

## Minutes of Regular Meeting February 14, 2024

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

**EXCUSED:** Commissioner Daly

**Also Present:** Chief Lingenfelter, Chief Fritz, Treasurer J. Splendido (Remote – address on file), Secretary K. McGill, Attorney Hayner, Capt. J. Vena, Lt. Baker, GBFC President S. Lieberman

The Meeting was called to order at 7:04 PM by Chairman Woehrle.

**Motion/ Weitz, 2<sup>nd</sup>/ Pacheco:** To approve the January 10, 2024, **regular** monthly meeting minutes. As Read. Passed 4-0.

### **CORRESPONDENCE:**

- Thank you card from the Osborn family
- Thank you note from Ms. Cascio
- CAFDA Annual Reception
- CAFDA 2024 Conference
- Notarized copy of legal notice – permissive referendum
- Flyer from Hopmeier, Evans, Gage Insurance
- FASNY awards information
- Information from Community Bank
- Medical leave request from FF/P Agans

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

None

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

**Motion/ Weitz, 2<sup>nd</sup>/ Pacheco:** To pay bills for corresponding check #'s 17421 - 17422, 19245 - 19299 From January 11, 2024, thru February 14, 2024 totaling \$158,906.24 as reviewed. Passed 4-0.

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

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

- The reserve accounts as of the end of January 2024 were reviewed.

- The comparison sheets for January 2024 vs. 2023 were reviewed.
- Budget versus actual expenses through January 2024 were reviewed.
- We are 8% thru the year and have spent 19.5% of the budget.
- We need to request a 60-day extension for the annual report.
- Due to fraudulent activity, our bank account will be closed, and a new account established. All check numbers and info must be provided to the bank until the new account is fully functional in order for them to be valid.
- Signature card for bank needs to be signed by Commissions Woehrle and Pacheco, then by Commissioner Murray.
- New checks have been ordered for the new account
- The audit process is beginning.

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

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

- 10% tax exemption opinion states the exemption if for enrolled members, which is defined as active members. General Municipal Law definition applies (Sec. 215(1)). If a member served 20 years, they are eligible.
- Each year we should generate a list of personnel who meet the requirements. I will work on a list of qualifications based on the law and the resolution we passed May 10, 2023.

### **COMMITTEE REPORTS:**

#### **FINANCE:**

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

- Issues with checks being deposited, the account was compromised (check washing) and we are getting a new account number and new checks. Currently John sends the list of checks to be paid as approved to the bank before sending them out.

#### **INSURANCE:**

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

- The renewal is complete for the Employee Practices Liability through Philadelphia Insurance Companies.
- Utica Nation policy is in the process of being renewed, there is an increase in the deductibles.

#### **MEDIA RELATIONS:** No Report

### **APPARATUS & EQUIPMENT:**

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

- Tires on Engine 4021 were replaced at Warren Tire on NYS contract as recommended during the annual preventative maintenance inspection by Garrison fire & Safety. They exceeded the NFPA 7-year service life.
- The truck committee will be scheduling a meeting with the Rosenbauer sales representative and the district apparatus committee to discuss available options and purchasing mechanisms.
- The ambulance committee is investigating options and delivery timing. Will be looking to meet with the district apparatus committee once they reach a consensus for a recommendation.

**COMMUNICATIONS & INFORMATION SERVICES:** No Report

**EMS & EQUIPMENT:** No Report

**HEALTH & SAFETY:** No Report

**FACILITIES:**

**Commissioner Woehrle Reported:**

- I met with Lloyd Hale and everything on the 2023 station repair list is completed except for 2 items. First is the electrical reel at Balltown Road and second is the air hose reel at River Road. He submitted pricing for this work.
- Lloyd also provided pricing to replace the wainscoting in the Members room at Balltown Road.

**STRATEGIC PLANNING:**

**Commissioner Pacheco Reported:**

- Revised strategic plan went out to the Board, I would like to adopt it tonight. Changes were made at the committees last meeting.

**ELECTIONS:** No Report

**PROTECTIVE GEAR & UNIFORMS:** No Report

**SERVICE AWARDS PROGRAM:**

**Chief Fritz Reported:**

- LOSAP summary was posted last month, and the 30-day requirement has been met. If approved tonight, I will submit to PenFlex tomorrow. We are ahead of schedule compared to last year.

