

## Minutes of Regular Meeting July 10, 2024

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**PRESENT:** Commissioners Pacheco, Murray, Daly, Weitz, and Chairman Woehrle

**Also Present:** Chief Vena, Chief Fritz, Treasurer J. Splendido, Secretary K. McGill, Attorney Hayner, Capt. Griffiths, Lt. Baker, Lt. N. Persons, GBFC Financial Secretary S. Vena, FF/P R. Kaszuba, FF/P K. Seiden, K. Pacheco

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

**Motion/ Daly, 2<sup>nd</sup>/ Pacheco:** To approve the June 12, 2024, **regular** monthly meeting minutes.  
As Read. Passed 5-0.

### **CORRESPONDENCE:**

- Town of Niskayuna Board of Zoning Appeals variance request meeting notification
- Legal notice published certification for thermal cameras
- 2 flyers from Pinsky Law Firm, 1 for department policy services second for training for Board of Directors /Ex Officers.

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

None

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

**Motion/ Murray, 2<sup>nd</sup>/ Pacheco:** To pay bills for corresponding check #'s 14, 15, 19671-19707 From June 13, 2024, thru July 8, 2024 totaling \$103,693.12 as reviewed. Passed 5-0.

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

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

- The reserve accounts as of the end of June 2024 were reviewed.
- The comparison sheets for June 2024 vs. 2023 were reviewed.
- Budget versus actual expenses through June 2024 were reviewed.
- We are 50% thru the year and have spent 50.7% of the budget.
- Waiting on finalized LOSAP report for audit.

**ATTORNEY'S REPORT:** No Report

**COMMITTEE REPORTS:**

**FINANCE:**

**Commissioner Pacheco Reported:**

- Compared bills to the bank statements and they align.

**Chief Vena Reported:**

- In process of reorganizing responsibilities of the officers. Goal is to de-centralize some administrative bottlenecks at the Chief's office and empower officers to swiftly execute tasks. I believe this may require consent from the Board through adoption of an updated purchasing policy that authorized our fire officers the utilize the budgeted cost centers up to pre-determined limits in their assigned areas. When plan is ready, I will request consultation with the finance committee to determine feasibility.
- Utica National Insurance Group notified us that they were able to recover from the negligent party for the accident with an ambulance responding to a mutual aid call on Route 7 on December 31, 2023. They have issued a \$100.00 check to reimburse the deductible and that went out in the mail the other day.
- Lt. Powers and GBFC applied for a grant in the amount of \$2,500 through the Niskayuna Community foundation for the purchase of smoke alarms and carbon monoxide alarms. We received a letter informing us that we have been awarded the grant. Lt. Powers will be completing the grant agreement with GBFC leadership.

**INSURANCE:**

**Commissioner Murray Reported:**

- There is a difference on the vehicle's coverage and the actual replacement cost. Currently they will replace the vehicle up to the schedule of values. We will need to review this and look at updating. Equipment is covered 100%.
- Looking into cyber security insurance. 14-page questionnaire must be completed first. Checked to see if this was previously done – it was not. This may be addressed by the cyber security services we are looking at.

**MEDIA RELATIONS:**

**Commissioner Weitz Reported:**

- There were 2 nice write-ups in the Your Niskayuna.
  - First was on Chief Lingenfelter's retirement.
  - Second was on the promotion of Lt. Powers-Smith.

**APPARATUS & EQUIPMENT:**

**Commissioner Woehrle Reported:**

- The pick-up truck that was previously declared surplus did not get advertised. A new date of August 7, 2024, was set for the bid due date. This will be advertised tomorrow.

**Lt. Baker Reported:**

- The spec sheet was received for the new Horton ambulance. The price did increase slightly. Some items in the spec need to be corrected, which will be financially in the District's favor. The new formal quote for the ambulance is \$327,243.

- Contract for the chassis was also received.

