

## Minutes of Regular Meeting September 13, 2023

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

**Also Present:** Chief Lingenfelter, Attorney Hayner, Treasurer J. Splendido, Secretary K. McGill, Chief Fritz, Capt. J. Vena, Lt. Baker, GBFC President Lieberman

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

**Motion/ Weitz, 2<sup>nd</sup> / Pacheco:** To approve the August 9, 2023, **regular** monthly meeting minutes. As Read. Passed 3-0.

### **CORRESPONDENCE:**

- Email from FF/P Powers requesting extended sick leave.
- Email from FF/P Plakas requesting extended sick leave.
- Association of Fire Districts of NYS monthly newsletter.
- 2022 Fire District Audit Report.

### **PRIVILEGE OF THE FLOOR:**

None

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

**Motion/ Murray, 2<sup>nd</sup> / Pacheco:** To pay bills for corresponding check #'s 17401, 17403, 19022 - 19071 From August 9, 2023, thru September 12, 2023 totaling \$155,638.50 as reviewed. Passed 3-0.

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

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

- The reserve accounts as of the end of August 2023 were reviewed.
- The comparison sheets for August 2023 vs.2022 were reviewed.
- Budget versus actual expenses through August 2023 were reviewed.
- We are 66% thru the year and have spent 63.6% of the budget.

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

- No Report

## **COMMITTEE REPORTS:**

### **FINANCE:**

#### **Commissioner Pacheco Reported:**

- Budget workshop is set for September 28, 2023, at 6:00 PM.
- Budget public hearing is set for October 17, 2023, at 7:00 PM.

### **INSURANCE:**

#### **Commissioner Murray Reported:**

- All insurance is in place for River Road station with the increase in value.

### **MEDIA RELATIONS:**

#### **Chief Lingenfelter Reported:**

- Obituary for Retired Chief J. Battiste will be in tomorrow's paper.

### **APPARATUS & EQUIPMENT:**

#### **Chief Lingenfelter Reported:**

- Garrison is working on repairs to the hydraulic generator on Truck 4075 and a minor leak in the outrigger controls. Truck is still in service.
- Committees are being assigned to develop specifications for a replacement ambulance and engine.

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

#### **Chief Lingenfelter Reported:**

- Was contacted by the Cybersecurity Infrastructure Security Administration to report that one of our computers was infected with Malware and was sending out a "beacon". The computer was removed from the network and sent to the IT company for evaluation. The Malware was found, and the IT company is working to correct our antivirus software to identify this threat on our system. No other issues were found or reported. I have initiated the implementation of free services provided by CISM to monitor our electronic perimeter for vulnerabilities.
- New batteries for the portable radios were received.

### **EMS & EQUIPMENT:**

#### **Chief Lingenfelter Reported:**

- Our service agreement for the three Lifepak 15 cardiac monitors and our three Lucas CPR devices is up for renewal. **Request board approval to execute the maintenance contract with Stryker covering all six devices for a four-year term consisting of annual installments of \$10,592.10 for each of the four years.**
- **Request authorization to purchase three MedVaults for storage of controlled substance medications on the ambulances as required by NYS law and one KeySecure unit for Engine 4021 from the Knox company for a total cost of \$8,763.00.**
- **Request authorization to purchase two AED trainers and accessories totaling not more than \$880.00 to support the CPR training program.**

**HEALTH & SAFETY:** No Report

**FACILITIES:**

**Chief Lingenfelter Reported:**

- Upgrade of door security system has been completed.
- Mold was discovered in the exercise room. Believed to be the result of the PTAC unit failure. The mold was addressed by Quick Response at no charge to the district. ESCO has added a humidistat to the exhaust fan in the room and is working on finding a replacement unit for the AC. A dehumidifier was purchased and put into operation. The PTAC heat is still working.
- The Plymovent system needs service and some repairs. Last service was two years ago. An estimate of approximately \$2,500.00 plus any parts that were not part of the estimate if found in need of repair was provided by Air Cleaning Systems. **Request authorization to move forward with the service as estimated.**

**STRATEGIC PLANNING:**

**Commissioner Pacheco Reported:**

- IT issues caused a loss of the draft report. We will need to redo it from notes and will present it next month.
- GBFC requested the Fire District review the proposed bylaw changes. An initial response was given, but a meeting has been requested to discuss further. President Lieberman is looking to update the bylaws to be consistent with the Constitution.