**INSPECTION & INSTALLATION:**

**Commissioner Pacheco Reported:**

- The event went well even though attendance was down from last year. We will start earlier for 2025 and create a checklist of items to complete.
- Riverstone Mannor reached out and offered to reduce the minimum from \$12,000 to \$8,500. This is still higher than we spent this year.

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter Reported:**

- We have received our NYS EMS operating certificate renewal from NYS Department of Health. Copy was sent to Medicaid as required to maintain billing authorization.
- Working on renewing our annual Medicaid electronic billing certification.
- Received Utica National appraiser's report for the damage to ambulance 4080. Insurance will cover \$1,177.60.
- **Request authorization to submit an Assistance to Firefighter Grant application for replacement of our self-contained breathing apparatus for an estimated \$360,000.** Should

the grant be awarded the fire district cost share would be approximately \$20,000. Our current SCBA are more than 15 years old.

- **Request authorization for FF/Paramedic Powers to attend the 40-hour Fire Instructor II training program in Albany, N, August 26<sup>th</sup> – 30<sup>th</sup>, 2024.**
- **Request authorization for FF/Paramedic Vinehout to attend the 40-hour Fire Instructor I training program in Albany, NY, November 18<sup>th</sup> – 22<sup>nd</sup>, 2024.**

• Department Activity	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
December Incidents	204	160	231	145
EMS	161	116	152	94
Fire/Other	43	44	79	51
 Total YTD (1/31)	 204	 160	 231	 145

Other Activities:

Emergency Callback	80 Staff Hours
Department Training	360 Staff Hours
Duty Crew Hours	41.75 Staff Hours

**Chief Fritz:** No Report

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

**Report of the Grand Boulevard Fire Company:  
Shiloh Lieberman Reported:**

- The fire company is having trouble getting the Treasurer bonded. We are looking to see if we could get him bonded through the district. Attorney Hayner will look and see if our current policy has coverage for volunteers.

**OLD BUSINESS:** No Report

**NEW BUSINESS:**

**Motion/ Murray/ Second/ Pacheco:** To request a 60-day extension for the annual report. Passed 3-0.

**Motion/ Weitz/ Second/ Pacheco:** To approve spending \$360 for 3 commissioners and their wives to attend the CAFDA Annual Reception. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To approve Chief Lingenfelter to submit an Assistance to Firefighters Grant application for replacement of our self-contained breathing apparatus for an estimated \$360,000. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To authorize FF/Paramedic Powers to attend the 40-hour Fire Instructor II training program in Albany, NY, August 26<sup>th</sup> – 30<sup>th</sup>, 2024. This will include 40-hours of overtime. Passed 4-0.

**Motion/ Pacheco/ Second/ Weitz:** To authorize FF/Paramedic Vinehout to attend the 40-hour Fire Instructor I training program in Albany, NY, November 18<sup>th</sup> – 22<sup>nd</sup>, 2024. This will include 40-hours of overtime. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To approve the 2023 LOSAP. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To approved extended medical leave for FF/P Agans from March 7, 2024 – June 12, 2024. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To authorize Lloyd Hale to complete the electric reel installation at Balltown Road station per his quote at a cost of \$1,661.00. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To authorize Lloyd Hale to complete the air hose reel installation at River Road station per his quote at a cost of \$3,479.00. Passed 4-0.

**Motion/ Pacheco/ Second/ Weitz:** To authorize Lloyd Hale to complete the wainscoting installation in the member's room at Balltown Road station per his quote at a cost of \$5,588.00. Passed 4-0.

**Motion/ Pacheco/ Second/ Weitz:** To approve the concept of the Strategic Plan 2023-2028. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To adjourn to executive session to discuss personnel matters at 8:08 PM. Passed 4-0.

**Motion/ Pacheco/ Second/ Weitz:** To return to regular session at 8:45 PM. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To authorize the Chief to create modified duty in accordance with state and federal law for a FF/Paramedic who is pregnant.

## **ROLL CALL**

Commissioner Murray – YES

Commissioner Weitz – YES

Commissioner Pacheco – YES

Commissioner Woehrle – YES

Passed 4-0.

**Motion/ Pacheco / Second/ Weitz: To adjourn the meeting at 8:47 PM Passed 4-0.**

The next regular business meeting will be held March 13, 2024, at 7:00 pm.

Respectfully submitted by:

*Kevin J. McGill*

Secretary

Niskayuna Fire District No. 1