

Minutes of Regular Meeting March 12, 2025

PRESENT: Commissioners Pacheco, Daly (excused at 8:08 PM), Poupore, Murray (Remote), and Chairman Woehrle

Also Present: Chief Vena, Chief Fritz, Secretary K. McGill, Treasurer J. Splendido, Attorney G. Serio, NPFA President Baker, GBFC President Lieberman, GBFC Treasurer Vena, Executive Secretary Michelle Mazuryk, Lt. Powers-Smith

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

Motion/ Poupore, 2nd / Pacheco: To approve February 12, 2025, **regular** monthly meeting minutes. As Read. Passed 5-0.

CORRESPONDENCE:

- Flyer for annual CAFDA conference.
- Letter pertaining to CAFDA Officers Reception.
- Thank you from Shannon and Tyler Smith.
- Letter from GBFC to remove Charles Williams from the rolls.

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 43-44, 20060-20101 From February 12, 2025, thru March 12, 2025 totaling \$149,131.85 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of February 2025 were reviewed.
- The comparison sheets for February 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through February 2025 were reviewed.
- We are 16% thru the year and have spent 27.2% of the budget.
- The auditor has all documents.

ATTORNEY'S REPORT:

Attorney Serio Reported:

- Email voting – this is not permitted due to open meeting laws. We need to call a special meeting instead.
- Shed – apply stating as a municipal entity we do not fall under this requirement. It will most likely be denied and then we will need to get a variance from the zoning board.
- Several policies are being reviewed and submitted back to the Chief.
- We are reviewing and revising the civil service request for the FF/P Trainee position.
- We are working with the Chief to establish his contract signing authority. A policy with criteria will be drafted and submitted for Board approval.

COMMITTEE REPORTS:

Commissioner Woehrle reported that committees have been updated. Changes include committee names, tasks, and those assigned to each.

FINANCE:

Commissioner Pacheco Reported:

- All information has been submitted to the auditor for 2024 including the LOSAP report.

INSURANCE:

Commissioner Murray Reported:

- We are setting up a meeting with One Group to review the policy. This will include Commissioners Murray and Pacheco and Chief Vena.

Chief Vena Reported:

- One Group Account Executive Marc Sidney provided digital copies of our Utica National Renewal Policies. Hard Copies were also received. Based on prior feedback, he is asking for time to discuss the policies and answer any questions. As of now he has time on Monday the 17th or 24th.

MEDIA: No Report

APPARATUS & EQUIPMENT:

Chief Vena Reported:

- E-4021 – Body Repair from the October 16, 2024, collision was started. The wrong channel for the ROM rollup door was received and a new one is on order. While the Engine was at Frank and Son's, they stated they found several more locations on the body where the paint flaking off. This is a known problem and is under warranty. We are awaiting authorization from Garrison Fire Rescue who is processing the claim through Rosenbauer to give us the go ahead to have it repaired.
- U-4051 – Check received from Utica National in the amount of \$4,300.17 to repair the damage from the November 28, 2024, snowplowing accident. We will be scheduling the repair this month once we have reasonable confidence that the snowplow season is over.

- March 10 – NYSI completed on Engine 4021, 4022 and T-4075. All passed but there are some repairs that were flagged as needed sooner rather than later. I will know more when the report comes in.
- March 10 – Aerial and Ground ladder testing was completed. All ground ladders passed and remained in-service. The Aerial ladder has a leak in the swivel at the turn table. Both Garison Fire Rescue and the Aerial Testing Company indicate it is safe to continue to use. They are doing further research on the issue; however, repairs could be very costly. If this is the case, we will need to have a serious conversation on the cost vs benefit of making repairs with consideration to the overall value of the Truck itself. Repair costs are estimated to be approximately \$20,000 - \$25,000 and the estimated resale value of the vehicle is approximately \$ 20,000 - \$25,000.
- 4082 had the frame repaired at Govel Welding as identified by Walters.
- 4082 – One Group advised the windshield claim was accepted and a \$500 reimbursement check for the repair was mailed out.
- I reported last month a purchasing recommendation would be forthcoming for replacement nozzles and vehicle stabilization struts. I am delaying this request as we are considering a new strut system that we demoed March 11th. I will work with the Apparatus and Equipment Committee to make a recommendation next month as it will likely include a request to utilize funds from the Equipment Reserve Account.

TECHNOLOGY SERVICES:

Commissioner Pacheco Reported:

- We met with Repeat Business Services about rolling out awareness training to improve our cybersecurity.

