

## **Minutes of Regular Meeting January 13, 2021**

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

**Also Present:** Chief Lingenfelter, Acting Chief T. Congdon<sup>1st</sup> Assistant Chief Luft

Captain J. Vena, Attorney Hayner, Treasurer Splendido and Secretary Versocki.

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

**Motion/ Pacheco, 2<sup>nd</sup>/ Murray:** To approve the December 9, 2020 monthly meeting minutes.  
As read. Passed 5-0.

**Motion/ Murray, 2<sup>nd</sup>/ Pacheco:** To approve the January 4, 2021 Organizational meeting minutes.  
As read. Passed 5-0.

**Motion/ Pacheco, 2<sup>nd</sup>/ Daly:** To approve the October 20, 2020 approve 2021 budget & other Fire District business meeting minutes. As read. Passed 4-0.

### **CORRESPONDENCE:**

- A letter from 1<sup>st</sup> Assistant Chief H. Michael Luft resigning as Chief effective 8 pm January 13, 2021.

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

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

**Motion/ Pacheco, 2<sup>nd</sup>/ Weitz:** To pay bills for corresponding check #'s 17685 - 17726 From December 10, 2020 thru January 13, 2021 totaling \$647,042.59 as reviewed. Passed 5-0.

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

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

- The reserve accounts as of the end of December 2020 were reviewed.
- The comparison sheets for December 2020 vs. 2019 were reviewed.
- Budget versus actual expenses through December 2020 were reviewed.  
We are 100% thru the year and have spent 92% of the budget.

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

#### **Attorney Hayner Reported:**

- I sent everyone a model resolution for retention and disposition of records effective August 2020.

This resolution should be voted upon tonight.

## **COMMITTEE REPORTS:**

**FINANCE:** No Report.

## **INSURANCE:**

### **Commissioner Pacheco Reported:**

- We received insurance coverage reduction from Utica National Insurance for Unauthorized Access to Computer Systems. The reason for the coverage loss is because this particular policy was never intended to cover computer hacking. In discussion with Chief Lingenfelter we are at a low risk since our critical systems are on the cloud. Commissionerr Woehrle suggested getting a quote and decide whether this type of insurance is worth it.

**MEDIA RELATIONS:** No Report.

## **APPARATUS & EQUIPMENT:**

### **Chief Lingenfelter Reported:**

- Acture Solutions are still working on computer system upgrades. Server was installed 1/12/2021 and is being configured. Still waiting on parts for 2 other systems.
- Staff has been investigating replacement of the 2 smaller printers downstairs with one copier like upstairs. Based on usage and costs, we are recommending the purchase of a copier/scanner to replace the 2 stand-alone printers. Request authorization to execute the purchase of copier for an amount not to exceed \$3,000.00 and establish a service agreement pending receipt of a second quote.

## **COMMUNICATIONS & INFORMATION SERVICES:**

### **Chief Lingenfelter Reported:**

- Routine maintenance and repairs.
- Rescue helmets were received and put into service.

**EMS & EQUIPMENT:** No Report.

**HEALTH & SAFETY:** No Report.

## **FACILITIES:**

### **Chief Lingenfelter Reported:**

- Installation of the gasoline tank at the River Road station by the Town is near completion. DEC bulk storage permit has been obtained. Town is waiting on contractor to finish the work.
- Murphy overhead door replaced bearings on the South Bay overhead door at Balltown Rd station.

### **Commissioner Woehrle Reported:**

- Two bids for painting of The Balltown Rd. Station have been received and awaiting a third.

**Commissioner Pacheco Reported:**

- Two front lights are out.  
Chief Lingenfelter said it is the same problem with the LED's. Will be taken care of in the spring.

**ELECTIONS:****Commissioner Daly Reported:**

- Congratulations to Commissioner Murray who was successfully re-elected as Niskayuna Fire District Commissioner for 5 more years.

**PROTECTIVE GEAR & UNIFORMS:** No Report.**SERVICE AWARDS PROGRAM:****Commissioner Weitz Reported:**

- I will contact Trustee Bob Kordrupel the get the service awards ready to post.

