

Minutes of Regular Meeting March 8, 2017

PRESENT: Commissioners Weitz, Daly and Chairman Woehrle.

Commissioner Murray attended meeting via Face Time video link. His address at the time of the meeting is: 2171 Gulf Shore Boulevard North Naples, Florida 34102.

Commissioner Nappi was absent and excused

Also Present: Secretary Versocki, Chief Lingenfelter, Chief Dietrich, Chief Luft, Lt. Griffiths
Treasurer Splendido and Attorney Hayner.

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

Motion/ Weitz, 2nd/ Daly: To approve the February 8, 2017 monthly meeting minutes as read.
Passed 4-0.

CORRESPONDENCE:

- A notice from The Association of Fire Districts of NYS announcing their annual meeting on April 20-22, 2017.
- A certificate presented to Edward Woehrle Jr. for successfully completing The Commissioners Training course.
- A thank you e-mail from Mr. Richard Grinnell of 2366 Nott St. East Niskayuna, NY 12309. His grandchildren were given a tour of a responding engine.
- A thank you letter from 50 year member Fred Miller who received special recognition from the commissioners.

PRIVILEGE OF THE FLOOR: No Report.

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

Motion/ Daly, 2nd/ Weitz: To pay bills for corresponding check #'s 15596 - 15635
From February 9, 2017 thru March 8, 2017 totaling \$70,830.90 as reviewed. Passed 4-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of February were reviewed.
- The comparison sheets for February 2017 vs. 2016 were reviewed.

- Budget versus actual expenses through February 2017 were reviewed. We are 16% thru the year and have spent 25% of the budget. (The percentage is higher due to top loading entries).
- I have provided the auditors with everything needed to review our finances. I should hear back from them by the end of the month.
- S&P contacted us regarding bond information and affirmed our bond rating as AA-.
- I have filed an extension for The NYS report.

ATTORNEY’S REPORT: No Report.

COMMITTEE REPORTS:

FINANCE: No Report.

INSURANCE:

Commissioner Daly Reported:

- Chief Lingenfelter sent everyone an email stating that the annual property and liability renewal policy came in with an increase of \$148.00.
- **Commissioner Murray** suggested we send out an RFP to insurance companies to compare prices by other companies. Since the insurance policy has already been renewed I recommend the finance committee meet and prepare for our 2018 policy.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Dave Dietrich and I made the final inspection trip to the Rosenbauer factory in Minnesota two weeks ago. The new engine 401 was inspected and a list of corrections and one modification was generated. The Engine was re-inspected at Garrison on Monday and all items were addressed. Still anticipating delivery to us in mid-March after striping, lettering and tool mounting. I am requesting that the treasurer be authorized to draft a check for the balance due to Rosenbauer Minnesota, LLC upon delivery of the new engine in the amount of \$284,203.00 to be paid after the Chief’s acceptance at final delivery.
- I am requesting authorization to purchase the following equipment items totaling \$5419.64 to be carried on the new engine and debited to the reserve funds allocated for the new engine purchase:

| | |
|-----------------------------------|------------------------------------|
| Windshield Cutter | 1 @ \$750.00 = \$750.00 |
| Portable Lights | 4 @ \$599.90 = \$2,399.60 |
| Battery Powered Sawzall | 1 @ \$399.00 = \$399.00 |
| Collapsible Step Chocks | 4 @ \$293.99 = \$1,175.96 |
| Blitzfire Portable Monitor | 1 @ \$3,376.75 = \$3,376.75 |

A detailed breakdown of expenses related to the engine purchase is attached.

COMMUNICATIONS & INFORMATION SERVICES: No Report.

EMS & EQUIPMENT: No Report.

HEALTH & FITNESS: No Report.

FACILITIES:

Commissioner Woehrle Reported:

- Precision glass will be ready in approximately 4-6 weeks to install new windows at The River Rd. station.
- I sent an e-mail to The Schenectady County Deputy Sheriff about having inmates paint the bay at the River Rd. station.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS:

Commissioner Daly Reported:

- I attended recent drills and am overjoyed with safety and overall performance from both Career and Volunteer personnel.

SERVICE AWARDS PROGRAM:

Commissioner Weitz Reported:

- The SOP for The LOSAP Trustee job description and LOSAP Procedure have been sent to all commissioners. The final draft requires a vote by the BOFC.
- I would like to thank Commissioner Woehrle and FF/ Ray Hull for their help and input drafting the LOSAP procedure and The LOSAP trustee job description.