Chief Vena Reported:

- Repeat Business Systems (RBS) – Commissioner Pacheco and I met with CTO Jon Schwalb on 2/26 to do a full account review and that went well. Included as an attachment is a summary report of where we currently stand. We are aligned with the best practices in all but one category. The exception is Network Security where we rate as *Marginal*. This was expected and is a result of sequential steps needed to get us where we are today. To improve that score we need to implement Security Awareness Training for all users. Commissioner Pacheco is a subject matter expert in this area and defer to him if there are any technical questions. As for implementation, we will be utilizing the KnowBe4 platform. A kickoff call and implementation schedule will be occurring as soon as RBS, Commissioner Pacheco and I can align our schedules.
- The two rack mounted UPS's for the IT room continue to cause grief. RBS tried to install them following completion of the installation of the new electrical circuits. When he plugged them both in, he found the screens were broken and not displaying properly. I have contacted the manufacturer for a refund or replacement. Correspondence received on March 10th from Best IT Hub has offered a full refund. We are now negotiating who is paying for the freight to return the

units. I am arguing it is on them and am awaiting a response. Each unit weighs 140lbs, so shipping is not cheap.

EMS & EQUIPMENT:

Chief Vena Reported:

- March 10 – Stryker Powerload systems, Powerload Stretchers and Stair chairs were serviced under the PM agreement in place. We will be responsible for the PM on one Stair chair not covered by the agreement due to its age. There is an issue with one of the power load systems that took ambulance 4082 conditionally out of service. The part is on order and should be in this week or early next. The ambulance was out of service anyway from the broken wheel on the stretcher and we are still waiting for that part to come in.
- We received an amazing donation of Digital Stethoscopes from Mr. Harry Salavantis of 1701 Baker Ave as a thank you for taking care of him each time he called 911. These stethoscopes are valued between \$400-\$500 each and he sent us ten of them. I am including in this packet a list of the staff that provided the care that left such a positive impression on Mr. Salavantis.

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- We need to set a date for the facilities committee to meet and discuss the JD Warren proposal.
- I am getting quotes for elevator maintenance. I will review with the committee.
- Station inspection is scheduled for April 26 beginning at 10: AM at Balltown Road station.
- Commissioner Pacheco stated he believes there are bees in the River Road station above the workroom. The Chief is looking into this with our pest control vendor.

Chief Vena Reported:

- We are still awaiting the warranty replacement of the kitchen range. I defer to Chairman Woehrle for any additional info.
- The gas line repair has not been completed. I defer to Chairman Woehrle for any additional info.
- HVAC –the facilities committee needs to meet to consider the findings and recommendations from JD Warren that I included in my report at the January meeting.
- Family Pest Services has performed the initial treatment at both stations.
- Lt Sims obtained a quote for Preventative Maintenance Service on the overhead doors. Balltown Road Station is \$649 for four doors and River Road Station is \$906 for six doors. If any parts need to be replaced such as hinges and rollers, that will be an additional charge.

Preventative Maintenance on Overhead Doors at both stations totaling \$1,555 + any small necessary parts for operation to be replaced as needed.

- Duty Crews have begun Spring cleaning.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- Next meeting will be March 27 at 7:00 PM. I will not be available, but the meeting should go on as scheduled.
- We took action at the last fire company meeting, reminding everyone what the duty crew requirements were and why duty crews are so important.
- The Executive Committee of the fire company requested duty crew hours so they can follow-up with members.
- New members voted in by the fire company will be asked to appear before the Board the night they are approved to be installed.

ELECTIONS: No Report

PROTECTIVE GEAR & UNIFORMS: No Report

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- An executive summary is available for review.
- LOSAP points will be reported out monthly so members can see their progress.

INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- The committee had a post-event de-brief meeting to discuss the event and how to improve it.
- Eagle Crest was booked for 2026.

REPORT OF THE CHIEFS:

Chief Vena Reported:

- FF/P Pelliccia has a doctor's appointment 3/13/25 and that should give us a better timeline for his return.
Request Illness Leave be extended for FF/P Pelliccia until April 9, 2025.
- The Annual CAFDA conference in Lake George is from April 10-12. Executive Secretary Mazuryk has expressed interest and I would like to send her to the session on Human Resources. This will be in lieu of her regular shift and the district will not incur any added salary expense.
Executive Secretary Mazuryk to attend the Annual CAFDA Conference in lieu of her regular shift plus mileage at the standard federal reimbursement rate.
- Firefighter-Paramedic Joe Congdon has officially provided notice that he is retiring effective April 24, 2025.
- Since the last BOFC meeting, attended numerous meetings. Highlights are:
 - Lexipol and Policy Builder for SOP/SOG updates and compliance.
 - One Group for an HR Support presentation.
 - Niskayuna School District over fire safety and code compliance at tournaments and access/egress control options on weekends and after hours.
 - Canal Corp Dam Safety

- Niskayuna Water Department and the Jewish Community Center on water use to fill and drain the outdoor pool.
- T-Mobile on communication solutions.
- Webex from OFPC on the NFIRS to NERIS transition.
- As part of Community outreach, we are looking to offer a Safe Sitter program. Total cost for materials and instructor training is \$1,109.00. This is in line with our Life Safety Mission, and I recommend approval. This also falls within our community outreach budget.

