

Minutes of Regular Meeting April 19, 2012

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

Also Present: Treasurer Splendido, Acting Secretary Bob Kordrupel, Captain Fritz Chief Lingenfelter, GBFC President A. Connelly, Chief Dietrich
1st Assistant Chief Elliott, FF/P Griffiths, Katrina Pacheco, David Pacheco
Loren Compson, Anne Waltz & Dennis Ross.

The Meeting was called to order at 7:00 p.m. by Chairman Woehrle.

Motion Murray/Second/ Daly: To approve the minutes of the March 14, 2012 regular monthly meeting as read. Passed 5-0.

CORRESPONDENCE:

- A letter from The Association of Fire Districts of the Capital Area certifying that Ed Woehrle fulfilled the requirements of Law & Legislative Updates.
- A letter from The Schenectady County Civil Service Commission listing 2 names from the certified civil Service list for the Firefighter/Paramedic dated March 26, 2012.
- A letter from The Schenectady County Civil Service Commission supplying the Niskayuna Fire District No. 1 commissioners with a list of ten (10) Niskayuna residents who took the Firefighter/Paramedic test which was held on March 3, 2012.
The letter also states that the results from said test have not yet been returned.
- The statistics call sheet through March 2012 for Grand Blvd. Fire Company members.
- A copy of the spring 2012 edition of The Employer Forum supplied by The NYS Comptroller's office.
- A thank you letter for emergency services rendered from Gordon & Janet Light of 1200 Hillside Ave. Niskayuna, NY.
- A thank you letter for emergency services rendered for an auto accident by Schenectady resident Twila White of 1470 Grenoside Ave.
- A letter stating that at their monthly meeting on April 11, 2011 the members of The Grand Blvd. Fire Company had granted Joshua Colvin a leave of absence for up to one (1) year. There has been no correspondence from Mr. Colvin and the year has ended. In accordance with their Constitution & Bylaws, Mr. Colvin is automatically deemed resigned. The GBFC asks that Mr. Joshua Colvin's name be removed from the fire district rolls.
- A letter stating that at their monthly meeting on April 11, 2011 the members of The Grand Blvd. Fire Company voted to add the following person as a probationary firefighter/EMS member pending the results of a complete physical and arson background check: Brendan Leach of 1377 Clifton Park Rd. Niskayuna, NY 12309. The GBFC members ask that the commissioners approve their choice and add Mr. Leach to the fire district rolls pending the results of a complete physical and arson background check.

- A letter stating that at their monthly meeting on April 11, 2011 the members of The Grand Blvd. Fire Company voted to add the following person as a probationary firefighter/EMS member pending the results of a complete physical and arson background check: Andrew Congdon of 1036 Merlin Dr. Niskayuna, NY 12309. The GBFC members ask that the commissioners approve their choice and add Mr. Congdon to the fire district rolls pending the results of a complete physical and arson background check.
- A letter from the Grand Blvd. Fire Company re-affirming that all the district career staff are also Grand Blvd. Fire Company members. This letter includes the month and year each joined the Fire Company.

PRIVILEGE OF THE FLOOR: David Pacheco introduced the staff of Pacheco Ross Associates who worked to achieve the end result of getting the Renovation/Addition project finished and thanked the commissioners for hiring their firm to do the work.

They are:

Loren Compson, Anne Waltz, Katrina Pacheco and Dennis Ross.

BILLS:

Motion Murray 2nd/Weitz: To pay bills for corresponding check #'s 12570, 12572–12599, 12600 –12640 + 12642; from March 15, 2012 thru April 19, 2012 totaling \$337,830.48 as reviewed. Passed 5-0.

TREASURER’S REPORT:

- The reserve accounts were reviewed.
- The comparison sheet for March 2011 & 2012 were reviewed by each line item.
- Budget versus actual expenses through March 2012 were reviewed.
- Treasurer Splendido reported that the annual audit is underway.
- Treasurer Splendido reported that the N.Y.S. Workers Compensation audit is April 26, 2012.