INSPECTION & INSTALLATION: No Report.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- The Insurance Service Office (ISO) conducted a review of our apparatus, personnel, and, response data. They have also evaluated the town's building department and water supply system. A report indicating our Public Protection Classification will be forthcoming.
- The town is working on specifications for the gasoline fueling station modifications which include placing a tank behind the River Road station. Met with Mat Yetto and a vendor representative to discuss location, power, and communication needs. The town will be putting the project out to bid. A memorandum of understanding will need to be drafted between the town and the fire district.
- Status of the MOU between the Town of Niskayuna and Fire District No. 1 for provision of fire safety inspections is as follows:
The tablet has been purchased and I am awaiting software and hardware setup by the vendor. Attorney Hayner is working with the town's attorney on the MOU.
- Request authorization for Fire Police Captain Miller to attend a Fire Police Training Seminar at the NYS Fire Academy on March 18th 2017 at a registration cost of \$73.00 plus mileage reimbursement for use of his personal vehicle.
- Request authorization to attend the Career Fire Chiefs of NYS meeting in Geneva on March 14th and 15th at a cost not to exceed \$200 and use of the district vehicle.

- Request authorization for members of the fire company to attend the NYS Chiefs Conference in Verona from June 14th thru 17th 2017 to include the use of district vehicles for transportation and 53 hours of overtime for career staff participating in hands on training programs. The fire company has allotted funding for registrations, lodging, and meals.
- Operational radio communications have been re-assigned back to Schenectady County fire channel 11 as of Monday February 27th. The interference from the county airport has been resolved and the channel appears to be working well so far.
- Received notice from Ellis Hospital that approval to install the bi-directional amplifier system to support emergency responder radios in the hospital has been received. Ellis is working with Wells communications for installation.
- NFD 1 personnel participated in the Schenectady County Public Health Department's Point of Distribution Exercise held at the Niskayuna High School on March 1st. This was part of a statewide exercise.
- Request authorization to purchase Code Books for the 2015 version of the ICC Building Codes adopted by New York in October of 2016 at a cost of \$659.70.
- Request authorization to purchase (6) 5 gallon pails of AR-AFFF firefighting foam from MES at a total cost of \$1194.48. This is to replace foam currently in stock that contains PFOAs and cannot be used after April of 2017.
- February 2017 incident participation report is attached. Approximately 9% of the incidents year to date had no volunteer response.
- The FOB reader for the commissioner's office has been relocated to the other side of the door.

Chief Luft Reported:

- With the addition of Target Solutions drills, meetings and special functions populates data for every member. These members have the ability to access their individual file to keep track of their LOSAP points.

| Department Activity | <u>2017</u> | <u>2016</u> |
|------------------------------------|-------------|-----------------|
| February Incidents | 142 | 161 |
| EMS | 106 | 108 |
| Fire/Other | 36 | 53 |
| Total Incidents | 337 | 311 |
| Other Activities: | | |
| Emergency Callback | | 2 Staff Hours |
| Fire Company Drill | | N/A Staff Hours |
| Fire/EMS/Codes In-Service Training | | N/A Staff Hours |

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

Report of the Grand Boulevard Fire Company: Chief Luft reported that the Key FOB reader has been installed on the beer cooler by the fire company and integrated into the station security system.

OLD BUSINESS: NONE

NEW BUSINESS:

Motion/ Weitz, Second/ Murray: To authorize Treasurer Splendido to draft a check for the balance due to Rosenbauer Minnesota, LLC upon delivery of the new engine in the amount of \$284,203.00 to be paid after the Chief's acceptance at final delivery. Passed 4-0.

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Motion/ Weitz, Second/ Daly: To approve the final draft of The LOSAP Trustee job description dated March 8, 2017. Passed 4-0.

Motion/ Weitz, Second/ Daly: To approve the final draft of The LOSAP Procedure description dated March 8, 2017. Passed 4-0.

Motion/ Weitz, Second/ Daly: To approve the 2016 LOSAP point awards. Passed 4-0.

Motion/ Daly, Second/ Weitz: To authorize Treasurer Splendido to file an extension for the NYS annual report. Passed 4-0.

Motion/ Daly, Second/ Weitz: To adjourn the meeting to executive session to discuss a Career Department Medical Issue at 7:52 p.m. Passed 4-0.

Motion/ Weitz, Second/ Daly: To return the meeting to regular session at 8:02 p.m. Passed 4-0.

Motion/ Murray, Second/ Weitz: To adjourn the meeting at 8:03 p.m. Passed 4-0.

The next Regular Meeting will be held on Wednesday April 12, 2017 at 7:00 p.m.

Respectfully submitted,

William J. Versocki

Fire District No. 1 Secretary