**Chief Vena Reported:**

- Lt. Baker has re-drafted an advertisement for the sale of the 2005 Silverado that was declared surplus at the April meeting. **Request the board's approval to publish online and through the fire service organizations.**
- We have identifier numbers for the Chief's SUV's and I will be arranging for them to be applied.
- 4080 had noise coming from a front tire. A backing plate behind the rim was found to be rubbing and they bent it back.
- 4082 was having starting issues and was brought to Walter's for repair. It was found that the power cable had corroded through and was making intermittent contact with the starter.
- Engine 4022's steering tires have exceeded the NFPA allowable life span of 7 years and require replacement. We are obtaining quotes.
- 7/10/24 – An updated quote on the replacement ambulance has been received. The new price is \$327,243. This is a \$1,914 increase over the previous estimate and is a Sourcewell Contract Factory vetted quote. **Recommend accepting the quote from VCI Emergency Vehicle Specialists and approve issuing a purchase order. I also recommend pre-paying for the Ford E-350 chassis at a cost of \$42,977 per the supplied contract.**
  - John Baker will look into seeing if we can pre-pay more items to save money.

**COMMUNICATIONS & INFORMATION SERVICES:**

**Commissioner Woehrle Reported:**

- A special meeting of the board has been scheduled for August 6, 2024 at 7:00 PM in the Board Room.

**Chief Vena Reported:**

- June 11, Chief Lingenfelter and I met with eCclipse Network Solutions (Mike Sipperly and Chris Mattice). They expressed concern over our IT network.
- eCclipse has submitted a Managed Services Agreement proposal to address items found including endpoint detection.
- On July 2, I met with Acture Solutions (Nick Forbes and Kelly Taylor). They provided recommendations.
- On July 8, I met with Vice Chairman Pacheco to discuss these items.

**EMS & EQUIPMENT:** No Report

**HEALTH & SAFETY:** No Report

**FACILITIES:**

**Commissioner Woehrle Reported:**

- Walk-thru of the stations completed with Chairman Woehrle, Chief Vena and Captain Griffiths to identify items to dispose of or declare as surplus.
- City glass has been scheduled to come look at the one stormfront that needs repair and get a quote.

- We are looking at placing a shed in the back of the station.
- Lloyd submitted his quote to complete items identified in the inspection. He will begin work.
- There is no access to the HVAC system due to computer issues. The computer used is no longer available. We will need to look at upgrading HVAC software.

#### **Chief Vena Reported:**

- June 28, 2024, there was a sewer backup into three areas of the basement. Source was a clogged cleanout behind the station from a yard marker being placed in a pipe to mark it's location. Clog was cleared and all affected areas were cleaned and disinfected. Pipe was repaired and capped.
- Lt. Sweet coordinated removing the bushes in front of the station, weeded the area, and mulched it. He also painted the gas meter piping. It all looks much better now.
- At my request, on Friday 7/5/24, Chairman Woehrle, Captain Griffiths and I walked both stations with the intent to identify the abundance of items suitable for repurposing or disposal.
  - Balltown Road Station – 15 old non-functional computers and a plethora of functionally obsolete IT and radio equipment were identified. There are 8 cases of power supplies in the boiler room from when the station was built. Lt. Sims is determining if they can be sold or donated and if not, we will dispose of them.
  - River Road Station – Too much to list was identified so on Sunday 7/7/24, Capt. Griffiths and his crew worked to separate and consolidate unneeded, unwanted and functionally obsolete items. They filled the dumpster at RR (and can probably fill it up 2-3 more times) with trash such as old mattresses, boxes, etc. They created three separate piles of items inside the station for scrap metal, general trash/recycling and obsolete PPE such as helmets. Request to surplus and prior to disposing of the items, I'd like to put them out for members to pick through as personal keepsakes.
- **Request the BOFC reaffirm that old nozzles, appliances, our of date gear, computers, monitors and accessory equipment, hose washer and anything else unusable be declared surplus and be disposed of from both stations.**
- There is no computer at River Road to run the I Am Responding program. I am looking into solutions as part of the overall IT assessment.
- Over the last several months we have had sporadic issues where the building alert system does not activate for an emergency call. Our current alert system is powered by the old obsolete Motorola Minitor 5 pagers. Chief Lingenfelter replaced those pagers several times before his retirement and the problem persists. The interface between the pager and the building paging system is specific to the Minitor 5 pager. I have contacted Wells Communications to give us replacement options. I am looking specifically for a solution that offers reliable multi-tone alerting and heart smart ramp-up tones. This is a healthier option that reduces the rapid heart response to station alarms. Additionally, I am looking to correct the speaker issues experienced in the apparatus bays of both stations. 7/5/24 – Several reports received that the elevator is giving a bumpy ride. Schindler Elevator & Escalators was contacted, and they determined the cause is cold hydraulic fluid. Once the fluid warms up it expands in volume and smooths out the ride. All

other systems checked out as normal. I will be scheduling a 3<sup>rd</sup> party inspection once I determine when the last inspection was completed.

