

## **Minutes of Regular Meeting August 14, 2024**

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

**Also Present:** Chief Vena, Secretary K. McGill, Attorney Hayner, Capt. Griffiths, Lt. Baker, Lt. N. Persons, GBFC President S. Lieberman, GBFC Financial Secretary S. Vena, FF/P K. Seiden

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

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

**Motion/ Murray, 2<sup>nd</sup> / Daly:** To approve the August 6, 2024, **special** meeting minutes.  
As Read. Passed 4-0.

### **CORRESPONDENCE:**

- Thank you card from Dorothy Pelland.
- Letter from Lt/P Sweet announcing his retirement.
- Correspondence from GBFC – Resignation of Emily Bradshaw.
- Correspondence from GBFC – Acceptance of Willaim Charles of 1376 Nott St, Niskayuna, NY 12309.
- Correspondence from GBFC – Acceptance of Kevyn Kerker of 2344 Story Ave, Niskayuna, NY 12309.
- Notarized copy of legal notice announcing special meeting.

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

None

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

**Motion/ Daly, 2<sup>nd</sup> / Murray:** To pay bills for corresponding check #'s 17, 18, 21, 19708-197567 From July 11, 2024, thru August 8, 2024 totaling \$205,728.50 as reviewed. Passed 4-0.

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

#### **Secretary McGill Reported for Treasurer Splendido:**

- The reserve accounts as of the end of July 2024 were reviewed.
- The comparison sheets for July 2024 vs. 2023 were reviewed.
- Budget versus actual expenses through July 2024 were reviewed.

- We are 67% thru the year.

**ATTORNEY'S REPORT:** No Report

**COMMITTEE REPORTS:**

**FINANCE:**

**Commissioner Pacheco Reported:**

- Budget development is coming. The budget hearing is October 15.

**Chief Vena Reported:**

- August 1<sup>st</sup> EMR notified us NYS passed a new consumer protection law earlier this year that makes it difficult to pass credit card processing fees along to the consumer. EMR has consulted with their attorney, and it is not currently possible to pass the fee along. As such, they will either be passed along to us as part of EMS's fees or withheld from collected revenue. I have asked for more details from EMR to see how reporting of the charges will be identified to us if they withhold as opposed to pass on in the monthly fee.

**INSURANCE:** No Report

**MEDIA RELATIONS:** No Report

**APPARATUS & EQUIPMENT:**

**Chief Vena Reported:**

- As mentioned last month, E-4022's steering tires have exceeded the NFPA allowable life span of 7 years. Replacement quote from Warren Tire has been obtained and is at State Contract Pricing. **Recommend accepting the quote from Warren Tire Service Center to replace the two steering tires on E-4022 at a cost of \$1,741.66.**
- C-409 had electrical failure on August 9<sup>th</sup>. This was the day of the heavy rains from post tropical storm Debbie. It was taken to Walter's where one of the batteries was found swollen and ready to burst. Both batteries were replaced, and vehicle tested OK.
- A-4080 had a grinding noise in the rear end that was experienced on a call while transporting a patient to Albany Medical Center. Walter's found the brakes were metal on metal and replaced pads, rotors, and hub seals. A-4080 is back in-service.
- Fire apparatus PMs are scheduled to begin the week of August 19<sup>th</sup>.

**COMMUNICATIONS & INFORMATION SERVICES:**

**Commissioner Woehrle Reported:**

- We have the IT services proposals to review.

**Chief Vena Reported:**

- Chairman Woehrle found an independent IT consultant (Laura Baker) and I have sent her the two proposals we have along with a list of questions generated after the special board meeting. Commissioner Daly also found a consultant from WSG Consulting (Jim Gile) and he is willing to informally look over the proposals and advise if his firm could be of service or not. I have sent him the same information sent to Laura Baker. After his review, Jim stated we need endpoint

detection quickly. He would not take us on as a client and stated insurance may be impossible to get for two years because of the breach.