**INSPECTION & INSTALLATION:** No Report.**REPORT OF THE CHIEFS:****Chief Lingenfelter Reported:**

- A request from FF/P Ruth for extended sick leave due to an off-duty injury.
- Payment request for the SAFER Grant was submitted and approved for \$78,321.91. The request covered the period from 7/1/2020 through 12/21/2020. A check deposit should arrive soon.
- All NFD 1 responders who were eligible and willing to receive their first Moderna COVID -19 vaccine and are scheduled for their second dose in the coming weeks. Only 1 person has not returned communication, all other have or will be vaccinated.
- In December 2020, six career staff members were quarantined for possible COVID exposure. One was quarantined for testing positive. All personnel have returned to duty.
- Seven members are scheduled to attend HOT training in Verdoy later this month offered by NYSAFC.
- Request authorization for FF/P Wessels to attend Fire Service Instructor 1 class at Montour Falls Fire Academy from 1/25/2021 – 1/29/2021 at a cost of \$420.00 and 48 hours of overtime.
- 2020 Fire Prevention report – FF/P Persons reported that in-person fire prevention education events were limited to 4 events. In lieu of normal assemblies; The NCSD received fire safety presentations via four videos. These videos were a collaborative effort with District 2 members. Also videos were released via social media. Overall, we were able good fire prevention and safety education despite a challenging year.
- 2020 year to date incident report is attached. Approximately 35% of incidents had no volunteer response.

**Chief Luft Reported:** I want to thank The Board of Fire Commissioners for their work. This district has quality people, and it was a pleasure being an Assistant Chief.

Commissioner Woehrle thanked Chief Luft for all his hard work and commitment.

• Department Activity	<u>2020</u>	<u>2019</u>	
December Incidents	174	168	
EMS	113	104	
Fire/Other	61	64	
Total YTD	1966	2265	(12/31)

Other Activities:

Emergency Callback	84	Staff Hours
Department Training	106	Staff Hours

**Report of the Niskayuna Permanent Fireman’s Association:** Captain J. Vena thanked The Commissioners for allowing the joint District & Fire Company to participate in the parade/outreach On December 19, 2020. It was a great success and helped augment the Toys for Tots drive. The parade culminated with Santa in the T-405 bucket waving to Pathways children.

**Report of the Grand Boulevard Fire Company:** Fire Company Treasurer Mike Luft reported that although Fire Company business meeting are not allowed, The Board of Directors is authorizing payment of bills and resolving critical issues.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**Motion/ Murray, Second/ Pacheco:** To approve the resolution for the retention and disposition of Fire District records. Passed 5-0.

**Motion/ Murray, Second/ Pacheco:** To authorize extended sick leave to FF/P Ruth for an off-duty injury through the February 10, 2021 meeting. Passed 5-0.

**Motion/ Daly, Second/ Pacheco:** To authorize Chief Lingenfelter to execute the purchase of copier for an amount not to exceed \$3,000.00 and establish a service agreement pending receipt of a second quote . Passed 5-0.

**Motion/ Murray, Second/ Pacheco:** To authorize FF/P Wessels to attend Fire Service Instructor 1 class at Montour Falls Fire Academy from 1/25/2021 – 1/29/2021 at a cost of \$420.00 and 48 hours of overtime. Passed 5-0.

**Motion/ Pacheco, Second/ Daly:** To accept H. Michael Luft’s resignation as 1<sup>st</sup> assistant Chief for Niskayuna Fire District No. 1 effective January 13, 2021 at 8 pm. Passed 5-0.

**Commissioner Pacheco Reported** – A letter was sent to expressing concern of Grand Blvd. Fire Company members and response difficulties.

**Motion/ Murray, Second/ Pacheco:** To adjourn the meeting at 7:30 p.m. Passed 4-0.  
The next regular business meeting will be held February 10, 2021 at 7:00 pm. Via webex

Respectfully submitted by: Fire District No. 1 Secretary, *William J. Versoeki*