

Minutes of Regular Meeting September 11, 2024

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

Also Present: Chief Vena, Chief Fritz, Secretary K. McGill, Treasurer J. Splendido, Lt. Baker, Lt. N. Persons, GBFC President S. Lieberman, GBFC Financial Secretary S. Vena

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

Motion/ Pacheco, 2nd/ Murray: To approve the August 14, 2024, **regular** monthly meeting minutes.
As Read. Passed 5-0.

Motion/ Murray, 2nd/ Pacheco: To approve the August 20, 2024, **special** meeting minutes.
As Read. Passed 5-0.

CORRESPONDENCE:

- 2023 Audit
- Notarized copy of legal notice announcing Aug. 20 special meeting.
- Post card from Versa Frame
- Thank you card from Harry Salavantis.
- Thank you card from the McAndrews family (\$100 donation).
- Thank you card from Lucy Comly (\$100 donation).
- Letter to the Town of Niskayuna from Attorney Hayner pertaining to the new shed.
- Quote from Joseph Frank for masonry work at front of Balltown Road station.
- Quote from City Glass to repair storefront at front of the Balltown Road station.
- Quote from Comalli Electric to install outlets in the attic.
- Quote from Arket Electric to install outlets in the attic.
- NPFA Labor Agreement 1/1/25 – 12/31/28
- Correspondence from GBFC – Acceptance of Jesse Byrd of 1035 Keyes Ave., Niskayuna, NY 12309.

PRIVILEGE OF THE FLOOR:

None

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

Motion/ Daly, 2nd/ Pacheco: To pay bills for corresponding check #'s 23, 19757-19806 From August 9, 2024, thru September 11, 2024 totaling \$163,700.30 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of August 2024 were reviewed.
- The comparison sheets for August 2024 vs. 2023 were reviewed.
- Budget versus actual expenses through August 2024 were reviewed.
- We are 66% thru the year and have spent 62% of the budget.

ATTORNEY'S REPORT: No Report

COMMITTEE REPORTS:

FINANCE:

Commissioner Pacheco Reported:

- The first budget meeting of the committee will be September 18 at 5:30 PM.

Chief Vena Reported:

- We are having an issue receiving payment from the VA for medical services rendered. They have switched to EFT payments as opposed to paper checks. Our account information is registered as "not deliverable." This has to be done by the Federal SAM (System for Award Management) program. I am working o change over the account from Chief Lingenfelter to myself and Peter Berry from EMR-LLC is sending me info needed to properly register us to receive payments from the VA.
- At last months meeting I requested, and was approved, to attend the NYS Fire Marshals and Inspectors Conference in Syracuse. It was pointed out that I did not request hotel accommodations in the request. The rate is \$116/night x 4 nights (two members, two nights each). **Request approval for hotel accommodations at a cost of \$464 (\$116/night) for Lt. Sims and Chief Vena to attend the NYS FMIA Codes Conference.**

INSURANCE: No Report

MEDIA RELATIONS: No Report

APPARATUS & EQUIPMENT:

Chief Vena Reported:

- E-4022's steering tires were replaced as approved last month.
- Fire apparatus PM's were completed and I am awaiting the written reports from Garrison.

COMMUNICATIONS & INFORMATION SERVICES:

Chief Vena Reported:

- 8/19/2204 – Commissioner's Murray and Woehrl and I, met with the salesman from Northeast IS about replacement phone options. He is looking into options and pricing. We were initially interested in the option that allowed an app to be installed on our phones for a standardized and streamlined text and phone messaging solution. At this point, I think we are all in agreement that

the cost is too high, and we need to evaluate other solutions. The salesman was advised we will stick to a phone solution only for both stations.

