

## Minutes of Regular Meeting October 12, 2022

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**PRESENT:** Commissioners Daly, Weitz, Pacheco and Chairman Woehrle

Commissioner Murray was present remotely

**Also Present:** Chief Lingenfelter, Captain J. Vena, Attorney Hayner, Chief Fritz, FF/P Baker, Treasurer Splendido, Secretary Versocki, and Deputy Secretary K. McGill

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

**Motion/ Pacheco, 2<sup>nd</sup>/ Weitz:** To approve the September 14, 2022, monthly meeting minutes.  
As Read. Passed 5-0.

### **CORRESPONDENCE:**

- Memo of Understanding from the Schenectady County Unified Communication Center to include an inventory of issued radios

**PRIVILEGE OF THE FLOOR:** No Report.

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

**Motion/ Weitz, 2<sup>nd</sup>/ Pacheco:** To pay bills for corresponding check #'s 17353 - 17356, 17358, 17360-17361, 18563-18595 From September 15, 2022, thru October 12, 2022 totaling \$525,255.72 as reviewed. Passed 5-0.

### **TREASURER'S REPORT:**

#### **Treasurer Splendido Reported:**

- The reserve accounts as of the end of September 2022 were reviewed.
- The comparison sheets for September 2022 vs.2021 were reviewed.
- Budget versus actual expenses through September 2022 were reviewed.
- We are 75% thru the year and have spent 77% of the budget.
- Workers Compensation audit is complete; charge \$1400 on one and \$2000 refund on second.
- Reviewed proposed budget for 2023; 2.24% tax levy increase and 5.92% expense increase. We are below the tax levy limit so no vote to override is required.

### **ATTORNEY'S REPORT:**

- Discussed laws concerning requirement that 45% of fire company members be district residents. This means active firefighters approved by the Board of Fire Commissioners and attend calls. This is GBFC active members only and excludes career firefighters. Memo attached.

### **COMMITTEE REPORTS:**

**FINANCE:** No Report

**INSURANCE:** No Report

### **MEDIA RELATIONS:**

**Chief Lingenfelter Reported:**

- Photo with Assemblyman Steck was used in one of his mailings.

### **APPARATUS & EQUIPMENT:**

**Chief Lingenfelter Reported:**

- Truck 4075 has been returned to service and the reimbursement check from the insurance company has been received.
- Ambulance 4082 was sent to Northeastern Rescue Vehicles in Syracuse for mold remediation. Damage is significant. Rough estimate of \$7200 for parts and labor. Anticipate work could be completed next week. Waiting on written estimate. **Request Board authorization to approve moving forward with repairs to A4082 with costs covered through budgeted funds.**

### **COMMUNICATIONS & INFORMATION SERVICES:**

**Chief Lingenfelter Reported:**

- iPads and phones are due for replacement. ATT First Net service is an emergency services-based network that provides unlimited service at a lower cost and allows for hostile preemption access to service of department devices. **Request authorization to replace iPads and phones at an upfront cost not to exceed \$5000 for the equipment, cases, and mounts. Monthly charges for ATT First Net service at \$248/month for unlimited service.**

**EMS & EQUIPMENT:** No Report

**HEALTH & SAFETY:** No Report.

## **FACILITIES:**

### **Chief Lingenfelter Reported:**

- Mezzanine storage cage project waiting on contractor.
- Balltown Road station lot was seal coated and striped.
- Light over front of ambulance bay of Balltown Road station was replaced. Will be looking at replacement fixtures for south and rear wall of the station.

## **STRATEGIC PLANNING:**

### **Commissioner Pacheco Reported:**

- The committee will meet with the GBFC on 11/14/2022 and the PFA on 11/16/2022 regarding issues related to personnel distribution and present to the Board of Fire Commissioners at December meeting.
- Recommend authorizing increasing civil service positions to 6 Captains and 6 Lieutenants with a hybrid new position possible.
- Current civil service list is slim.

## **ELECTIONS:**

### **Commissioner Woehrle Reported:**

- The election is scheduled for December 13, 2022, from 6:00 PM to 9:00 PM.
- Commissioner Daly's spot is up for election this year.

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

## **SERVICE AWARDS PROGRAM:**

### **Commissioner Woehrle Reported:**

- Dick Fritz will take over for Bob Kordrupel in 2023.

## **INSPECTION & INSTALLATION:**

### **Commissioner Pacheco Reported:**

- The committee will meet with the facility to set the menu and budget.
- The date of the event is January 28, 2023.