ATTORNEY’S REPORT:

Commissioner Woehrle Reported:

At our May 2012 business meeting we will vote on the resolution to change the official name of Niskayuna District No. 1.

COMMITTEE REPORTS:

FINANCE: No Report.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- E-403 has been returned to River Road station pending its sale although there have not been any inquiries about purchasing our engine. All other fire district assets have been removed from the water department storage on WTRY road and returned to district facilities.

COMMUNICATIONS & INFORMATION SERVICES:

Commissioner Woehrle Reported:

- The phones have been updated at the River Road station.
- Key fobs are working at both stations.

EMS & EQUIPMENT:

Chief Lingenfelter Reported:

- A turnout gear extractor has been ordered.
- A new oxygen refilling station has been installed and is operational.
- The new server has been installed and the computers have been configured to operate on the network. The VPN has been established between the stations and the phone systems have been linked.
- The security system at River Road station will be upgraded on April 23, 2012.

FACILITIES:

Chief Lingenfelter Reported:

- Fire District operations were relocated back to the Balltown Road station as of April 2, 2012.
- The renovation/addition project punch list is still being worked on however the majority of items have already been addressed.
- We continue to receive very favorable comments on the final results of our building renovation/addition from members of the community and colleagues.
- The generator has started un-expectedly at 0100 hrs for the last two Sundays. The vendor was contacted and found the programming had changed in the generator without explanation. The program was adjusted and we will be monitoring its operation.
- As we approach completion of the renovation addition project, there are a number of old furniture pieces, desks, and miscellaneous items that are in our storage units and no longer needed for Fire District purposes. Inventory includes: 5 desks, 1 computer hutch, one armoire, and other miscellaneous tables, lamps, and chairs. The furniture has minimal or no market value short of scrap value. I recommend that the board declare the old furniture and fixtures surplus and allow the furniture to be dispersed to interested members of the department with any remaining items discarded at the chief's discretion.
- Arrangements are being made for removal of the office trailer behind the River Road station.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS: No Report.

SERVICE AWARDS PROGRAM: No Report.

INSPECTION & INSTALLATION: No Report.

FIRE STATION ADDITION/RENOVATION:

Dave Pacheco Reported:

- The landscaping needs to be addressed as soon as possible.
- I am recommending that the building committee continue to work together and address concerns about repairs & document all issues. This will help facilitate the 1 year warranty.
- Hot water service problems are being researched.

Chief Lingenfelter Reported:

- We have received a pre-approval from NYSERDA in the amount of \$4,500.00 for the installation of energy efficient lighting and heating fixtures in the Balltown Road station renovation project. The award is contingent on successfully completing an on-site inspection to verify the installation. This award was made possible through the efforts of Pacheco Ross Architects in completing the necessary application paperwork on the fire district's behalf.
It should be noted that this application was not part of PRA's contractual obligation to the district.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- 10 individuals sat for the NFD 1 firefighter paramedic civil service exam. Four have their paramedic cards and live within the Town of Niskayuna. Arrangements are being made to facilitate the pre-employment CPAT in Utica.
- A new program designed to enhance volunteer participation has been initiated. The program allows volunteers to schedule duty hours working with the on duty career staff. Those hours are being credited as an alternative to meeting the minimum call percentage requirements for membership in the company. The intent is to allow volunteers to "schedule" their service to the district and to enhance the working relationships for all personnel. Previous experience with our EMS internships has demonstrated that the close working relationship on a daily basis improves the volunteer's level of training and confidence, the duty officers/firefighters confidence in the volunteer's capabilities, and effectively dispels the many myths surrounding the career-volunteer relationships. This was an excellent effort on the part of a GBFC subcommittee that was established to revise the constitution and bylaws of the company.
- A check was received in the amount of \$850.00 for the wide band pagers that were declared surplus due to the narrow banding requirements.
- Firefighter/Paramedic Alex Traina has discontinued service and has started employment with the Henrietta Fire District as of April 2nd 2012.
- I met with representatives of Schenectady Insuring Agency to review our schedule of insurance renewal for 3/1/12 – 3/1/13. A review of our new facility is being conducted this month and coverage recommendations will be forthcoming from SIA. A summary of our policy is available for review along with additional premium costs for increased umbrella limit options.
- An executive session will be required to discuss legal matters.
- Effective on Monday the 2nd of April, all members have been instructed to respond to the station for all emergency calls. Each member has been assigned to one of the two stations and all personal

protective equipment is now stored in their respective station. This was done to improve responder safety, enhance operational accountability, and improve emergency incident management.