- Additionally, for due diligence, First Light also offers a phone service and we have requested a quote through them. This request was made on 9/5/2024 and they have requested some info prior to providing a quote and we are working on that. We should have a recommendation at Octobers Board meeting.
- Our internet speed is insufficient at Balltown Road. We are currently paying \$295/month (not including fees) for a legacy bundle that includes 25Mx25M and 4 POTS lines at each station. This bundle is no longer offered. First Light recommends we increase to 100Mx100M at BR (\$380) and 50Mx50M at RR (\$330) and pay \$30 per POTS line at each station. I recommend we upgrade at Balltown Road and remain in the legacy bundle at RR.
 - BR=\$380 plus \$120 (4 POTS lines). Total cost would be \$500/month for the Balltown Road station (to note, the POTS lines will be reducing in number when a new phone system is installed).
- **Recommend accepting First Light's quote to quadruple our current internet speed to 100Mx100M at \$380/month + \$120/month for 4 POTS lines. Total cost before mandatory surcharges, \$500/month.**
- The printers and copiers at both stations are not HIPPA compliant and represent a security risk. The printers are all approximately 10-12 years old, the 2nd floor copier is 12 years old and the copier in the duty office is a refurbished model purchased in 2021. The 2021 model has had numerous repair issues over the last four months and Universal Office Products (UOP) recommends replacement. UOP has less familiarity with HIPPA compliant machines and says they can order add on devices for security purposes. Repeat Business Systems (RBS) has a strong presence in the medical community supplying hospital systems with print and copy solutions that are HIPPA compliant. I have received quotes from RBS and recommend upgrading to their proposed solutions. The quotes we received are below NYS Contract and Sourcewell pricing. What warrants further discussion is leasing vs. purchasing.
 - HIPPA Compliant Copiers
 - Duty Office – Ricoh IM C3010
 - Purchase cost is \$5,530
 - Mono color service rate is \$0.009 per page
 - Color service rate is \$0.046 per page
 - 2nd floor Admin area – Ricoh IM C400F
 - Purchase cost is \$3,469
 - Mono color service rate is \$0.02 per page
 - Color service rate is \$0.10 per page
 - Lease costs for both machines would be \$185/month for 60 months (total cost \$11,100).
 - HIPPA compliant multi-function printers
 - HP MFP E47528f - \$1,245 each
 - Mono color service rate is \$0.026 per page
 - Color service rate is \$0.119 per page

- Total purchase cost for six machines is \$7,470
 - Lease cost for all six machines is \$154/month
- **Recommend replacing both existing copiers with HIPPA compliant copiers at either a purchase price of \$8,999 or lease price of \$185/month for 60 months and the corresponding Supply Pricing.**
- **Recommend replacing existing printers with 6 HIPPA compliant printers at either a purchase price of \$7,470 or lease price of \$154/month for 60 months and the corresponding Supply Pricing.**
- As reported in the IT Update email sent on 8/27/2024 – RBS is up and running with Cybersecurity software and is fully managing our network. System backups are also being completed regularly and to date there are over 100 backups that have been recorded.
 - 9/3/2024 & 9/9/2024 – Met with RBS on progress and findings.
 - They recommend Infrastructure upgrades consisting of full replacement of Wireless Access Points, Smart Managed Switches, and UPS's at both stations at a total cost of \$6,032. **Recommend accepting RBS proposal for IT Infrastructure upgrades at a total cost of \$6,032.**
 - They recommend full replacement of our PC's. That includes 13 desktops and 2 laptops at a total cost of \$14,045. **Recommend accepting RBS proposal for PC and laptop replacement at a total cost of \$14,045.**
 - A new server costs \$12,000. Our current server is 4 years old and support coverage expired in November 2023. HP has confirmed we are eligible to renew support for a 3-year term and are in the process of quoting it. They recommend renewing support coverage on our existing server as this includes firmware updates, replacement in the event of failure and 24/7/365 coverage. RBS feels this is a more cost-effective solution than complete replacement this year. RBS is estimating support costs could be as high as \$6,000-\$8,000. It is model dependent, and the quote will be based on the serial number of our current server. **Recommend approving up to \$8,000 to renew a support contract for our existing server for a 3-year term.**
- We had an issue with programming the new thermal imagers. Lt. Persons has resolved that with help of Repeat Business Systems. The two issues were the machine he was using had insufficient memory to run the program and the second was a firewall configuration block. Under our new security software, the program was blocked from running. RBS fixed it very quickly with one phone call by Lt. Persons.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- Received 2 quotes to install electric outlets under the windows in the apparatus bay attic. Arket was not official as it did not include prevailing wage. The Comalli quote was \$1,020.
- Quote from Joseph Frank for masonry repairs on the front of the Balltown Road station of \$850 was received.
- City Glass provided a quote to repair the storefronts on the front of the Balltown Road station. The quote was \$2,650.

Commissioner Pacheco Reported:

- He is looking into new white boards due to ghosting on the current boards.