## **REPORT OF THE CHIEFS:**

### **Chief Lingenfelter Reported:**

- Overtime summary report vs budget thru 9/30/2022 is attached.
- Procedures for billing were implemented on Monday 10/1/2022. EMS providers have been trained and are being briefed on each shift this week.
  - Notice of Privacy Practices is being distributed to each patient and is posted on our website. It includes contact information for patients who have billing questions.

- An explanation of “Billing for EMS Services” is also posted on our website and is being reviewed with providers.
- Patients have been provided a FAQ document to address common questions.
- Waiting on approval of Medicaid application. Once received the Medicare application will be submitted.
- Based on the enabling legislation parameters, EMR is reworking a draft of the hardship policy.
- Captain Vena has been working with EMR and EMS Charts to set up our software configuration to support billing.
- Transition of fire reporting to EMS Charts started on 10/1/2022. Continuing to configure and implement additional EMS Charts features for building inspections, and other administrative functions.
- Continued work on the 2023 budget.
- Over 14 fire prevention outreach activities are currently scheduled for the schools and day cares in the fire district.
- Working with NPD, Schenectady PD, and Niskayuna Schools on a full scale active shooter training exercise in the spring of 2023.
- Halloween open house was cancelled due to lack of available personnel to staff it.
- 2022 YTD incident participation report is attached. Approximately 33% of the incidents had no volunteer response.

● Department Activity	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
August Incidents	227	200	161	178
EMS	148	142	107	100
Fire/Other	79	58	54	78
 Total YTD (9/30)	 1931	 1608	 1541	 1794

Other Activities:

Emergency Callback	59 Staff Hours
Department Training	191 Staff Hours

**Chief Fritz:**

Request use of T-4075 and 408 for the Schenectady Holiday Parade on 11/19/2022.

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

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

## **OLD BUSINESS:**

### **Commissioner Daly Reported:**

- On Webster Drive there is a tree limb overhanging the road and a car parked across the street making the street too narrow for a fire truck to drive down.
- Chief Lingenfelter will call the Niskayuna Highway Department to report the issue and have the tree trimmed.

## **NEW BUSINESS:**

**Motion/ Daly/ Second/ Pacheco:** To have Northeastern Rescue Vehicles repair mold damage to A4082 at a cost of \$7200. Passed 5-0.

**Motion/ Daly/ Second/ Weitz:** To replace iPads and phones at an upfront cost not to exceed \$5000 for the equipment., cases, and mounts. Monthly charges for ATT First Net service at \$248/month for unlimited service. Passed 5-0.

**Motion/ Weitz/ Second/ Pacheco:** To approve Twin Bridges garbage removal at the River Road station for a cost of \$112/month. Passed 5-0.

**Motion/ Weitz/ Second/ Pacheco:** To approve Twin Bridges garbage removal at the Balltown Road station for a cost of \$162/month. Passed 5-0.

**Motion/ Daly / Second/ Pacheco** To authorize increasing the number of Captains with the Schenectady County Department of Civil Service from 2 to 6. Passed 5-0.

**Motion/ Daly / Second/ Pacheco** To authorize increasing the number of Lieutenants with the Schenectady County Department of Civil Service from 4 to 6. Passed 5-0.

**Motion/ Daly / Second/ Pacheco** To authorize the use of T4075 and 408 in the Schenectady Holiday Parade on November 19, 2022. Passed 5-0.

**Motion/ Daly / Second/ Pacheco** To appoint Kevin McGill as District Secretary effective October 13, 2022. Passed 5-0.

**Motion/ Pacheco / Second/ Weitz** To set the salary for the District Secretary at \$9500 per year, pro-rated for the remainder of 2022. Passed 5-0.

**Request from the Board of Fire Commissioners for Chief Lingenfelter to include volunteer duty hours to the monthly report.**

**Chairman Woehrle presented retiring Secretary Bill Versocki with a plaque recognizing his 14 years of service to the fire district and the Board.**

**Motion/ Pacheco / Second/ Weitz:** To adjourn the meeting at 7:46 p.m. Passed 5-0.

The next regular business meeting will be held November 9, 2022, at 7:00 pm.

The 2023 public budget meeting will be held October 18, 2022, at 7:00 pm.

Respectfully submitted by:

*Kevin J. McGill*

Secretary

Niskayuna Fire District No. 1