

Minutes of Regular Meeting November 8, 2023

PRESENT: Commissioners Pacheco, Murray (Remote – Address on File), and Chairman Woehrle

Also Present: Chief Lingenfelter, Treasurer J. Splendido, Secretary K. McGill,
Attorney Hayner, Capt. J. Vena, Lt. Baker

The Meeting was called to order at 7:02 PM by Chairman Woehrle.

Motion/ Murray, 2nd / Pacheco: To approve the October 11, 2023, **regular** monthly meeting minutes.
As Read. Passed 3-0.

CORRESPONDENCE:

- Thank you card from Judy Battiste.
- Email about fire prevention detail/incident.
- Letter from David Pacheco of 1377 Dean Street, Niskayuna, NY 12309 requesting his name be on the December 12, 2023 ballot for Commissioner.
- Civil Service announcement for upcoming FF/P exam and associated emails confirming age change.
- Health insurance email from NPFA.
- Letter from Mohammed Alkaabi of 2158 Rankin Road, Niskayuna, NY 12309 regarding flooding on his property.
- AFDSNY newsletter.
- Legal notice publication notification for upcoming Commissioner elections.

PRIVILEGE OF THE FLOOR:

None

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

Motion/ Pacheco, 2nd / Murray: To pay bills for corresponding check #'s 17410 - 17411, 19109 - 19142
From October 12, 2023, thru November 8, 2023 totaling \$135,506.54 as reviewed. Passed 3-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of October 2023 were reviewed.
- The comparison sheets for October 2023 vs. 2022 were reviewed.

- Budget versus actual expenses through October 2023 were reviewed.
- We are 83% thru the year and have spent 83.5% of the budget.

ATTORNEY'S REPORT:

- No Report

COMMITTEE REPORTS:

FINANCE: No Report

INSURANCE:

Commissioner Murray Reported:

- Received renewal information and they are requesting more info than usual. Chief said he sent the request along to the Board could stay informed of what is going on. The Chief will work with the committee to resolve the issues.
- The NPFA sent an email about health insurance options available under the contract. Treasurer Splendido stated there is not much work required of him for this option, and it will save the District some money.

MEDIA RELATIONS:

Chief Lingenfelter Reported:

- Out Halloween open house was in the paper.
- We are pushing the Civil Service exam announcement hard on social media.
- Capt. Vena congratulated Chief Lingenfelter for being awarded Fire Chief of the Year for Schenectady County. This was also in the paper.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Truck 4075 has been returned to service from Garrison. The hydraulic leaks were repaired, annual preventative maintenance was completed. The source of the major hydraulic leak was the generator. It has been bypassed. Looking for alternatives for 110V power. Replacement of the generator is cost prohibitive for the age of the truck.
- The Chief is creating a work group to develop specifications for replacement apparatus. Based on the generator issue, it looks like replacing the truck before an engine is the best option.

COMMUNICATIONS & INFORMATION SERVICES:

Commissioner Woehrle Reported:

- We received quotes from 2 companies for new security cameras. We will be looking into them.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- Mold in the Members room has been remediated and insurance will not cover the loss. We are looking into the submitted material and color to replace the wainscoting. We will get a quote from Quick response, and others if required, about doing the repairs.
- Looking into repairing the chairs in the board room and the manufacturer is not easy to work with. They do not carry this chair anymore and will not repair them after 10 years. We received 3 quotes. The one from Davies Office was the best and included replacing the cylinders in the board room chairs, 5 new chairs for the duty office and 1 new chair for the Captain's office. The Total cost is \$3,837.55. I recommend we go with Davies.
- We received quotes for new card access and we will review them.
- Thank you to the Career staff for trimming the trees in the parking area.
- KnightRider completed their cleaning at the price quoted. They did a very nice job.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- The draft Strategic Plan was sent out to Commissioners in the past month. Please review and send comments we can discuss and incorporate at our November 30 meeting. Once completed, we will have a public forum and adopt the plan in January.

ELECTIONS:

Secretary McGill Reported:

- Legal notice was published.
- The Election Committee is set.
- The committee will meet November 21, 2023 at 7:00 PM to prepare the rolls.

PROTECTIVE GEAR & UNIFORMS:

Chief Lingenfelter Reported:

- The second set of turnout gear arrived.

SERVICE AWARDS PROGRAM: No Report

INSPECTION & INSTALLATION:

Commissioner Pacheco Reported:

- Committee met this week, and everything is set for January 2024.
- Due to new minimums beginning next year at Riverstone, we will need to find a new location for the 2025 event.
 - Would we consider a Friday? Response was attendance would be a concern.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- Three eligible FF/P candidates have replied to the canvas as interested. CPAT orientation was on 11/6/23. CPAT is scheduled for 12/6/23. We have two eligible candidates continuing through the hiring process. One has withdrawn.