- The breach from the previous week was reviewed.
- Commissioner Pacheco asked about using funds from the reserve accounts to act quickly and requested a special meeting of the Board to review and develop an implementation and funding plan.
- **A Special Meeting of the Board is scheduled for Tuesday August 20 at 6:00 PM.**
- As requested, I contacted a third IT firm, Repeat Business Systems. I met with them today to do a walk-thru of the station. He estimates the Microsoft user fees to be about \$120 per month. Monday or Tuesday he will have a quote to us. He suggests 20% of all hardware should be replaced annually, this is an industry standard. He also follows industry standards for business cyber requirements. He works with other fire departments and understands their needs.
- Received a quote from eCclipse Network Solutions for a computer to run the security camera system as opposed to direct access through the server. I feel this is a necessary item to manage the camera system because direct access to the server can cause security issues or a system crash if the wrong thing is clicked. **Recommend accepting Opti Camera View PC quote from eCclipse Network Solutions for \$1,131.55.**
- Received a quote from Adirondack Cabling, Inc. for \$3,628.80 for S2 software and Support Plan (our door security system, key fobs) and from eCclipse Network Solutions for \$2,861.30, which is below state contract. These quotes do not include physical hardware. That is done on a time and material basis. **Recommend accepting the quote from eCclipse Network Solutions for the S2 Software and Support Plan at a cost of \$2,861.30.**
- Emergency call paging system – currently Minitor 5 paging system in both buildings is not reliably functioning. The building is not alerting as it should. The new pagers are up to Minitor 7's and our current base station will not accept the profile of a Minitor 7. Wells/BEARCOM has proposed upgrading to new Federal Signal Receivers, installation of the new and clean-up/removal of the old components at a cost not to exceed \$3,860.85. **Recommend accepting the quote from BEARCOM to upgrade the emergency call paging system at a cost not to exceed \$3,860.85.**
- Capt. Griffiths removed all hard drives from the computers declared surplus. They were wiped with a magnet specific for that purpose and then holes drilled in them to mechanically render them inoperable.
- Chairman Woehrle and Steve Vena took all of the electronics to County Farm for proper electronics recycling. This was appreciated due to the number of items that had to go and it kept the duty crew in service in district.
- Engaged Acture Solutions to secure our wireless network as directed last month. The fee was \$750 Which I received verbal approval from Chairman Woehrle and Vice-Chairman Pacheco. When Acture began, they determined our wireless network is obsolete and can no longer be configured. The equipment is 7 years old, and updates have not been done. Ubiquiti components and software were used, and they were contacted for advice on accessing the system and performing updates. Ubiquiti ran the serial numbers off the hardware and looked at the existing software version numbers and recommended NOT messing with it. They said the system is

currently a “house of cards” and any attempts to mess with it will collapse the network. The components used are considered residential quality by today’s standards and not suitable for a commercial environment. Of note, this tracks with our members on-going complaints of the network being slow and unreliable.

**EMS & EQUIPMENT:**

**Chief Vena Reported:**

- FF/P May is looking into our Verizon account. The Life Pack monitors being used are being charged overage fees as we are over our data limits. We may need to upgrade. More info next meeting.
- Two stream light lanterns were returned to us from Garrison Fire/Rescue. Repairs were completed under warranty.
- All new thermal imaging cameras have been received. The vehicle mounted chargers are on back order but should be arriving soon.

**HEALTH & SAFETY:** No Report

**FACILITIES:**

**Commissioner Woehrle Reported:**

- Lloyd Male has completed his list of 2024 inspection repair items per his quote.
- City Glass came to look at the front store fronts that need repair. They gave a price of \$400. We are verifying it covers all we need completed.
- We are meeting with Comalli and Arnette to get quotes for installing the electrical outlets in the attic under the block glass windows.
- Garden Time gave a quote for a vinyl 12’ X 14’ shed. The costs are \$6,547 for the shed with 6’ door, \$225 for 5’ ramp, and \$740 for the pad for a total of \$7,512.

**Commissioner Pacheco Reported:**

- Humidity downstairs was checked and found to be at 75%, which is too high. The mini splits were not running. We should get a dehumidifier.
- Also downstairs, pump is bad and needs repair.
- The neutralization tank issue has been corrected.

**Chief Vena Reported:**

- HVAC system – Colette Mechanical was contacted for a second opinion on our temperature control system and to provide a quote for routine maintenance on both stations. They were here on August 9<sup>th</sup> and did a walkthrough of both stations and a quote is forthcoming. They were asked to break down the quote by station and project. Of note, the technician walking Balltown Road station identified several areas in the building that seemed to have insufficient airflow and inconsistent temperature/humidity levels. He is asking if we have electronic copies of the mechanical drawings, and I will go direct to Commissioner Pacheco on that request.
- Milton Cat performed the annual generator service to the Balltown Road generator. The only identified issue was a battery that required replacement and that was done.
- I directed Lt. Sims to schedule service of River Road’s generator. He contacted Ambrose Electric who we believe was the last company to service it. Their records show it was last serviced in

