

Minutes of Regular Meeting November 13, 2024

PRESENT: Commissioners Pacheco, Weitz, and Chairman Woehrle

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

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

Motion/ Pacheco, 2nd/ Weitz: To approve the October 9, 2024, **regular** monthly meeting minutes. As Read. Passed 3-0.

Motion/ Weitz, 2nd/ Pacheco: To approve the October 15, 2024, **2025 public budget hearing** minutes. As Read. Passed 3-0.

Motion/ Weitz, 2nd/ Pacheco: To approve the October 15, 2024, **adopt 2025 budget** meeting minutes. As Read. Passed 3-0.

Motion/ Weitz, 2nd/ Pacheco: To approve the October 15, 2024, **special** monthly meeting minutes. As Read. Passed 3-0.

CORRESPONDENCE:

- Letter to Schenectady County Civil Service requesting our addition to the FF/P and FF/P Trainee exam for 2025.
- Letter to Schenectady County Civil Service requesting our addition to the LT/P, Capt./P and Chief exam for 2025.
- Letter from J. Poupore of Keyes Avenue stating he is running for fire commissioner.
- Flyer from Versa Frame
- Newsletter from AFDSNY
- Copy of letter to D. Reimenschneider regarding 207-a payment conclusion.
- Notarized copy of legal notice announcing 2025 budget hearing.
- Phone call from D. Maloney with thanks and praise for Rob Agans and Kevan Seiden.

PRIVILEGE OF THE FLOOR:

None

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

Motion/ Weitz, 2nd/ Pacheco: To pay bills for corresponding check #'s 29-30, 19848-19898 From October 10, 2024, thru November 13, 2024 totaling \$171,771.47 as reviewed. Passed 3-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of October 2024 were reviewed.
- The comparison sheets for October 2024 vs. 2023 were reviewed.
- Budget versus actual expenses through October 2024 were reviewed.
- We are 83% thru the year and have spent 80.4% of the budget.

ATTORNEY'S REPORT: No Report

COMMITTEE REPORTS:

FINANCE: No Report

INSURANCE:

Chief Vena Reported:

- Utica National has settled the claim for the Engine for \$5,392.14. The check should be received within 7-10 days.

MEDIA RELATIONS:

Commissioner Pacheco Reported:

- Your Niskayuna ran a very good story on our open house. It was framed and will be hung in the fire station.

APPARATUS & EQUIPMENT:

Lt. Baker Reported:

- The ambulance committee met with the vendor last Friday to go over a few issues between the specs and what we requested
- The chassis was not ordered, this was an office issue according to the salesman. There may be an additional charge. We will push back.
- The ladder preliminary specs have been received and we will review them November 27 at 4:00 PM.

Chief Vena Reported:

- T-4075 tire replacement has been completed.
- October 16, 2024 – While on a fire alarm, E-4021 and C-408 had a minor collision. E-4021 was moving past the parked and un-occupied C-408 on a narrow street to clear the way for traffic flow and scraped the driver's side of C-408. There was also damage to the passenger side rear fender flare and body. Estimates have been received, insurance company notified, and all required paperwork was completed and submitted. Chairman Woehrle was notified shortly after I was made aware.
- On November 8, 2024, at Ellis Hospital, our stretcher was unattended, and the wind blew it into the side of a Mohawk ambulance causing a dent to the right front door and fender. Schenectady

Police were called for a report and that should be available this week. It was unclear from Mohawk crew if repairs would be made. A comment from the Supervisor was that the dent looked like all the rest of them. When I have the police report I will contact One Group to report the incident.

COMMUNICATIONS & INFORMATION SERVICES:

Commissioner Woehrle Reported:

- New phones are in both stations.
- First Light internet upgrade is complete.
- When new phones were installed, the elevator was missed. Should we remove the old red phone in front of the Balltown Road station since it is not used? This line can be used for the elevator.

Chief Vena Reported:

- All is going well, there are some software hiccups.
- First Light completed the cutover on 10/25 for the improved internet speeds. We are now at 100M x 100M. This also caused the firewalls at both stations to fail due to firmware updates that had not been previously applied. Repeat Business Solutions (RBS) installed loaner firewalls while awaiting warranty replacement of our firewalls.
- HIPPA compliant copiers and printers are installed and running properly.
- RBS completed the switch replacements and subsequently were able to lock down the wireless network. Only fire district owned or controlled electronics have access to the secure network. The Guest network has been established and the password changed, and it has been disseminated to the membership.
- The PC upgrade project is nearly complete.
- We have identified the need for a laptop docking station in the training room, rack mounted UPS and individual workstation UPS's in various locations at both stations. The individual UPS's are mostly replacement of existing failing units. Based on the ages, RBS recommends full replacement as opposed to just batteries because the units are more than 5 years old. **Request authorization for up to \$3,500 to purchase 2 rack mounted UPS units, laptop docking station for the training room and replacement UPS's where needed for various electronic equipment at both stations.**
- RBS was excellent when we had a failure on a Sunday. After an hour and a half, we were back up and running.
- Many old people were purged from the directory, most likely old IT personnel.