Chief Vena Reported:

- A dehumidifier was placed in the basement, and it decreased the humidity from 72% to 68%. This dehumidifier was insufficient and a second was added. We still have the issues in the basement because something is causing fresh air to be pumped into space without conditioning occurring. Collette Mechanical found the following:
 - The boiler wasn't working so no hot water was going to the condenser.
 - A sensor was bad and was replaced in the HVAC unit.
 - There's a questionable valve he's investigating (unable to determine if it's functioning without access to the controller).
 - Set points on HVAC controls were too low and were adjusted.
 - Found a leak in the boiler and tightened that connection.
 - Needs access to the temp controller system.
 - We did receive the UN & PSSWD from Chief Lingenfelter however the program runs on Windows 98 and a specific version of JAVA. Collette is investigating a work-around and they are reviewing the mechanical drawings Commissioner Pacheco was able to provide. We should have more answers and a quote by the next Board meeting.
- Awaiting quotes from Collette Mechanical on annual service contracts for HVAC M&R at both stations.
- Awaiting quotes from Sanders Fire & Safety on FACP replacement and annual service contracts for the fire alarm system maintenance.
- Awaiting a written quote from SRI Fire Sprinkler, LLC on inspection and maintenance of our sprinkler system. We have a verbal quote for a standard annual contract of \$2,600. However, SRI's records indicate the last inspection was 4 years ago and they don't know what they will find until they get into it. We are also nearing or have exceeded the 5-year inspection where full performance testing is conducted.
- Generator PM at RR is scheduled to be completed in the third week of September. Awaiting confirmation of the actual date.

STRATEGIC PLANNING: No Report

ELECTIONS: No Report

PROTECTIVE GEAR & UNIFORMS: No Report

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- LOSAP was received and statements will go out this week.
- We will review this year's performance with PenFlex to make improvements for next year.

INSPECTION & INSTALLATION:

Commissioner Pacheco Reported:

- The committee will meet tonight after this meeting.

REPORT OF THE CHIEFS:

Chief Vena Reported:

- FF/P Matthew Anderson was seen by his physician on 8/22/2024 and was not cleared for duty. He is to be re-evaluated 9/12/2024. **Recommend extending sick leave for FF/P Anderson through the October 9th Board meeting.**
- We need additional "new style" pagers and replacement batteries for those that have been in-service for a while. There is money in the Communications budget for 10 new pagers. With price increases and the approval to purchase the Emergency Call Paging System at August's meeting I am recommending we purchase 5 new pagers and 10 replacement batteries. **Request approval to purchase up to 5 Unication G5 pagers and up to 10 replacement batteries at a cost not to exceed \$5,000.**
- 8/22/2024 – At the Strategic Planning meeting, committee members met with PFA President Baker and Vice President Wessels to discuss difficulties in hiring staff and how to improve the candidate pool. Our recommendations are as follows:
 - Open our current Firefighter/Paramedic test up state-wide.
 - Create a new Firefighter/Paramedic-Trainee position.
 - This position would allow us to hire EMT's, send them to Fire School and then to Paramedic School. All requirements must be met within a 36-month period to retain employment.
 - Proposals were sent to Schenectady County Civil Service for preliminary review to determine if there were any barriers to the initiatives. Response received and adjustments were made and sent off to Attorney Hayner for review.
- Garrison Fire Rescue has begun installing truck-mounted chargers for the new thermal imagers.
- Replacement nozzles for our 2-1/2" attack lines need replacement. This is a budgeted item. **Request approval to purchase 3 replacement nozzles for our 2-1/2" attack lines at a cost not to exceed \$3,000.**
- Lt. Powers has been assigned the ALS Coordinators duties as part of her EMS Training Officer assignment. Necessary paperwork has been filed with REMO and she was accepted.
- 8/22/2024 – At 13.33 hours we were dispatched to a structure fire at 1508 Barclay Place and were on scene in 3 minutes. This was an attic fire called in by neighbors who saw smoke coming from a second-floor window and the roof. We received mutual aid from Schenectady Fire Department, Niskayuna Fire District 2, Stanford Heights Fire Department at the scene.

Aggressive interior attack and rapid vertical ventilation on the roof confined the fire to the 2nd floor and attic space. No injuries occurred to fire personnel or civilians. On stand-by was Alplaus and KAPL Fire Departments. Alplaus did handle another fire call for us while we were committed to the structure fire.

- In addition to the on-duty career staff, we had the following response:
 - On-Scene
 - Volunteer firefighters – 2 (1 interior and 1 exterior)
 - Career firefighters on callback – 2
 - At the station
 - Volunteer firefighters – 1
 - Career firefighters - 1
- 9/4/2024 – Grand Boulevard Fire Company donated three Stop the Bleed kits and Niskayuna Fire district 2 donated one kit to Niskayuna high School. The cost for one kit is \$847.8. and consists of 8 Ifak’s, 2 carriers and a cabinet to mount near the AED cabinets in the school. NFD1 instructors FF/P Wessels and FF/P Vinehout along with NFD2 instructors Chief Barbiero and Chief Henery delivered training to nearly 30 PE and Health teachers. It was very well received, and we have already been requested back to train the nursing staff.

