

## Minutes of Regular Meeting April 10, 2024

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**PRESENT:** Commissioners Pacheco, Daly, 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, GBFC Vice President S. Vena, Dan Elliott, K. Sieden

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

**Motion/ Daly, 2<sup>nd</sup>/ Pacheco:** To approve the March 13, 2024, **regular** monthly meeting minutes. As Read. Passed 4-0.

### **CORRESPONDENCE:**

- Email concerning the CLIA renewal
- CAFDA Conference brochure
- Provident Insurance privacy policy

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

None

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

**Motion/ Daly, 2<sup>nd</sup>/ Pacheco:** To pay bills for corresponding check #'s 3-5, 7, 17425, 19533-19581 From March 14, 2024, thru April 10, 2024 totaling \$228,152.47 as reviewed. Passed 4-0.

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

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

- The reserve accounts as of the end of March 2024 were reviewed.
- The comparison sheets for March 2024 vs. 2023 were reviewed.
- Budget versus actual expenses through March 2024 were reviewed.
- We are 25% thru the year and have spent 30.6% of the budget.
- The audit is still in process.

## **ATTORNEY'S REPORT:**

### **Attorney Hayner Reported:**

Pertaining to the stipend for volunteers who complete certain training there are 2 options. First is follow the state program and second is to adopt a local program. You must choose one or the other. I drafted a resolution for the board to review.

## **COMMITTEE REPORTS:**

### **FINANCE:**

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

- March bank statements were reviewed, and everything looks good.

#### **INSURANCE:** No Report

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

### **APPARATUS & EQUIPMENT:**

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

- Aerial testing was completed. One of the three required repairs have been addressed. Working with Garrison to address remaining items.
- NYS vehicle inspection has been completed on all fire apparatus. Repairs that were identified during the inspections have been completed.
- Pick-up 4052 has an exhaust leak at the manifold. Quote for repair is \$2,726 but could be more. Based on age, should we repair it or declare surplus There is no urgent need to replace it right now. It is recommended to declare it surplus.

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

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

We received a quote from eCLIPSE Network Solutions to conduct an IT Cybersecurity Risk Assessment. I recommend we have this assessment completed. It is a one-time cost of \$1,750. Commissioner Pacheco has worked with this company and thinks this is worth completing. The cost is very reasonable. Likes the idea of having email phishing exercise. Camera system upgrades have been completed at both stations. Working on some fine tuning and renaming views.

#### **EMS & EQUIPMENT:** No Report

#### **HEALTH & SAFETY:** No Report

### **FACILITIES:**

- The annual station inspection will be May 11 at 1:00 PM. We will begin at Balltown Road station.

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

- Replacement of paneling removed for mold remediation is completed.
- Exterior lighting fixtures above apparatus bay doors was retrofitted by Lt. Sims to accommodate a standard light bulb socket. Standard LED light assemblies were installed.

**STRATEGIC PLANNING:**

**Commissioner Pacheco reported:**

The document in Teams need to have the adoption date and signature added.

**ELECTIONS:** No Report

**PROTECTIVE GEAR & UNIFORMS:** No Report

**SERVICE AWARDS PROGRAM:** No Report

**INSPECTION & INSTALLATION:** No Report

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter Reported:**

- Bi-annual renewal of our certified laboratory license was completed and submitted to NYS Department of Health.
- Medicaid electronic billing re-certification was completed and submitted.
- Results of the January 13<sup>th</sup> civil service exam for Firefighter/Paramedic were received. The list contains 15 names. A preliminary canvas was emailed out to the candidates to determine paramedic status and confirm contact information. CPAT will be scheduled for those with paramedic certification or anticipated completion within the next 12 months.
- Lieutenant/Paramedic interviews are scheduled for April 24<sup>th</sup> and 25<sup>th</sup>.
- EV emergency plug to disable electric vehicles that was donated to the fire district by the GBFC was put into service on Engine 4021.
- The rotary saw on Engine 4021 is out of service and parts are not available. **Request authorization to purchase a replacement rotary saw not to exceed \$2500.**
- The active shooter/hostile event exercise at Niskayuna High School was held on April 3<sup>rd</sup> and 4<sup>th</sup>. More than 80 law enforcement personnel, 30 fire/EMS personnel, and approximately 12 staff from the Niskayuna School District participated in the exercise. Initial feedback from participants has been positive.
- Live burn firefighter training is scheduled for April 20<sup>th</sup>, 2024, at the Saratoga County Fire Training Center for NFD 1 personnel.
- H2M requested ladder training. I checked with the insurance company and they had no issue with us doing this training. We can have them sign a waiver of liability. We would charge enough to cover the cost of the instructors, like we do with other outreach training. I am looking for the board to approve this.

