

Minutes of Regular Meeting May 11, 2022

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

Also Present: Chief Lingenfelter, Captain J. Vena, Attorney Hayner, Treasurer Splendido and Secretary Versocki.

*Present Via Remote Video – Commissioner Murray – (Home address on file).

**Present Via Remote Video – Commissioner Weitz - (Home address on file).

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

Motion/ Pacheco, 2nd/ Daly: To approve the April 13, 2022, monthly meeting minutes.
As Read. Passed 5-0.

CORRESPONDENCE:

- A letter from The Grand Blvd. Fire Company stating that at their meeting on February 14, 2022, the fire company voted to remove the following member for failure to make drill, call and meetings:
Matthew Schaffer of 1127 Ardsley Rd., NY 12308. Please vote to remove Mr. Schaffer from the district rolls.
- An e-mail from The Niskayuna Town Assessor's Office; with information pertaining to a tax stabilization bill from The SI Group.
- A thank you letter from Nancy and Roy Thornton last month for quick response to their home for a carbon monoxide alarm call.
- A thank you note from Jeni Friedland for help during a medical call.

PRIVILEGE OF THE FLOOR: No Report.

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

Motion/ Daly, 2nd/ Pacheco: To pay bills for corresponding check #'s 17332, 17333 & 18368 –18406
From April 14, 2022, thru May 11, 2022 totaling \$113,217.26 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of April 2022 were reviewed.
- The comparison sheets for April 2022 vs.2021 were reviewed.
- Budget versus actual expenses through April 2022 were reviewed.
 - We are 33% thru the year and have spent 37% of the budget.
 - The audit information is in the auditor's hands.
 - The NY State report was submitted on time.
 - We received the PILOT payment from KAPL (in lieu of fire taxes).
 - We have switched our district credit card, however since there are 2 remote payments the BOA card remains active. Once those remote payments are switched to our new card, the old BOA card will be cancelled.

ATTORNEY'S REPORT: No Report.

COMMITTEE REPORTS:

FINANCE: No Report.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Repairs to Truck 4075 still in process at Fireline Equipment in New Holland, PA.
- Annual fire pump tests on Engines 4021 and 4022 were completed on 5/1/2022. Both units passed.
- Annual hose testing is scheduled for Thursday 5/12/22

COMMUNICATIONS & INFORMATION SERVICES: No Report.

EMS & EQUIPMENT: No Report.

HEALTH & SAFETY: No Report.

FACILITIES:

Commissioner Woehrle Reported:

- Lloyd Hale Construction has finished all repair items listed.
- The floor tiles in The Grand Blvd. meeting room are coming up and need to be replaced. I reached out for 3 quotes and only received 1. I recommend we hire Schenectady Floor Covering to replace floor tiles at an estimated cost of \$1,818.12.
- In an effort to secure turn-out gear in the mezzanine, the recommendation is to build a cage area. The cost from Lloyd Hale Construction is \$2,398.89 for supplies and labor. I recommend hiring Lloyd Hale Construction to build cage area in mezzanine area.

Chief Lingenfelter Reported:

- Mowers have had annual service and repairs performed in anticipation of spring.
- Pest control applications were completed at both facilities.
- River Road station driveway has been sealed and striped. Landscaping has also been touched up and re-seeded. All work contracted to Kubricky Construction has been completed.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- We are meeting on a regular basis and have added Chief Fritz to the committee.
- We have has a good feedback from our survey and we are busy collating responses.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS: No Report.

SERVICE AWARDS PROGRAM: No Report

INSPECTION & INSTALLATION:

Commissioner Pacheco Reported:

- The Date of the 2023 dinner is tentatively scheduled for January 28, 2023, no confirmation yet.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- **Request to extended illness leave for Lt. Sweet through 6/8/22.** Has follow up appointment scheduled for 5/19/22.
- **Request to extended illness leave for FF Rob Agans through 6/11/22.** Has follow up appointment on 5/25/22.
- Overtime summary report vs budget thru 4/30/2022 is attached.
- We currently have three career personnel out due to positive COVID test results. A fourth has returned to duty on 5/10/22. Symptoms have been mild to moderate in all cases. Consulting with the medical director and CDC guidance regarding the return of personnel to duty.
- Updated draft Job Description and Benefit documents for the Executive Secretary are attached for the board's review.
- Received a request from the town planning department on defining where the fire district line falls with respect to the Kelts Farm residential development. Our map and the county GIS system shows the line running through the middle of the development. Official copies of district maps are supposed to be on file with the town clerk, however, the ones located appeared to be out of date.
- Active Attacker Integrated Response Courses are scheduled to run from July 25th thru July 28th at our station and Niskayuna High School. Two classes will be run during this timeframe

allowing us to train the remainder of our EMS personnel along with area law enforcement and dispatch personnel. A full-scale exercise is currently being planned for 2023 in Niskayuna.

- Attended a FASNY seminar on EMS billing for fire departments. Language from NYS Budget bill forwarded to attorney Hayner for review.
- Attended an ICS instructor update at the state training center in Oriskany on 5/5/22 and 5/6/22.
- Planning for the Pedal Paddle Run on May 14, 2022, and Niska-Day on May 21, 2022, continues. Coordinating with NPD, NFD 2, SHFD, Alplaus FD, and Schenectady County OEM.
- 2022 YTD incident participation report is attached. Approximately 25% of the incidents had no volunteer response.

Department Activity	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
April Incidents	202	182	132	198
EMS	133	110	79	127
Fire/Other	69	71	53	71
Total YTD (4/30)	802	638	672	779

Other Activities:

Emergency Callback	67 Staff Hours
Department Training	117 Staff Hours

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

Report of the Grand Boulevard Fire Company: No Report.

OLD BUSINESS: NONE

NEW BUSINESS:

Motion/ Pacheco/ Second/ Daly: To authorize extended sick leave to FF/P Agans to June 11, 2022. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To authorize extended sick leave to Lt. Sweet to June 8, 2022. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To remove Matthew Schaffer from the Fire District rolls. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To authorize hiring Lloyd Hale Construction to build cage area in mezzanine area at a cost not to exceed \$2,398.89 (supplies and labor). Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To authorize hiring Schenectady Floor Covering to replace floor tiles at an estimated cost of \$1,818.12. Passed 5-0.

A discussion took place about new language allowing Ambulance Billing

Motion/ Daly/, Second/ Pacheco: To authorize Chief Lingenfelter to receive proposals from Ambulance Billing Companies. Passed 5-0.

The Commissioners and Chief Lingenfelter reviewed language for benefit package and Job description for Executive Secretary position

(Commissioner Murray left meeting prior to voting on next 3 items)

Motion/ Daly/, Second/ Pacheco: To approve Executive Secretary Benefit Package with change discussed tonight –“ Employee will pay 20% of cost of chosen District Health Plan”. Passed 4-0.

Motion/ Daly/, Second/ Pacheco: To approve Executive Secretary Job Description. Passed 4-0.

Motion/ Pacheco/ Second/ Daly: To adjourn the meeting at 8:00 p.m. Passed 4-0.

The next regular business meeting will be held June 8, 2022, at 7:00 pm.

Respectfully submitted by: Fire District No. 1 Secretary,

William J. Versocki