- Insurance Services Office conducted a Public Protection Classification survey of our agency capabilities on April 5th, 2012. Results are pending.
- Fire district personnel responded to a working structure fire at 894 Morgan Avenue. No civilian casualties were incurred and the fire was contained to the room of origin on the second floor. Mutual aid assistance was received from SFD and NFD 2. One firefighter from NFD 2 was transported to the hospital for evaluation of over exertion and was released that evening. Nine career firefighters and seven volunteers responded from NFD 1. Job well done by all who responded.
- Requesting authorization to attend the International Association of Fire Chiefs leadership forum in Denver Colorado from July 30, 2012 – August 4, 2012. Cost for registration, lodging, meals, and travel is estimated not to exceed \$2,908.20. Conference attendance request with budget breakdown has been submitted.
- Planning is under way for the annual Niska-Day celebration on May 19th, 2012.
- Department Activity

	<u>2012</u>	<u>2011</u>	
March Incidents:	144	185	
EMS	104	113	
Fire/Other	40	72	
YTD Incidents	414	447	(3/31)

Other Activities:

Emergency Callback	34	Hours
Fire Company Drill	52	Hours
Fire/EMS/Codes In-Service Training	68	Hours

Chief Dietrich: No Report.

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 Murray: To declare the old furniture and fixtures surplus and allow the furniture to be dispersed to interested members of the department with any remaining items discarded at the chief’s discretion. Passed 5-0.

Motion/ Daly/Second Weitz: To authorize the treasurer to write a check for \$200.00 payable to The Department of Health for Clinical Lab Registration. Passed 5-0.

Motion/ Nappi /Second Daly: To spend up to \$2,000.00 for bed linen. Passed 5-0.

Motion/ Daly/Second Murray: To authorization Chief Lingenfelter to attend the International Association of Fire Chiefs leadership forum in Denver Colorado form July 30, 2012 – August 4, 2012 with an estimated cost not to exceed \$2,908.20. Passed 5-0.

Motion/ Nappi /Second Daly: To purchase gym equipment under NYS contract for \$24,000.00. Passed 5-0.

Motion/ Murray/Second Nappi: To re-affirm all current NFD #1 career staff members as Grand Blvd. Fire Company members. Passed 5-0.

Motion/ Nappi /Second Daly: To drop Joshua Colvin from the Fire District rolls. Passed 5-0.

Motion/ Nappi /Second Weitz: To add Brendan Leach of 1377 Clifton Park Rd. Niskayuna, NY 12309 to the fire district rolls pending the results of a complete physical and arson background check. Passed 5-0.

Motion/ Nappi /Second Weitz: To add Andrew Congdon of 1036 Merlin Dr. Niskayuna, NY 12309 to the fire district rolls pending the results of a complete physical and arson background check. Passed 5-0.

Motion/ Daly/Second Weitz: To adjourn the meeting to executive session at 8:22 p.m. Passed 5-0.

Motion/ Nappi/Second Weitz: To return to regular session at 9:00 p.m. Passed 5-0.

Motion/ Daly/Second Weitz: To authorize Treasurer Splendido to draft & send a check payable to Bunkoff General Construction in the amount of \$13,272.53 Passed 5-0.

Motion/ Murray/Second Nappi: To authorize background checks for potential career Firefighter/Paramedic candidates as listed from The Schenectady County Civil Service Commission. Passed 5-0.

Motion Daly/Second Nappi: To adjourn the meeting at 9:02 p.m. Passed 5-0.

The next Regular Meeting will be held on Wednesday May 9, 2012 at 7:00 p.m.

Respectfully submitted,

Robert Nordrupel

Acting District Secretary