**ELECTIONS:** No Report

**PROTECTIVE GEAR & UNIFORMS:**

**Chief Lingenfelter Reported:**

- The gear that was ordered last year just came in.

**SERVICE AWARDS PROGRAM:**

**Chief Fritz Reported:**

- Individual reports have been printed out and will be sent out.
- I am working to schedule a meeting with the new company.

**INSPECTION & INSTALLATION:**

**Commissioner Pacheco Reported:**

- Date is January 27, 2024, at the Riverstone Mannor.
- Skip sold the business, but is staying on as a consultant.
- Email was sent to the committee for date to meet and begin planning.

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter Reported:**

- As notified via email, retired Chief Joseph Battiste passed away on the afternoon of September 11, 2023. Chief Battiste led our fire district for 18 years and trained and mentored the vast

majority or our current officers. His passing has left a void in our hearts. Planning is underway for wake and funeral details which are scheduled for Sunday September 17<sup>th</sup> and Monday September 18<sup>th</sup> respectively. Please keep Chief Battiste's family and fellow firefighters in your thoughts and prayers.

- The annual Halloween Party/Open house is back and scheduled for October 28, 2023, from noon until 4:00 PM.
- Fire prevention activities have begun and supplies for the school programs have been ordered and received.
- 10 personnel participated in the active shooter response exercise at Scotia-Glenville Schools on August 24<sup>th</sup> and 25<sup>th</sup>.
- 9 personnel are scheduled to participate in an active shooter response exercise in Duanesburg Schools on September 16<sup>th</sup> and 17<sup>th</sup>.
- Fire prevention detail was staffed at the annual Carrot Festival on September 10<sup>th</sup>.
- **Request authorization to attend the career chief's meeting in Peekskill on September 19<sup>th</sup> and 20<sup>th</sup> for an amount not to exceed \$250.00 and use of the district vehicle.**

Department Activity	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
July Incidents	185	209	182	198
EMS	144	134	127	118
Fire/Other	41	75	55	80
Total YTD (7/31)	1491	1703	1407	1380

Other Activities:

Emergency Callback	32 Staff Hours
Department Training	158 Staff Hours
Duty Crew Hours	26 Staff Hours

**Chief Fritz:** No Report

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

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

**OLD BUSINESS:** No Report

**NEW BUSINESS:**

**Motion/ Murray/ Second/ Pacheco:** To authorize Chief Lingenfelter to have Plymovent system repaired by Air Cleaning Systems at an estimated cost of \$2,500 plus any parts that were not part of the estimate if found in need of repair. Passed 3-0.

**Motion/ Pacheco/ Second/ Murray:** To authorize Chief Lingenfelter to execute the maintenance contract with Stryker covering all six devices for a four-year term consisting of annual installments of \$10,592.10 for each of the 4 years. Passed 3-0.

**Motion/ Murray/ Second/ Pacheco:** To authorize Chief Lingenfelter to purchase three MedVaults for storage of controlled substance medications on the ambulances as required by NYS law and one KeySecure unit for Engine 4021 from the Knox company for a total cost of \$8,763.00. Passed 3-0.

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**Motion/ Murray/ Second/ Pacheco:** To authorize Chief Lingenfelter to attend the career chief's meeting in Peekskill on September 19<sup>th</sup> and 20<sup>th</sup> for an amount not to exceed \$250 and use of the district vehicle. Passed 3-0.

**Motion/ Pacheco / Second/ Murray:** To authorize medical leave for Shannon Powers-Smith from September 1 – October 11, 2023. Passed 3-0.

**Motion/ Murray / Second/ Pacheco:** To authorize medical leave for Denis Plakas from September 6 – October 11, 2023. Passed 3-0.

**Motion/ Murray / Second/ Pacheco:** To authorize 2 career firefighters to attend the Fire and Emergency Services Leadership and Management Conference at the NYS Academy of Fire Science in Montour Falls, NY at a cost not to exceed \$1,500.00 and 48 hours of overtime. Passed 3-0.

**Motion/ Pacheco / Second/ Murray:** To authorize Secretary McGill to send Quick Response a Thank You note for their donated service in the exercise room. Passed 3-0.

**Motion/ Pacheco / Second/ Murray:** To adjourn the meeting at 7:40 PM Passed 3-0.

The next regular business meeting will be held October 11, 2023, at 7:00 pm.  
The budget hearing will be Tuesday October 17, 2023, at 7:00 PM.

Respectfully submitted by:

*Kevin J. McGill*

Secretary

Niskayuna Fire District No. 1