

Minutes of Regular Meeting January 10, 2024

PRESENT: Commissioners Pacheco, Weitz (Remote – Address on File), 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 Financial Secretary S. Vena, K. Pacheco, A. Hunsinger (Commissioner from Clifton Park Halfmoon fire District)

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

Motion/ Pacheco, 2nd/ Murray: To approve the December 13, 2023, **regular** monthly meeting minutes. As Read. Passed 4-0.

Motion/ Pacheco, 2nd/ Murray: To approve the January 2, 2024, **Organizational** meeting minutes. As Read. Passed 4-0.

CORRESPONDENCE:

- CAFDA Commissioner Training announcement
- CAFDA Newsletter
- CAFDA Membership renewal
- Notarized copy of legal notice – organizational meeting
- Invoice for legal notice – permissive referendum
- Flyer for Pinsky Law Group conference
- Letter offering services from Hopmeier Evans Gage Insurance
- Civil Service announcement for open competitive Executive Secretary I exam
- Civil Service announcement for open competitive Fire Chief exam
- Civil Service announcement for promotional Fire Chief exam

PRIVILEGE OF THE FLOOR:

None

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

Motion/ Pacheco, 2nd/ Weitz: To pay bills for corresponding check #'s 17418 - 17419, 19196 - 19244 From December 14, 2023, thru January 10, 2024 totaling \$884,880.86 as reviewed. Passed 4-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of December 2023 were reviewed.
- The comparison sheets for December 2023 vs.2022 were reviewed.
- Budget versus actual expenses through December 2023 were reviewed.
- We are 100% thru the year and have spent 96.7% of the budget.

ATTORNEY'S REPORT: No Report

COMMITTEE REPORTS:

FINANCE:

Commissioner Pacheco Reported:

- Commissioner Pacheco spoke with the Treasurer that he is not getting the statement emailed any more. They are working on correcting this.

INSURANCE:

Commissioner Murray Reported:

- The ambulance claim has been corrected and should now be processed.

Chief Lingenfelter Reported:

- Rates will be increasing, but we have had good luck with Utica National and suggest we stay with them.

MEDIA RELATIONS: No Report

APPARATUS & EQUIPMENT:

Commissioner Woehrle Reported:

- Engine 4021 preventative maintenance and some bigger items were completed.
- Ambulance repairs are all set now that insurance is straightened out.

COMMUNICATIONS & INFORMATION SERVICES: No Report

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- We reviewed the security camera quotes from Adirondack Cabling and Eclipse. Recommendation is to go with Eclipse as they appeared to be more qualified and offered a lower price.
- Lloyd Hale is completing last year's work list for station repairs.

Commissioner Pacheco Reported:

- Tonight, we have the wainscoting and flooring samples to consider.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- Next meeting will be January 25 at 7:00 PM.
- Now that the fire company approved their Constitution and By-laws, the committee can review the plan and work on finalizing the duty crew section.

ELECTIONS:

Chairman Woehrle Reported:

- Commissioner Weitz's term expires this year.

PROTECTIVE GEAR & UNIFORMS: No Report

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- The fire company report is almost complete and will be posted tomorrow for 30 days.
- Discussion with PenFlex was conducted and the following came from it:
 - Fire District contributes and any interest earned is added in.
 - It will cost us about \$1,000 more this year based on what we paid last year. For that additional money they will take over more administrative tasks including sending out the annual statement to members and customer service calls from members and assist with getting money when requested from members. The treasurer will also get his required report in time for annual reporting to NYS.
 - I recommend we also spend \$850 for an audit of the LOSAP program.

INSPECTION & INSTALLATION:

Commissioner Pacheco Reported:

- We are all set for January 27, 2024, at Riverstone Mannor at 6:00 PM.
- Final numbers must be reported to the facility January 15.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- Completed and submitted biannual DOH agency certification and controlled substance certification renewals. We have received our controlled substance renewal and our operating certificate renewal has cleared regional approval and has been forwarded to state DOH for final approval.
- Incident response data was compiled and provided to Chief Fritz for the LOSAP report.
- After review of the station camera quotes and experience with the quality of each company's technical service performance, I **recommend we accept the quote from Eclipse Network Solutions, LLC totaling \$28,410.30 pending an uncontested permissive referendum initiated at the December board meeting to utilize up to \$32,000 from the facilities reserve account.**
- Repairs to ambulance 4080 were quoted at \$1,502.28. The deductible is \$100. Awaiting insurance company appraisal to initiate repairs.

- Tires on Engine 4021 were replaced at Warren Tire on NYS Contract as recommended during the annual preventative maintenance inspection by Garrison Fire and Safety. They exceeded the 7-year service life.
- Engine batteries were replaced on Engine 4021.
- Know Key secure and controlled substance safes have been delivered. Working on installation.
- The Santa Parade on December 16 was well received by the community as well as our annual Santa visit to Pathways. Great job by FF/P Plakas in organizing and Chief Fritz (Santa) for an outstanding performance.
- Crews responded to assist Niskayuna fire District No. 2 at a structure fire on Lisha Kill Road. No injuries were reported.

Department Activity	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
December Incidents	227	218	231	174
EMS	173	157	143	113
Fire/Other	54	61	88	61

Total YTD (7/31)	2399	2475	2315	2076
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Other Activities:

Emergency Callback	118 Staff Hours
Department Training	128 Staff Hours
Duty Crew Hours	6.5 Staff Hours

Chief Fritz: No Report

Report of the Niskayuna Permanent Fireman's Association:

John Baker Reported:

- Thanks to Commissioners for support and new furniture downstairs.

Report of the Grand Boulevard Fire Company:

John Baker Reported:

- At the January fire company meeting, we forgot to request money for the installation dinner. We are having a special meeting January 15 to do this.

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Pacheco/ Second/ Murray: To accept the quote from Eclipse Network Solutions, LLC totaling \$28,410.30 pending an uncontested permissive referendum initiated at the December board meeting to utilize up to \$32,000 from the facilities reserve account. Passed 3-0.

Motion/ Murray/ Second/ Pacheco: To approve switching our LOSAP from McNeil to PenFlex.
Passed 4-0.

Chairman Woehrle requested the Secretary send a letter to the Auxiliary requesting a list of their active members. Chief Lingenfelter has sent that list to the Secretary.

Chairman Woehrle reminded everyone that their required harassment training is due to be completed by March 31 or access to the building will be restricted. Capt. Vena has sent the training to all administrative and operational members. The fire company will be responsible for social members.

Motion/ Pacheco / Second/ Murray: To adjourn the meeting at 7:37 PM Passed 4-0.

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

Respectfully submitted by:

Kevin J. McGill

Secretary

Niskayuna Fire District No. 1