• Department Activity	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
March Incidents	266	178	187	175
EMS	202	127	118	114
Fire/Other	64	51	69	61
Total YTD (1/31)	641	529	593	456

Other Activities:

Emergency Callback	111 Staff Hours
Department Training	350 Staff Hours
Duty Crew Hours	72.5 Staff Hours

**Chief Fritz:** No Report

**Report of the Niskayuna Permanent Fireman’s Association:**

**NPFA President Baker Reported:**

Aflac wants to offer their service our members. This would be through a payroll deduction.

**Report of the Grand Boulevard Fire Company:**

**Steve Vena Reported:**

- The insurance committee met and drafted a policy that was presented to the Board of Directors. The Board asked to check with the Board of Fire Commissioners would cover the members deductible for ambulance service. The BOFC responded they can’t do that. It was asked if a member does not pay the bill, would it go to collections? The BOFC explained it would go to the billing company and any account would come before them prior to being sent to collections. The hardship policy was also discussed. The BOFC explained that all billing must be equal, no discounts for service. They also said there is no such thing as “soft billing”.
- Dan Elliott brought up the Niskayuna School District is having a summer program that we could apply to be part of. There will be 3 one-week sessions at Craig School. He suggested we do it as a recruitment tool. The BOFC liked the idea but agreed with the Chief, the timing is too short to prepare and present a good program. The fire company did not have a group already lined-up to help with this.

**OLD BUSINESS:**

**Commissioner Woehrle Reported:**

- Harassment training was required to be completed by March 31. Currently there are 4 members who have not completed the training and should have their key fob deactivated until they complete the training. The members are:
  - Daquan Pontoon
  - Larry Cottrell
  - Robert Kordrupel
  - Ted Congdon

**NEW BUSINESS:**

**Motion/ Daly/ Second/ Pacheco:** To deactivate the key fobs for the 4 members who have not completed the required harassment training until they complete the training.

**ROLL CALL:**

Commissioner Pacheco – Yes

Commissioner Murray – Yes

Commissioner Daly – Yes

Commissioner Woehrle – Yes

Passed 4-0

**Motion/ Daly/ Second/ Pacheco:** To authorize the replacement of the rotary saw for a cost not to exceed \$2,500. Passed 4-0.

**Motion/ Daly/ Second/ Pacheco:** To reaffirm the expense of \$200 to the NYS DOH for the 2024-2026 CLIA renewal. Passed 4-0.

**Motion/ Pacheco/ Second/ Daly:** To declare the 2005 Chevy Silverado pick-up (4052) and plow as surplus. Passed 4-0.

**Motion/ Daly/ Second/ Pacheco:** To approve the proposal from eCLIPSE Network Solutions to conduct the IT Cybersecurity Risk Assessment for a cost of \$1,750. Passed 4-0.

**Motion/ Daly/ Second/ Murray:** To authorize the Chief to conduct ladder safety training for H2M in accordance with current outreach training policies and pricing. Passed 3-0 (Commissioner Pacheco abstained).

**Motion/ Daly/ Second/ Pacheco:** To approve Aflac payroll deductions for the career staff if they choose to participate. Passed 4-0.

**Motion/ Daly/ Second/ Pacheco:** To cover the hotel expense for Commissioner Woehrle who will be attending the CAFDA Conference in Lake George April 25-27, 2024, at a cost of \$170. Passed 4-0.

Commissioner Pacheco recommended the Board look into adopting a Best Value General Policy. This will allow us to use national negotiated rates on purchase agreements saving time and money.

**Motion/ Pacheco / Second/ Daly:** To adjourn the meeting at 8:00 PM Passed 4-0.

The next regular business meeting will be held May 8, 2024, at 7:00 pm.

Respectfully submitted by:

*Kevin J. McGill*

Secretary

Niskayuna Fire District No. 1