2020. Ambrose came out to RR and realized it is an ONAN/Cummins generator and they no longer service that brand. They are now a Generac shop only. Ambrose did provide a recommendation for a Cummins service provider which was Stark Electric. Stark Electric does not service this area and referred us to Kinsley Power Systems. Lt. Powers made contact and received a preventative maintenance quote for \$760.00. **Recommend accepting the quote from Kinsley Power System for preventative maintenance services for \$760.00.**

- Last week Treasurer Splendido received a notice from National Grid that our gas meter required service because it wasn't reporting. I scheduled National Grid to come to site on August 12, 2024. The representative discovered everything was fine with the meter and it had been recording correctly. The problem was NG had the wrong meter number entered into our account when it was replaced in 2023; however, the billing records only show 4 months of issues. He said it doesn't add up and NG will be doing an audit of the account to ensure accuracy. He urged us to carefully review bills for the next several months.

**STRATEGIC PLANNING:** No Report

**ELECTIONS:** No Report

**PROTECTIVE GEAR & UNIFORMS:**

**FF/P Seiden Reported:**

- He was asked to look into dress shirts (short and long sleeve) for commissioners. He showed the Port Authority shirts in the True Royal color that can be embroidered.
- Everyone was asked to get their sized to Chairman Woehrle and he will work with FF/P Seiden to get them ordered.

**SERVICE AWARDS PROGRAM:** No Report

**INSPECTION & INSTALLATION:** No Report

**REPORT OF THE CHIEFS:**

**Chief Vena Reported:**

- We are in receipt of documents stating Firefighters, Niskayuna is named a beneficiary for a retirement account distribution. I will give the information to Attorney Hayner.
- FF/P Robert Agans was cleared for duty and returned to work on July 18, 2024.
- FF/P Matthew Anderson has been seen by his physician on August 1, 2024, and was not cleared for duty. He is to be re-evaluated August 22, 2024. **Recommend extending sick leave for FF/P Anderson through the September 11<sup>th</sup> Board meeting.**
- LT/P Powers provided a doctor's note on August 1<sup>st</sup> restricting duty to desk work only for the remainder of her pregnancy and no lifting/operating heavy machinery. Accommodation has been made.
- Lt/P Sweet submitted a letter formally announcing his retirement following 27 years of service on September 16, 2024. A copy of his letter was provided to the board.
- An opening in the September First Line Supervisor's Training Program became available. Lt. Kaszuba needs this training which is a NYS requirement. I had him register to preserve the slot

pending Board approval. **Recommend approval for Lt. Kaszuba to attend the September 2024 FLSTP in New York City. Cost is estimated at \$900 and 144 hours of overtime for coverage.**

- 2024 Fire Marshalls and Inspectors Conference, in Syracuse, is October 1<sup>st</sup> – 3<sup>rd</sup>. This conference provides 24 hours of required Codes training in the state mandated topic areas. **Request approval to attend the 2024 NYS FMIA Conference for Codes training from October 1-3, 2024 in Syracuse, at a cost of \$350/registrant, use of the district vehicle, meals at the state per diem rate, and approximately 30 hours overtime (includes conference attendance and shift coverage).**
- The background check company we previously used is no longer in business as the principal has retired. Investigation into various companies and services led to Premium Investigations, LLC which is a local company started by a retired Colonie police officer and a currently active police officer. I had discussed my findings with Chairman Woehrle and Vice-Chairman Pacheco and was given the go-ahead to use them. This was a time sensitive endeavor due to the employment prospect. Premium Investigations service was excellent. I plan to continue to use them in the future.
- **Request executive session to discuss employment procedures from the latest candidate.**
- Volunteer firefighter Shannen Carroll successfully completed her Basic Exterior Fire Operations and HazMat First Responder Operations courses. She will be issued a pager and she will progress to driver training. Of note, FF Carroll is also signed up to take an EMT course this fall.
- Chief Fritz and I did a plan review on the GE Vernova building project. On July 31, 2024, I delivered our comments and concerns to the project group at the Pre-Construction meeting at Town Hall. Comments were well received and most, if not all, will be incorporated into this project. Town Planner Laura Robertson requested our comments in writing because she feels they are applicable to future projects and would like to see those items addressed early on as part of the town's process.

