199 students and 150 adults over the last month. Thanks to FF/P Baker and FF Smith who did the majority of the training.
- 7 Paramedics received initial training from the Schenectady County Public Health Department to support the "Point of Dispensing" program utilized to provide public medical support during emergency situations such as H1N1 vaccine distribution.
- I am not ready to submit a proposal as of yet but I wanted to discuss the possibility of utilizing the CPAT system as a requirement for entry level firefighters. This would test the physical ability of a firefighter after they have successfully passed the civil service test.
- Department Activity

	<u>2011</u>	<u>2010</u>
October Incidents:	182	191
EMS	124	131
Fire/Other	58	60
YTD Incidents	1664	1498 (10/31)

Other Activities:

Emergency Callback	16	Hours
Fire Company Drill	38	Hours
Fire/EMS/Codes In-Service Training	132	Hours

**Chief Elliott:** No Report.

**Report of the Niskayuna Permanent Fireman's Association:** No Report.

**Report of the Grand Boulevard Fire Company:** No Report.

**OLD BUSINESS:** No Report.

**NEW BUSINESS:**

**Motion Nappi/Second Weitz:** To authorize purchase the phone system as proposed by Northeast Information Systems is on NYS contract at a cost of \$19,294.12.

The Secretary called the roll for a vote:

Commissioner Weitz – Yes

Commissioner Nappi – Yes

Commissioner Woehrle – Yes, with the understanding that no portion of this contract is part of my personal compensation.

**Passed 3-0.**

**Motion/ Nappi/Second Weitz:** To authorize National Grid to do work to improve the electrical efficiency of the River Rd. station for the cost of \$4,370.60. Passed 3-0.

**Motion/ Nappi/Second Weitz:** To re-apply for a building permit at the 1079 Balltown Rd. building site at the cost of \$50.00. Passed 3-0.

**Motion/ Nappi/Second Weitz:** To approve Nicholas Kats of 1062 Baker Ave. Niskayuna, NY 12309 as a probationary firefighter member and add him to the district rolls. Passed 3-0.

**Motion/ Nappi/Second Weitz:** To approve Cusack & Company as our financial auditor for the next 5 years at a cost not to exceed \$27,550 Passed 3-0.

Commissioner Woehrle, Weitz and Nappi discussed the letter sent by Grand Blvd. Fire company member Alan Bell.

It was determined that The Grand Blvd. Fire Company had not met and the commissioners deemed this a Fire Company issue. The District Secretary will send Mr. Bell a letter letting him know that although he made some good points, that the District does not employ volunteer paramedics.

**Motion Nappi/Second Weitz:** To adjourn the meeting at 8:39 p.m. Passed 3-0.

**The next Regular Meeting will be held At the Craig Elementary School Conference Room on Wednesday December 14, 2011 at 7:00 p.m.**

Respectfully submitted,

*William J. Versocki*

District Secretary