- The Firefighter/Paramedic civil service exam announcement for the 1/13/24 exam was posted. Registration deadline is 11/27/23. We have been pushing the announcement out over social media. We need to reaffirm via resolution the age change.
- A second mold survey was conducted by spectrum Environmental, and a new remediation plan was developed. Quick Response completed the remediation, and the follow-up survey was done. The rooms were all cleared for use. A claim has been initiated with the insurance company. They are reviewing our coverage. We will need to replace the removed wainscoting. Commissioner Pacheco suggested we consider replacing the carpet with LVT. He said the materials have improved since we installed the carpet 12 years ago.
- 17 SCBA cylinders that were declared surplus have been donated to firefighters in Ukraine.
- The annual Halloween Party/Open House was held on October 28. Estimate approximately 250 people attended.

- Fire Prevention Activities:

Fire prevention education details were conducted at six elementary schools, five station tours, and six daycares delivering a total of education to 2,7406 children, which does not include the Halloween open house.

Additionally, fire district two provided manpower at two of our schools as they continue our collaborative effort with curriculum and delivery deployment. The hard work from our fire and life safety educators and the on-duty personnel provided another successful year of education delivery.

Thank you again for your continued support.

Respectfully,

Lt. Persons

- **Request authorization for Captain Griffiths and one other officer to attend the International Society of Fire Instructors training program at the NYS Fire Academy in Montour Falls on March 10, 2024. Registration is grant funded. Estimated lodging and transportation cost of \$350 and 24 hours of overtime.**
- **Request authorization to attend the Career Chiefs meeting in Victor NY on November 14th and 15th at a cost not to exceed \$250 and use of the district vehicle.**

Department Activity	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
September Incidents	248	181	237	202
EMS	192	120	157	112
Fire/Other	56	61	80	90
Total YTD (7/31)	1967	2112	1845	1742

Other Activities:

Emergency Callback	79 Staff Hours
Department Training	281 Staff Hours
Duty Crew Hours	65 Staff Hours

- Commissioner Pacheco noticed there was a spike in EMS calls and requested thoughts on why. Chief started several reasons:
 - Increase in mutual aid calls.
 - Due to increased wait times at the emergency rooms.
 - We are trying to limit this as much as possible.

- Increased illness this year.

Chief Fritz: No Report

Report of the Niskayuna Permanent Fireman's Association:

John Baker Reported:

- We have the Stuff the Truck event coming up.
- We have a parade December 9.

Report of the Grand Boulevard Fire Company:

John Baker Reported:

- Requested permission for use of apparatus for the November 18 Schenectady Holiday Parade.
- Constitution and Bylaw changes were proposed to the members last week. There were lots of questions, but feel it was well received.

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Pacheco/ Second/ Murray: To authorize Captain Griffiths and one other officer to attend the International Society of Fire Instructors training program at the NYS Fire Academy in Montour Falls on March 10, 2024. Registration is grant funded. Estimated lodging and transportation cost of \$350 and 24 hours of overtime. Passed 3-0.

Motion/ Pacheco/ Second/ Murray: To authorize the Chief to attend the Career Chiefs meeting in Victor NY on November 14th and 15th at a cost not to exceed \$250 and use of the district vehicle. Passed 3-0.

Motion/ Pacheco/ Second/ Murray: To authorize the change of the minimum age to take the FF/P civil service exam to 19. Passed 3-0.

Motion/ Pacheco/ Second/ Murray: To approve Davies Office to replace the 10 cylinders in the board room chairs, supply 5 new chairs for the duty office and 1 new chair for the Captain's office (new chairs on State Contract) for a total cost of \$3,837.55. Passed 3-0.

Motion/ Pacheco/ Second/ Murray: To approve the fire company the use of fire apparatus (as designated buy the Chief), utility truck and chief's car for the Holiday Parade in Schenectady on November 18, 2023. Passed 3-0.

Workplace harassment training was discussed, and all have completed it for this year. Next year, there is a suggestion that it be completed by March 31, with a two week grace period. We may want to modify the policy to reflect this. It was discussed this change can be done through an SOP change, so no change to the policy is required. We will add language in out terms and conditions of purchase orders that contractors must comply with the regulation requiring all workers have workplace harassment

training, and indemnify the Fire District. Attorney Hayner will draft this letter that will go out with purchase orders. We will look into training options, such as free alternatives offered by NYS, REMO, or completion of Training Solutions in a group-setting with a sign-in sheet.

Motion/ Pacheco / Second/ Murray: To require completion of the annual Workplace Harassment training by March 31 each year. Passed 3-0.

Motion/ Pacheco / Second/ Murray: To adjourn the meeting at 8:10 PM Passed 3-0.

The commissioner elections will be Tuesday December 12, 2023, from 6:00 – 9:00 PM.
The next regular business meeting will be held December 13, 2023, at 7:00 pm.

Respectfully submitted by:

Kevin J. McGill
Secretary
Niskayuna Fire District No. 1