Department Activity	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
August Incidents	226	185	209	182
EMS	153	144	134	127
Fire/Other	53	41	75	55
 Total YTD (7/31)	 1756	 1491	 1703	 1380
Other Activities:				
Emergency Callback			42.75 Staff Hours	
Department Training			183 Staff Hours	
Duty Crew Hours			15 Staff Hours	

Chief Fritz Reported: No Report

Report of the Niskayuna Permanent Fireman’s Association:

NPFA President John Baker Reported:

- Thank you to Commissioners Woehrle and Murray for their hard work on the labor agreement.
- Thank you to Commissioners Pacheco and Woehrle for including the NPFA in the strategic planning process.

Report of the Grand Boulevard Fire Company:

President Lieberman Reported:

- Our fund drive envelope stuffing will be this week.
- The GBFC is looking for a treasurer for next year.
- September 21 will be the clam bake.
- For budgeting, with the new duty crew program we are looking for financial assistance from the District to provide collared shirts and pants.

- We are working to combine the roles of the Apparel committee with the duties of the Quartermaster.
- For recruitment and retention, we have ordered canopies/tents for use at public events.

Financial Secretary Vena Reported:

- Lt. Powers has assumed control of the sign board at River Road. It is now being used regularly.

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Murray/ Second/ Weitz: To extend sick leave for FF/P Anderson through the October 9th Board meeting. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To approve the purchase of up to 5 Unication G5 pagers and up to 10 replacement batteries at a cost not to exceed \$5,000. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To approve hotel accommodations at a cost of \$464 (\$116/night) for Lt. Sims and Chief Vena to attend the NYS FMIA Codes Conference. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To accept First Light's quote to quadruple our current internet speed to 100Mx100M at \$380/month + \$120/month for 4 POTS lines. Total cost before mandatory surcharges, \$500/month. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To approve replacing both existing copiers with HIPPA compliant copiers at lease price of \$185/month for 60 months and the corresponding Supply Pricing. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To approve replacing existing printers with 6 HIPPA compliant printers at a lease price of \$154/month for 60 months and the corresponding Supply Pricing. Passed 5-0.

Motion/ Pacheco/ Second/ Weitz: To accept the RBS proposal for IT Infrastructure upgrades at a total cost of \$6,032. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To accept the RBS proposal for PC and laptop replacement at a total cost of \$14,045. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To approve up to \$8,000 to renew a support contract for our existing server for a 3-year term. Passed 5-0.

Motion/ Murray/ Second/ Pacheco: To approve the purchase of 3 replacement nozzles for our 2-1/2" attack lines at a cost not to exceed \$3,000. Passed 5-0.

Motion/ Murray/ Second/ Daly: To approve adding probationary firefighter Jesse Byrd to the rolls.
Passed 5-0.

Motion/ Murray/ Second/ Daly: To approve creating a new Firefighter/Paramedic-Trainee position.

ROLL CALL

Commissioner Murray – YES

Commissioner Daly – YES

Commissioner Weitz – YES

Commissioner Pacheco – YES

Commissioner Woehrle – YES

Passed 5-0.

Motion/ Murray/ Second/ Daly: To approve \$1,020 for Comalli Electric to install outlets in the attic below windows at the Balltown Road station per their proposal. Passed 5-0.

Motion/ Murray/ Second/ Daly: To approve \$850 for Joseph Frank to repair damaged bricks on the front of the Balltown Road station per his proposal. Passed 5-0.

Motion/ Murray/ Second/ Daly: To approve \$2,650 for City Glass to repair the storefront units at the Balltown Road station per their proposal. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To adjourn to executive session to discuss a volunteer personnel issue at 8:06 PM. Passed 5-0.

Motion/ Weitz/ Second/ Pacheco: To return to regular session at 8:10 PM. Passed 5-0.

Motion/ Pacheco / Second/ Daly: To adjourn the meeting at 8:11 PM Passed 5-0.

The next regular business meeting will be held October 9, 2024, at 7:00 pm.

Respectfully submitted by:

Kevin J. McGill

Secretary

Niskayuna Fire District No. 1