• Department Activity	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
July Incidents	226	213	234	215
EMS	165	149	143	141
Fire/Other	61	64	91	74
 Total YTD (7/31)	 1540	 1306	 1494	 1010
Other Activities:				
Emergency Callback			44.25 Staff Hours	
Department Training			154.75 Staff Hours	
Duty Crew Hours			2 Staff Hours	

**Chief Fritz Reported:** No Report

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

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

**President Lieberman Reported:**

- The interview process has been streamlined.
- Increased recruitment and retention activities and public outreach are going well – we will need budget support.
- Historical relics – we now have a lot. We are looking into organizing and digitizing at least some of them. The Chief has allowed us to temporarily use space in the firehouse to store them as we go through it all. The committee has expanded in size.

**Financial Secretary Vena Reported:**

- The \$2,500 grant from the Niskayuna Community Foundation was received. This was for the smoke detector program. They will continue to be installed throughout the community as needed. Thanks to the career division for leading this effort.
- The fire company also is supporting the Stop the Bleed campaign by supplying 3 kits for the Niskayuna High School.

**OLD BUSINESS:** No Report

**NEW BUSINESS:**

**Motion/ Daly/ Second/ Murray:** To extend sick leave for FF/P Anderson through the September 11<sup>th</sup> Board meeting. Passed 4-0.

**Motion/ Daly/ Second/ Pacheco:** To approval for Lt. Kaszuba to attend the September 2024 FLSTP in New York City. Cost is estimated at \$900 and 144 hours of overtime for coverage. Passed 4-0.

**Motion/ Murray/ Second/ Daly:** To approve the Chief and one other to attend the 2024 NYS FMIA Conference for Codes training from October 1-3, 2024 in Syracuse, at a cost of \$350/registrant, use of the district vehicle, meals at the state per diem rate, and approximately 30 hours overtime (includes conference attendance and shift coverage). Passed 4-0.

**Motion/ Murray/ Second/ Pacheco:** To accept the quote from Kinsley Power System for preventative maintenance services for \$760.00. Passed 4-0.

**Motion/ Daly/ Second/ Pacheco:** To accept the quote from BEARCOM to upgrade the emergency call paging system at a cost not to exceed \$3,860.85. Passed 4-0.

**Motion/ Murray/ Second/ Pacheco:** To accept the Opti Camera View PC quote from eCclipse Network Solutions for \$1,131.55. Passed 4-0.

**Motion/ Murray/ Second/ Pacheco:** To accept the quote from eCclipse Network Solutions for the S2 Software and Support Plan at a cost of \$2,861.30, which is below state contract. Passed 4-0.

**Motion/ Weitz/ Second/ Pacheco:** To accept the quote from Warren Tire Service Center to replace the two steering tires on E-4022 at a cost of \$1,741.66, which is state contract pricing. Passed 4-0.

**Motion/ Murray/ Second/ Daly:** To remove Emily Bradshaw from the rolls as she resigned. Passed 4-0.

**Motion/ Daly/ Second/ Pacheco:** To approve adding probationary firefighter William Charles to the rolls. Passed 4-0.

**Motion/ Murray/ Second/ Pacheco:** To approve adding probationary firefighter Kevyn Kerker to the rolls. Passed 4-0.

Sealed bids for the 2005 Chevy Silverado were opened.

- \$15,511 from Brian Harrington, 4052 State Route 8, Wevertown, NY 12886
- \$9,575 from Dennis Dominic, 6902 Dunsville Road, Altamont, NY 12009

**Motion/ Murray/ Second/ Pacheco:** To approve selling the vehicle to the winning bidder, Brian Harrington for \$15,511. Passed 4-0.

Secretary will contact the winning bidder to coordinate the transfer and remind him to bring a certified or cashiers check. A bill of sale will be provided by the district.

**Motion/ Pacheco/ Second/ Daly:** To authorize a special meeting of the board on August 20, 2024, to discuss implementing and funding the IT recommendations. Passed 4-0.

**Motion/ Pacheco/ Second/ Daly:** To adjourn to executive session to discuss new hire/Civil Service issues at 8:55 PM. Passed 4-0.

**Motion/ Pacheco/ Second/ Daly:** To return to regular session at 9:10 PM. Passed 4-0.

**Motion/ Pacheco / Second/ Daly:** To adjourn the meeting at 9:16 PM Passed 4-0.

There will be a Special Meeting on August 20, 2024, at 6:00 pm to discuss implementing and funding the IT recommendations and any other business that may come before the Board. The next regular business meeting will be held September 11, 2024, at 7:00 pm.

Respectfully submitted by:

*Kevin J. McGill*

Secretary

Niskayuna Fire District No. 1