- The new cord reel installed by Lloyd Hale appears to be 14-gauge wire supplying 20-amp plug and 20-amp receptacle at the shore like for the ambulance in the south bay. We need to swap the cord reels around in the bay to better match their intended use. Additionally, Lt. Sims will be ordering the necessary parts to upgrade the remaining station lighting to replaceable LED's. We will be renting a lift so Lt. Sims can complete the repairs safely.
- 7/8/24 – The air conditioning in the second-floor offices began to not cool as well as earlier in the day. ESCO was contacted and they arrived on 7/9 and found the refrigerant was low. The tech suspects a slow leak. He recharged the system and cooling seems to be improved. He also indicated the Commissioner's office is at the end of the run and travels through unconditioned space and the ductwork is condensing above the ceiling tile. This may be an issue we want to address to prevent mold growth.
- 7/10/24 – HVAC system = ESCO sent an email explaining the quarterly maintenance they are contracted to provide. Two items of note:
  - They recommend an annual condenser coil cleaning for approximately \$620 more to the current agreement price. They indicated this has been opted out of in the past.
  - ESCO strongly recommends and says we are overdue for an upgrade to the temperature control system. This would include system security, remote access and a Graphics Interface to make the system more user friendly.

**STRATEGIC PLANNING:** No Report

**ELECTIONS:** No Report

**PROTECTIVE GEAR & UNIFORMS:**

**Chief Vena Reported:**

- Garrison Fire Rescue is scheduled to come in on July 17<sup>th</sup> to measure and fit firefighters needing turnout gear.
- Capt. Griffiths reports while cleaning up River Road, there are old dress uniforms, jackets and accessories in the closet of the back room. Many of these items have mole on them and should be discarded. **Request the Board declare these items surplus and allow us to discard them.**

**SERVICE AWARDS PROGRAM:**

**Chief Fritz Reported:**

- There is a call in to PenFlex looking for the report.

**INSPECTION & INSTALLATION:** No Report

**REPORT OF THE CHIEFS:**

**Chief Vena Reported:**

- CPAT conducted June 25, 2 successfully passed.

- Interviews were held with the 2 candidates (Michael Colacino and Adam Wall). **Request executive session to discuss the hiring recommendations of the Interview Committee and cybersecurity findings.**
- Upon beginning my new role as Chief I did not have access to files and programs on the computer workstation in the office. Acture Solutions spent a lot of time troubleshooting and ended up having to uninstall and reinstall programs and my access to them. I began to have access at 1700 on Wednesday July 3. This is also why there has been a delay getting this report to you. As of 1300 on July 9, Acture believes we have corrected most if not all of the problems.
- FF/P Matthew Anderson is making progress. A doctor's note was received on July 3 advising that he is not cleared for work yet and will be re-evaluated in 4 weeks. **Recommend extending sick leave for FF/P Anderson through the August 14<sup>th</sup> Board meeting.**
- FF/P Agans is doing well and is expected to return to work this month. He has a return to work physical scheduled and if all goes well, his next scheduled shift is July 18. **Recommend extending sick leave for FF/P Agans through the August 14<sup>th</sup> Board meeting with the anticipation he will return to work earlier pending medical clearance.**
- Chairman Woehrle and I met with Schenectady County Civil Service on July 8 to discuss procedures and paperwork. Further training will be forthcoming from them later this year. They are looking to hold a fire department specific training session.
- **Request executive session to discuss promotional considerations.**
- For Information Only – One of our paramedics had a minor issue with an emergency room physician at Ellis. I notified Dr. McHugh, he interviewed our paramedic and it handling it with the hospital at his level.
- Lt. Powers is seeking to become a CPR instructor. In her current position we can flex her schedule to avoid overtime costs. The cost is \$250 for the course and \$250 for the alignment fee with the training center. The course is slated for the last week of July or the first week of August (final date TBD). **I recommend approving this request.**

Department Activity	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
June Incidents	228	206	212	193
EMS	168	156	135	118
Fire/Other	60	50	77	75
Total YTD (4/30)	1317	1093	1260	1010
Other Activities:				
Emergency Callback			50.5 Staff Hours	
Department Training			164.7 Staff Hours	
Duty Crew Hours			31 Staff Hours	

**Chief Fritz Reported:** No Report

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

**Report of the Grand Boulevard Fire Company:** No Report

**OLD BUSINESS:** No Report

**NEW BUSINESS:**

**Motion/ Murray/ Second/ Daly:** To install a walkway in the attic above the bays for access to the windows at a cost of \$1,188 to be completed by Lloyd Hale. Passed 5-0.

