

Minutes of Regular Meeting December 13, 2023

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

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

The Meeting was called to order at 7:01 PM by Chairman Woehrle.

Motion/ Murray, 2nd / Pacheco: To approve the November 8, 2023, **regular** monthly meeting minutes. As Read. Passed 3-0.

CORRESPONDENCE:

- GBFC 2024 Chief Nomination.
- GBFC 2024 Officers
- Letter from Pinsky Law Group
- Notice of Public Hearing – Town of Niskayuna
- AFDSNY Commissioner Training announcement
- AFDSNY 2024 Edward ‘Ned’ Carter Memorial Scholarship
- 2023 Niskayuna Holiday Parade flyer

PRIVILEGE OF THE FLOOR:

None

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

Motion/ Daly, 2nd / Murray: To pay bills for corresponding check #'s 17415 - 17416, 19143 - 19195 From November 9, 2023, thru December 13, 2023 totaling \$159,587.70 as reviewed. Passed 3-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of November 2023 were reviewed.
- The comparison sheets for November 2023 vs.2022 were reviewed.
- Budget versus actual expenses through November 2023 were reviewed.
- We are 92% thru the year and have spent 89% of the budget.

ATTORNEY'S REPORT:

Attorney Hayner Reported:

- Sexual Harassment Policy and NYS law were reviewed and I drafted a contract addendum that can be used if passed tonight for contractors working on our property.

COMMITTEE REPORTS:

FINANCE: No Report

INSURANCE: No Report

MEDIA RELATIONS:

Chief Lingenfelter Reported:

- There was a story in the paper for our Toys for Tots drive last month.
- The Santa Parade was also in the paper.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Ambulance registration renewals have been mailed in.

COMMUNICATIONS & INFORMATION SERVICES: No Report

EMS & EQUIPMENT:

Chief Lingenfelter Reported:

- The AED trainers have been received.

HEALTH & SAFETY: No Report

FACILITIES:

Chief Lingenfelter Reported:

- Quotes for camera system upgrades at both stations were obtained and are being evaluated. Recommend initiating a permissive referendum from the facilities reserve account for a withdrawal not to exceed \$32,000 for the upgrading of facility camera systems in both stations.

Commissioner Woehrle Reported:

- We are moving the station inspection to the spring when the weather is nicer, and we will be able to inspect the grounds without snow cover.
- We will issue a permissive referendum to spend money from the reserve account to upgrade the camera system.

STRATEGIC PLANNING:

Chief Lingenfelter Reported:

- The draft Strategic Plan will be sent to the fire company and the NPFA.

ELECTIONS:

Commissioner Daly Reported:

- David Pacheco was re-elected to a 5-year term beginning January 1, 2014. The vote was 13-0.

PROTECTIVE GEAR & UNIFORMS: No Report

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- I met with Penflex last week. We currently work with McNeil who the broker and 1st Securities, who takes care of the investments. McNeil gets the information from other people, and it takes a lot of time. McNeil bought Penflex, a company that only does LOSAP work. Penflex will cost about \$400-500 more per year than the current provider, but they will do everything and have it completed in a shorter period of time. They will also send out the annual notices to the participants.
- Penflex also offers a package for an audit of the LOSAP program.
- Recommendation is to go with Penflex for our LOSAP.
- Commissioner Murray requested a cost comparison of what we currently have against what Penflex is offering.
- Attorney Hayner mentioned that Penflex has been around since the start of the LOSAP program and wrote the book on managing LOSAP.

INSPECTION & INSTALLATION:

Chairman Woehrle Reported:

- We are all set for January 27, 2024, at Riverstone Mannor.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- Request executive session to discuss firefighter paramedic applicant status.
- 22 individuals have registered for the Firefighter/Paramedic civil service exam on 1/13/2024.
- Request from Lt. Persons for extended illness leave starting on January 3, 2024, for an estimated 4-6 weeks.
- Working on biannual DOH agency certification and controlled substance certification renewals due by 1/1/2024.
- The claim for mold remediation has been denied by the insurance company. Katrina Pacheco is working on obtaining the replacement material specifications for the wainscoting and other trim removed.
- Committees established to develop specifications for SCBA. Target date of early 2024 for AFG grant application.
- Santa parade is scheduled for Saturday December 16th. Planning is in conjunction with Niskayuna PD.
- **Request authorization to attend the Career Chiefs meeting in Cazenovia NY on January 16th and 17th 2024 at a cost not to exceed \$200 and use of the district vehicle.**
- **Request authorization to attend the Long Island Metro Fire/EMS Expo from January 31 – February 5 not to exceed \$300 and the use of the district vehicle.** Lodging is covered by NYS AFC.

