

Minutes of Regular Meeting April 9, 2014

PRESENT: Commissioners Daly, Nappi and Chairman Woehrle.

Also Present: Treasurer Splendido, Secretary Versocki, FF/P Persons, Chief Lingenfelter and Attorney Hayner

The Meeting was called to order at 7:05 p.m. by Chairman Woehrle.

Motion/ Nappi, 2nd/ Daly: To approve the minutes of the March 19, 2014 regular monthly meeting as read. Passed 3-0.

CORRESPONDENCE:

- A correspondence letter from Grand Blvd. Fire Company Life member Robert Saltzman requesting permission from The commissioners to grant usage of the Fire District Gymnasium to him and his significant other. The policy allows for usage to family members but the definition is spouse and/or child.

PRIVILEGE OF THE FLOOR: No Report.

BILLS: Commissioner Woehrle stated that he has reviewed all the bills.

Motion/ Nappi, 2nd/ Daly: To pay bills for corresponding check #'s 13889 – 13899 & 13900 - 13934 From March 20, 2014 thru April 9, 2014 totaling \$87,352.61 as reviewed. Passed 3-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts were reviewed.
- The Building Addition/Renovation project was reviewed.
- The comparison sheets for March 2013 vs.2014 were reviewed.
- Budget versus actual expenses through March 2014 were reviewed. We are 25% through the year and have spent 37% of the budget. This is due to up front expenses that should equalize throughout the year.
- Treasurer Splendido also reported that he received a draft of the full audit including financial statements. There appears to be nothing out of the ordinary. The Treasurer also reported that he is awaiting the final report from the Cusack & Company..
- The NYS report is due at the end of the month.

ATTORNEY'S REPORT:

Attorney Hayner Reported:

- I will be working on a litigation claim pertaining to The Fire District's assessment.

COMMITTEE REPORTS:

FINANCE:

Commissioner Woehrle Reported:

- Based on information received concerning the tax cap, there is certain criterion for a tax rebate. A discussion on these issues followed.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Repairs were made to Engine 401's tank to pump valve and position indicators.
- Ambulance 941 sustained minor damage to the passenger side fender when it struck a Mohawk Ambulance while entering the ER parking area at Ellis on April 7th, 2014. No injuries were sustained and very minor damage was sustained to both vehicles. Police report was obtained from SPD.

COMMUNICATIONS & INFORMATION SERVICES:

Commissioner Woehrle Reported:

- The Town of Niskayuna will be the first to transfer dispatching operations to the new central dispatch facility. May 12th is the projected date for the startup.
- To ensure responder safety, at our request and with the county fire coordinators approval, the operational channel for the Town of Niskayuna has been changed to county channel 3 until the interference on channel 11 has been identified and cleared up. All radios have been adjusted and we are in the process of re-programming pagers with channel 3 capability. Mutual aid companies have also been informed.

EMS & EQUIPMENT:

Chief Lingenfelter Reported:

- Stretchers have been ordered and pricing for annual PM contract has been obtained and is good until September 1, 2014.

HEALTH & SAFETY: No Report.

FACILITIES:

Commissioner Nappi Reported:

- I contacted Monolith Solar in reference to installing a solar system at The River Rd. station. There is no commitment although an application must be submitted to NYCERTA. I have asked our attorney to review the contract.

Commissioner Woehrle Reported:

- In reference to the drainage problem in the front of the building and the runoff, I will be contacting Dave Pacheco so we can get this problem corrected.
- Chief Lingenfelter suggested that we inspect the roof drain by way of a scope camera for potential problems with that system.

Chief Lingenfelter Also Reported:

- Motion sensing switches have been installed in Balltown Road stairwells and River Road station restrooms.
- Facility inspection update is available.
- Lt. Griffiths is working on pricing of audio visual and computer equipment for the station to facilitate monitoring of station cameras, upgrading of computers using Windows XP operating system, and visual displays in conference room and offices. Proposal will be offered for consideration at the next board meeting.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS: No Report.

SERVICE AWARDS PROGRAM: No Report.

INSPECTION & INSTALLATION: No Report.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- I request an executive session for update on firefighter medical status.
- Limited Service Laboratory license renewal was submitted to DOH.
- We are working on establishing a formal mission statement, values statement, and vision statement. A draft is attached for your review and comment.
- We are in the process of obtaining DOH approval for a modification of our EMS recertification program to allow for additional on-line training. **Requesting board approval for modification of our medical director's job description to support the plan.** Excerpt with proposed change is highlighted in red below:

Under the Essential Functions and Responsibilities of the NFD 1 Medical Director Job Description, it states the Medical Director:

"Acts in an advisory capacity to the Board of Fire Commissioners on Fire District advance life support system issues, policies and procedures **including those related to the Continuing Medical Education (CME) Recertification Program.** Maintains a working relationship with the Chief – Career Division and his/her staff; to provide overall medical direction for the Fire Districts EMS providers in order to maintain control of patient care in accordance with New York State Department of Health rules and regulations, and regional protocols and standards; provides guidance in development of Fire District policies on the selection and use of medications, supplied, and medical equipment in order to insure the utilization of proper procedures and material; participates in the EMS Quality Improvement program through review of patient care reports, and providing positive re-enforcement, counseling, and remediation as required; participates and/or supports all Fire District EMS based programs including, but not limited to, Public

Access Defibrillation, BLS Albuterol, EPI-Pen auto-injector, Blood Glucose Testing, and continuing EMS education; provide medical consultation to Fire District personnel as needed in addressing occupational injuries and exposures."