**Motion/ Pacheco/ Second/ Murray:** To complete maintenance and repairs as outlined in the proposal from Lloyd Hale at the Balltown Road station at a cost of \$1,186. Passed 5-0.

**Motion/ Murray/ Second/ Pacheco:** To complete maintenance and repairs as outlined in the proposal from Lloyd Hale at the River Road station at a cost of \$736. Passed 5-0.

**Motion/ Murray/ Second/ Daly:** To reaffirm that old nozzles, appliances, out of date gear, hose washer, and anything else unusable be declared surplus and be disposed of from both stations. Passed 5-0.

**Motion/ Murray/ Second/ Pacheco:** To re-affirm that computers, monitors and accessory equipment be declared surplus and disposed of from both stations. Passed 5-0.

**Motion/ Murray/ Second/ Daly:** To allow Chief Lingenfelter to keep his helmet, shield, badge, and turnout coat upon retirement. Passed 5-0.

**Motion/ Murray/ Second/ Pacheco:** To allow Chief Vena to keep his Captains helmet and shield upon his promotion to Chief. Passed 5-0.

**Motion/ Weitz/ Second/ Pacheco:** To extend sick leave for FF/P Anderson through the August 14<sup>th</sup> Board meeting. Passed 5-0.

**Motion/ Pacheco/ Second/ Weitz:** To extend sick leave for FF/P Agans through the August 14<sup>th</sup> Board meeting with anticipation he will return to work earlier pending medical clearance. Passed 5-0.

**Motion/ Pacheco/ Second/ Weitz:** To approve publishing online and through the fire service organizations the sale of the 2005 Silverado that was declared surplus last month. Passed 5-0.

**Motion/ Daly/ Second/ Weitz:** To approve sending Lt. Powers to REMO for training as a BLS (CPR) Instructor for a total cost of \$500. Passed 5-0.

**Motion/ Murray/ Second/ Pacheco:** To approve the Chief to attend the Career Fire Chief's meeting in Oswego on July 16<sup>th</sup> and 17<sup>th</sup> at a cost not to exceed \$250 and use of the district vehicle. Passed 5-0.

**Motion/ Weitz/ Second/ Pacheco:** To adjourn to executive session to discuss personnel matters, Chief's retirement package, new Chief's benefit package, cybersecurity, hiring and promotions at 7:54 PM. Passed 5-0.

**Motion/ Pacheco/ Second/ Weitz:** To return to regular session at 8:51 PM. Passed 5-0.

**Motion/ Murray/ Second/ Pacheco:** To purchase the Ford E450 chassis at a cost of \$42,977 from the apparatus reserve account. Passed 5-0.

**Motion/ Pacheco/ Second/ Daly:** To authorize the Chairman to sign the contract and the purchase order for the new Horton ambulance. Passed 5-0.

**Motion/ Daly/ Second/ Pacheco:** To approve the Chief's benefit package with the approved changes. Passed 5-0.

**Motion/ Weitz/ Second/ Daly:** To approve the Career Chief job description. Passed 5-0.

**Motion/ Daly/ Second/ Pacheco:** To approve the Retirement Letter of Agreement with retired Chief Lingenfelter. Passed 5-0.

**Motion/ Daly/ Second/ Pacheco:** To hire Michael Colacino as a Firefighter/Paramedic effective August 5, 2024, in accordance with the Schenectady County Civil Service requirements. Passed 5-0.

**Motion/ Daly/ Second/ Pacheco:** To approve the purchase of 10 thermal imaging cameras at a cost not to exceed \$37,248.34 from the equipment reserve account. Passed 5-0.

**Motion/ Pacheco / Second/ Murray:** To adjourn the meeting at 8:56 PM Passed 5-0.

There will be a Special Meeting on August 6, 2024, at 7:00 pm to discuss cybersecurity issues and any other business that may come before the Board.

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

Respectfully submitted by:

*Kevin J. McGill*

Secretary

Niskayuna Fire District No. 1