- **Request authorization for four representatives from the truck committee and ambulance committee to attend the Long Island Fire/EMS Expo to research apparatus on February 2nd and 3rd at a cost for lodging and meals not to exceed \$1,000 and use of the district vehicle.**

Department Activity	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
November Incidents	205	157	238	159
EMS	164	124	162	112
Fire/Other	41	33	76	47
Total YTD (7/31)	2173	2268	2084	1902

Other Activities:

Emergency Callback	46 Staff Hours
Department Training	304 Staff Hours
Duty Crew Hours	0 Staff Hours

Chief Fritz:

Chief Fritz Reported:

- I request approval of the following people to become probationary firefighters:
 - Etienne Buck – 965 Wendell Ave., Schenectady
 - Jesse Bird – 1035 Keyes Ave., Schenectady
 - Shannen Carroll – 1399 Glenwood Blvd., Schenectady
- One more application was received, but we did not have a chance to meet with him. We are scheduling the meeting now.
- The Santa parade is Saturday, and the Fire Company requests the use of apparatus. Commissioners stated the Chief can approve this since it will all be in-district.

Report of the Niskayuna Permanent Fireman's Association:

John Baker Reported:

- The Santa parade is Saturday and Denis is leading this for us.

Report of the Grand Boulevard Fire Company:

Shiloh Lieberman Reported:

- Constitution and Bylaw changes passed unanimously. These changes will help to preserve the Fire Company.

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Daly/ Second/ Murray: To authorize the Chief to attend the Career Chiefs meeting in Cazenovia NY on January 16th and 17th 2024 at a cost not to exceed \$200 and use of the district vehicle. Passed 3-0.

Motion/ Murray/ Second/ Daly: To authorize the Chief to attend the Long Island Metro Fire/EMS Expo from January 31 – February 5 not to exceed \$300 and use of the district vehicle. Lodging is covered by NYSAFC. Passed 3-0.

Motion/ Daly/ Second/ Murray: To authorize four representatives from the truck committee and ambulance committee to attend the Long Island Fire/EMS Expo to research apparatus on February 2nd and 3rd returning on February 4th at a cost for lodging and meals not to exceed \$2,000 and use of the district vehicle. Passed 3-0.

Motion/ Daly/ Second/ Murray: To approve the new professional liability insurance policy for 2024 at a cost of \$2,467. Passed 3-0.

Motion/ Pacheco / Second/ Murray: To issue a permissive referendum for funding \$32,000 for camera upgrades in both stations from the facilities reserve account. Passed 3-0.

Motion/ Daly / Second/ Murray: To approve the Sexual Harassment Prevention Contract Addendum for contractors working on Fire District property. Passed 3-0.

Motion/ Daly / Second/ Murray: To approve Etienne Buck of 965 Wendell Ave, Schenectady as a new member - firefighter. Passed 3-0.

Motion/ Daly / Second/ Murray: To approve Jesse Byrd of 1035 Keyes Ave, Schenectady as a new member - firefighter. Passed 3-0.

Motion/ Daly / Second/ Murray: To approve Shannen Carroll of 1399 Glenwood Blvd, Schenectady as a new member - firefighter. Passed 3-0.

Discussion on approving Penflex as the new LOSAP provider brought about a request to get a formal list of fees before approving them.

The 2024 organizational meeting is set for Tuesday January 2 at 7:00 PM.

Motion/ Daly / Second/ Murray: To adjourn to executive session to discuss career new hires and career personnel medical at 7:45 PM. Passed 3-0.

Motion/ Murray / Second/ Daly: To return from executive session at 7:52 PM. Passed 3-0.

Motion/ Murray / Second/ Daly: To adjourn the meeting at 7:53 PM Passed 3-0.

The next regular business meeting will be held January 10, 2024, at 7:00 pm.

Respectfully submitted by:

Kevin J. McGill
Secretary

Niskayuna Fire District No. 1