EMS & EQUIPMENT:

Chief Vena Reported:

- 10/30/24 – The Stryker PM's have been completed on the LUCAS devices and LP-15's.
- Ambulance registrations have been renewed for 2025.

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- Joseph Frank completed the masonry repairs on the front of the Balltown Road station per the accepted proposal.
- New range was installed. Oven door has an issue and gas line is being changed out.
- Fire alarm is to be installed November 18.
- JD Warren & Sons will start their work within 2 weeks.
- Sprinkler inspection completed and no issues found.
- 1 dehumidifier was turned off for the winter. Humidity readings in the basement are 35%.

Chief Vena Reported:

- Wells/BEARCOM installed the new paging devices at both stations.
- DOT contacted regarding feasibility of remote activation of the traffic signal in front of Balltown Road station. They directed me to Traffic Safety Systems out of Clifton Park. We met at the station on November 7th and are looking at options.
- The mason completed the work on the front of the Balltown Road station. His final bill was \$800, which is \$50 less than originally quoted.
- 11/9/24 – The mason started work on the deteriorating brick, mortar and caulk joints on the second story at Balltown Road station.
- JD Warren is scheduled to start the HVAC maintenance this week or early next week.
- 11/12/24 – SRI Fire & Security conducted the sprinkler system inspection and no deficiencies were found in both the wet and dry systems.
- Sanders Fire & Safety is scheduled to replace the fire alarm at Balltown Road on 11/18/24.
- 11/6/24 – Northeast IS installed the new phone system in both stations.
- New range installed in the career kitchen. The gas line valve projects too far out for the new range to sit back correctly for the hood. G & P Plumbing has been contacted and they are researching a flush mounted valve.

STRATEGIC PLANNING: No Report

ELECTIONS:

Commissioner Woehrle Reported:

- Joshua Poupore is with us tonight and he will be running for Commissioner since Dr. Weitz is not running.

PROTECTIVE GEAR & UNIFORMS:

Chief Vena Reported:

- Replacement TOG and miscellaneous PPE for firefighter identified by Lt. Sims and FF/P Seiden has been ordered.

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- I sat with Penflex the other day. The report will be to the treasurer by the end of March.

- Previous company did not have any beneficiary forms completed for anyone. These must be completed and returned.
- Entitlement age – currently scheduled to get a lump sum payout but some people prefer payments. We will work to update this.
- The contract for next years is \$3,500.
- I recommend we have an audit completed for the LOSAP.

INSPECTION & INSTALLATION: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

- Advised GBFC at the October 14, 2024, business meeting regarding complaints received from the clam bake of inappropriate behavior and language. Reminded them about the unlawful harassment policy and advised the BOFC are aware and have ordered me to develop a Code of Conduct and Progressive Discipline Policy.
- Developed a Code of Conduct and sent it to Attorney Hayner for his review.
- Sent an early draft of a Progressive Discipline Policy to Attorney Hayner for his review. I have several questions on this and know it will require modification once Attorney Hayner has a chance to review.
- Firefighter/Paramedic Joseph Nolan has successfully completed his probationary period. He has been an excellent addition to our fire district and has positively impacted our response capabilities. His success is not only because of the quality individual he is, but also a result of high-quality training and mentorship from his fellow firefighters and officers. The Civil Service Probationary Report was submitted to Civil Service.
- Health insurance enrollment/change, FSA and pre-tax salary reduction forms sent out to the employees.
- 11/2/24 – Attended the CAFDA workshop at Verdoy's firehouse.
- Civil Service advised the next Firefighter exam is scheduled for March 1, 2025. Announcements should come out in mid-December.
- 10/30/24 – Attended a Zoom meeting with HVCC about the paramedic program.
- 11/6/24 – Attended the Police and Public Safety meeting at town hall.
- Fire and life safety activities during Fire Prevention month were off the charts this year. Our members, led by Lt. Persons, did a phenomenal job. We partnered with Niskayuna Fire District No. 2 and together staffed 22 different events. These events took 103.5 manhours and reached 2,776 kids and 421 adults.
 - Our open house on October 26th was a huge success and saw over 300 kids attend. NFD 2 was a huge part of this success, and I don't think it would have been as safe or successful without them. NFD 2 provided Fire Police, their heavy rescue truck and staffed the fire extinguisher training simulator. I am VERY PROUD of every member from both NFD 1 (career, volunteer, auxiliary and commissioners) and NFD 2 that participated. Each person made our community safer with the interaction and fire safety education they shared.