Request \$1,109 to Safe Sitter, Inc for course materials and Instructor training.

- 2/18/25 – Held a Career officers meeting.
- 2/25/25 - We had a fatal auto pedestrian accident on Rt. 7 in front of Bellevue Women's Hospital. This was the same day I notified you we were short staffed due to illness. Many thanks to Chief Fritz and EMS Capt. Bradshaw for stepping up to help that day. We also had FF/P Anderson and FF/P Plakas rearrange their schedules and split time to backfill the position. This was critical as help was needed due to a pediatric seizure call that occurred during the fatal as well as a call for a STEMI at Cardiology Associates. We were not able to cover all the calls ourselves and Niskayuna Fire District No. 2 and Clifton Park Halfmoon Ambulance responded mutual aid and handled the STEMI for us.
- 3/6/25 – Met with Schenectady Fire Chief Burns, Assistant Chief Massaro and Scotia Chief Wood. Topics for discussion were Radio Talk Groups, Fireground communications, response and equipment expectations, Command when responding into Niskayuna and EMS Mutual Aid. It was an excellent meeting with great discussion that helped each of us have a better understanding of departmental operations, staffing and needs.

Request executive session to discuss two personnel matters.

Department Activity	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
February Incidents	237	171	192	177
EMS	179	136	139	113
Fire/Other	55	35	64	43
Total YTD (1/31)	532	375	412	281

Mutual Aid Requested	22
Mutual Aid Denied	15
Actual MA Given	7
Mutual Aid Received	6

Other Activities:

Emergency Callback	47.25 Staff Hours
Department Training	197.75 Staff Hours
Duty Crew Hours	14 Staff Hours

Chief Fritz Reported:

- Duty crew time needs to be entered when it occurs. Members need to enter into system when they come for duty crew time.

- I will handle entering miscellaneous activities into the system
- Please remove Charles Willaims from the rolls and have the District Secretary send him a letter. He did not successfully complete his probation.

Report of the Niskayuna Permanent Fireman's Association:

Lt. Baker Reported:

- In addition to the kits purchased by the fire company, the PFA also purchased a Stop the Bleed kit for Niskayuna schools within the district.

Report of the Grand Boulevard Fire Company:

Treasurer Vena Reported:

- We have one member who needs to complete his training. He has been called before the Executive Committee in April.
- The fire company authorized the purchase of three Stop the Bleed kits for Niskayuna schools within the district.

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Poupore/ Second/ Pacheco: To extend the sick leave for FF/P Pelliccia until April 9, 2025. Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To authorize Preventative Maintenance on Overhead Doors at both stations totaling \$1,555 + any small necessary parts for operation to be replaced as needed. Passed 4-0.

Motion/ Poupore/ Second/ Pacheco: To authorize \$1,109 to Safe Sitter, Inc. for course materials and instructor training. Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To approve Executive Secretary Michelle Mazuryk to attend the Annual CAFDA Conference in lieu of her regular shift at a cost of \$85 plus mileage at the standard federal reimbursement rate. Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To allow digital copies of documents as an official copy of the document. Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To approve Lt. Baker, Chief Vena and Chief Fritz to travel for a pre-construction meeting at the ladder truck manufacturer's facility in MN from April 15-17. This will include overtime for Lt. Baker. Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To authorize Chief Vena to attend the Career Chief's meeting March 18-19, 2025 in Cortland, NY at a cost of \$200 and use of a district vehicle. Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To adjourn to executive session to discuss a career and volunteer personnel matter at 8:28 PM. Passed 4-0.

Motion/ Woehrle/ Second/ Poupore: To return to regular session at 8:48 PM. Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To approve removing Executive Secretary Michelle Mazuryk from Probation and making her permanent.

Roll Call:

Commissioner Pacheco – YES

Commissioner Poupore – YES

Commissioner Murray – YES

Commissioner Woehrle – YES

Passed 4-0.

Motion/ Pacheco/ Second/ Poupore: To approve the 2024 LOSAP report as submitted. Passed 4-0.

Motion/ Poupore/ Second/ Pacheco: To remove Charles Williams from the rolls. Passed 4-0.

Motion/ Poupore/ Second/ Pacheco: To approve Commissioner Pacheco to attend the Annual CAFDA Conference April 15-17 at a cost not to exceed \$170 plus mileage at the standard federal reimbursement rate. Passed 4-0.

Motion/ Pacheco / Second/ Poupore: To adjourn the meeting at 8:51 PM Passed 4-0.

The next regular business meeting will be held on April 9, 2025, at 7:00 pm.

Respectfully submitted by:

Kevin J. McGill

Secretary

Niskayuna Fire District No. 1