- I am requesting authorization to attend the NYS Emergency Management Office Instructor Conference in Utica, NY from May 6th thru 8th. Course cost, meals, and lodging is covered by NYSDHSES.
- I am requesting authorization to send two firefighter/paramedics to Oriskany, NY for the MCI management and triage" course at the earliest available date. The cost would include 21 hours of OT per firefighter and use of a district vehicle. Lodging, meals, and course registration are covered by NYSDHSES.
- Volunteer firefighters Bradley Nethaway and Adam King are currently enrolled in the EMT program at Mohawk Ambulance.
- Adam King, Doug Stafford, and Anders Olsen are enrolled in the Firefighter II program being offered at our station.
- Probationary firefighters Salamone and Neaton are currently in Firefighter I training at East Glenville Fire District.
- I am requesting authorization to send Andrew Fiumano to the Principles of Fire Investigation program at Montour Falls Fire Academy from May 5th thru 9th at a cost of \$191 for course fees and accommodations as well as use of a district vehicle.

• Department Activity	<u>2014</u>	<u>2013</u>	
March Incidents	131	185	
EMS	89	127	
Fire/Other	42	58	
YTD Incidents	451	510	(3/31)
Other Activities:			
Emergency Callback		25	Hours
Fire Company Drill		244	Hours
Fire/EMS/Codes In-Service Training		87	Hours

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

Report of the Grand Boulevard Fire Company: Chief Lingenfelter reported that The GBFC is requesting the use of a chief’s car and the fire prevention trailer for the Hudson Valley Firefighters Convention in West Glens Falls on June 19-22, 2014. The GBFC would also like permission to use an engine for the dress parade on June 21, 2014 for the day.

OLD BUSINESS: NONE

NEW BUSINESS:

Motion/ Nappi, Second/ Daly: *To approve the modification of our medical director’s job description to include: including those related to the Continuing Medical Education (CME) Recertification Program.* Passed 3-0.

Motion/ Nappi, Second/ Daly: To authorize Chief Lingenfelter to use a district vehicle to attend the NYS Emergency Management Office Instructor Conference in Utica, NY from May 6th thru 8th.

Passed 3-0. Course cost, meals, and lodging is covered by NYSDHSES.

Motion/ Daly, Second/ Nappi: To authorize sending two (2) firefighter/paramedics to Oriskany, NY for the MCI management and triage” course at the earliest available date. The cost would include 21 hours of OT per firefighter and use of a district vehicle. Passed 3-0.

Motion/ Nappi, Second/ Daly: To authorize Andrew Fiumano to attend the Principles of Fire Investigation program at Montour Falls Fire Academy from May 5th thru 9th at a cost of \$191 for course fees and accommodations as well as use of a district vehicle. Passed 3-0.

Motion/ Nappi, Second/ Daly: To authorize The GBFC use of a chief’s car and the fire prevention trailer for the Hudson Valley Firefighters Convention in West Glens Falls on June 19-22, 2014. Passed 3-0.

Motion/ Nappi, Second/ Daly: To authorize The GBFC use of an engine for the dress parade on June 21, 2014 for the day. Passed 3-0.

Motion/ Nappi, Second/ Daly: To approve beginning the application process with Monolith Solar with a 60 day no-commitment for The River Rd. station. Passed 3-0. Attorney Hayner will follow-up with Monolith solar.

Motion/ Nappi, Second/ Daly: To allow Robert Saltzman and his significant other to utilize the Fire District Gym providing the sign the required waiver release and follow the rules and regulations for the usage of the gym. Passed 3-0.

Motion/ Daly, Second/ Nappi: To adjourn the meeting to Executive Session at 8:10 pm. Passed 3-0.

Motion/ Daly, Second/ Nappi: To return the meeting to regular session at 8:18 pm. Passed 3-0.

Motion/ Nappi, Second/ Daly: To authorize FF/P John Baker advanced sick leave from April 9, 2014 Until May 14, 2014. Passed 3-0.

Motion/ Nappi, Second/ Daly: To adjourn the meeting at 8:19 p.m. Passed 3-0.

The next Regular Meeting will be held on Wednesday May 14, 2014 at 7:00 p.m.

Respectfully submitted,

William J. Versocki

Fire District No. 1 Secretary