- Met with the two new County employed EMS Coordinators. They aren't actually sure what their jobs are yet and were on a fact-finding mission to determine the operational service levels and needs of each department. They said this info will help guide the County to determine their direction and job scope.
- Clifton Park-Halfmoon EMS is restricting mutual aid only to NFD 1 as we also provide mutual aid to them.
- There are volunteer OSHA/PEHS training deficiencies that need to be completed or they will not be permitted to go on calls.
- **Request authorization to attend the Career Chief's meeting in Schenectady on November 20 at a cost not to exceed \$40.**
- **Request authorization for fire district apparatus and personnel to participate in the Schenectady Holiday Parade on Saturday, November 23.**
- **Request authorization for recruitment and retention personnel to use a district vehicle for travel to regional paramedic and EMT programs for the purpose of promoting our department.**
- Request a brief executive session to close out a personnel matter.

Department Activity	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
August Incidents	253	248	181	237
EMS	188	192	120	157
Fire/Other	65	56	61	80
 Total YTD (9/30)	 2244	 1967	 2112	 1845
Other Activities:				
Emergency Callback			18.5 Staff Hours	
Department Training			98.25 Staff Hours	
Duty Crew Hours			0 Staff Hours	

Chief Fritz Reported: No Report

Report of the Niskayuna Permanent Fireman's Association:

NPFA President John Baker Reported:

- Santa parade is December 15.
- December 7 we will take a truck to Pathways for our annual Holiday event.
- Thank you for the new gas range, it works well.
- Open house – everyone worked as 1 team and did not separate out. This was great.

Report of the Grand Boulevard Fire Company:

President Lieberman Reported:

- The open house went very well.
- We have 4 new applicants for membership. We did the intro and they are moving forward.
- We did set a slate of officers, there is a vacancy in the treasurer position. A couple of the potential new members may fill that spot.

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Pacheco/ Second/ Weitz: To approve up to \$3,500 to purchase 2 rack mounted UPS units, laptop docking station for the training room and replacement UPS's where needed for various electronic equipment at both stations. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To attend the Career Fire Chief's meeting in Schenectady on November 20th at a cost not to exceed \$40. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To authorize the use of C-408 and T-4075 to participate in the Schenectady Holiday Parade on Saturday, November 23. Passed 3-0.

Motion/ Pacheco/ Second/ Weitz: To authorize recruitment and retention personnel to use a district vehicle for travel to regional paramedic and EMT programs for the purpose of promoting our department. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To declare the old phone system as surplus. Passed 3-0.

Motion/ Pacheco/ Second/ Weitz: To declare the old pagers as surplus. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To declare the old IT equipment as surplus. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To declare the old thermal image cameras as surplus. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To approve Penflex to administer the LOSAP program for 2025 at a total cost of \$3,875. Passed 3-0.

Motion/ Pacheco/ Second/ Weitz: To remove the red emergency phone from the front of the Balltown Road station. Passed 3-0.

Motion/ Pacheco/ Second/ Weitz: To the fire company to limit the introduction session for potential new members to 1 hour, which includes a fire station tour. Passed 3-0.

Motion/ Pacheco/ Second/ Weitz: To extend the medical leave for Lt. Powers-Smith to December 11, 2024. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To authorize the purchase of 4 NY Fire District Offices guides from James Publishing for \$197 each – total cost of \$788. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To adjourn to executive session to discuss personnel issues at 7:57 PM. Passed 3-0.

Motion/ Pacheco/ Second/ Weitz: To return to regular session at 8:15 PM. Passed 3-0.

Motion/ Weitz/ Second/ Pacheco: To approve an alternate option of vision care for career firefighters and retirees. Passed 3-0.

Motion/ Murray/ Second/ Daly: To extend an offer of employment for the Secretary to the Chief as discussed. The name is to be disclosed once the offer has been accepted.

ROLL CALL

Commissioner Weitz – YES

Commissioner Pacheco – YES

Commissioner Woehrle – YES

Passed 4-0.

Motion/ Pacheco / Second/ Weitz: To adjourn the meeting at 8:17 PM Passed 3-0.

The next regular business meeting will be held on December 11, 2024, at 7:00 pm.

Respectfully submitted by:

Kevin J. McGill

Secretary

Niskayuna Fire District No. 1