

Minutes of Regular Meeting April 9, 2025

PRESENT: Commissioners Pacheco, Daly, Poupore, Murray (Remote), and Chairman Woehrle

Also Present: Chief Vena, Secretary K. McGill, Treasurer J. Splendido, Attorney A. Snyder, NPFA President Baker, GBFC President Lieberman, GBFC Treasurer Vena, Executive Secretary Michelle Mazuryk, Lt. Persons, FF/P D. Ruth, GBFC Aux. President L. Daly

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

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

Motion/ Daly, 2nd/ Poupore: To approve March 26, 2025, **special** monthly meeting minutes. As Read. Passed 5-0.

CORRESPONDENCE:

- Notarized copy of special meeting legal notice
- Letter from Schenectady County Fire Advisory Board

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 50-52, 20104-20148 From March 13 12, 2025, thru April 9, 2025 totaling \$194,795.00 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of March 2025 were reviewed.
- The comparison sheets for March 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through March 2025 were reviewed.
- We are 25% thru the year and have spent 35% of the budget.

ATTORNEY'S REPORT:

Attorney Snyder Reported:

- The Best Value Purchase resolution was reviewed.
- The Safe Sitter provider contract was reviewed and changed discussed. We should also send to our insurance company.

COMMITTEE REPORTS:

FINANCE:

Commissioner Pacheco Reported:

- Undertaking to cover the Treasurer was completed. We will bring it up under new business for purchase a bond to cover \$5.3M, the cost is approximately \$5,000.

INSURANCE:

Chief Vena Reported:

- One Group Account Executive Marc Sidney and Lou Battaglioli met with the insurance committee on March 25th to discuss and educate the insurance committee on our coverage. I defer to Commissioner's Pacheco and Poupore for any additional info.

MEDIA:

Commissioner Poupore Reported:

- I got into the backend of the webpage to review it.
- We will set a meeting for the committee to set a plan for the year.

APPARATUS & EQUIPMENT:

Chief Vena Reported:

- E-4021 – Warranty Paint Repair and the remaining door channel from the October 16, 2024, collision is being completed this week. 4021 was brought to Frank and Son's Body Works on Monday April 7 and should take about 1 ½ weeks to complete.
- U-4051 – Was dropped off to Walter's Autobody on April 7th for repair of the damage sustained in the November 28, 2024, snowplowing accident. This should take about 1 ½ weeks to complete.
- T-4075 – As per my email on March 28th, Garrison Fire Rescues position is the Aerial Ladder be removed from service until repairs are made to the aerial swivel. As a result, I have ordered it out of service and the cab and turn-table controls have been tagged out. The County, neighboring departments and the UCC have been notified. The UCC has been made aware that for any confirmed structure fire we are requesting the closest Ladder Truck to respond. Specifically requesting Stanford Heights Fire Department and Schenectady Fire Department first.
 - Still looking into options on what to do with it. The estimated \$36,000 for repair with a 16–18-week manufacturing time for the part may not be financially prudent. We have contacted Brindlee Mountain Fire Apparatus (recommended by Garrison) for an

appraisal on the Truck. When I know more, it will be pushed out to the BOFC's Apparatus Committee for discussion.

- As mentioned over the last two months, we need firefighting and rescue equipment. Specifically, Vehicle Stabilization Struts, Fire Attack Nozzles, EV Blankets, Bell Reducers and Cribbing. Purchasing requests were delayed as new information was received and evaluations were ongoing. We have completed the evaluation period and purchasing recommendations were referred to the Apparatus and Equipment Committee.
- Hose testing is scheduled for the week of April 21.

TECHNOLOGY SERVICES:

Commissioner Pacheco Reported:

- We met with Repeat Business Services about awareness training which will be rolled out shortly. It will involve mandatory annual training if you have an NFD 1 email account and phishing scams pushed through email.

Chief Vena Reported:

- We will be working with Repeat Business Systems (RBS) starting next week to begin file management work on the network.
- We are also looking into getting cybersecurity insurance.
- Best IT Hub has issued a full refund for the two-rack mounted UPS's. I am still awaiting a decision from them on the return of the defective units.
- Repeat Business Systems (RBS) has provided a quote for three more Dell PC's to complete the workstation upgrade started last year. The total cost is \$3,143.64. This includes S&H, programming and installation.
 - We also need two additional PC's. This is to run the I am Responding (IaR) programs at both stations. At River Road, that PC failed a few years ago and was never replaced. At BR, it's running off an old PC that can no longer be updated. As these PC's are dedicated to running IaR only, I asked RBS to investigate a less robust PC at a lower price point. They have found some good options ranging in price from \$120-\$300. Before RBS makes a recommendation, they stated they are going to get their hands on the devices to test them out. I am asking for approval for up to \$600 to purchase two once RBS determines what will meet our needs.
 - We identified a need for PDF editing software. RBS recommends Nitro PDF as an alternative to Adobe Acrobat. Nitro PDF is a less costly option and contains similar features to Adobe.
 - Adobe is \$19.99 per month, per license as a recurring subscription.
 - Nitro PDF offers an Enterprise Solution which is a perpetual license for a one-time cost of \$250. I am recommending we purchase five licenses to be installed on workstations for the following positions: District Secretary, Chief, Chief's Secretary, Municipal Training Officer and EMS Training Officer.

EMS & EQUIPMENT:

Chief Vena Reported:

- Lt. Baker informed me it is time to purchase the Stryker Power Load Stretcher system and Stair Chair for the new ambulance that's in production. This was referred to the Apparatus and Equipment Committee and I defer to them for further.
- Looking for approval to purchase two Cardiac Science G5 AED Trainers (\$489 each) and spare defibrillation pads at a total cost of \$1,100.00. This was budgeted for in CPR Training Materials.

HEALTH & SAFETY: No Report**FACILITIES:****Commissioner Woehrle Reported:**

- The new shredders are in and working well.
- Station inspection will be April 26 at 10:00AM beginning at Balltown Road station than going to River Road station.

Chief Vena Reported:

- under the hood.
- The warranty replacement of the kitchen range has been completed. Commissioner Woehrle followed up and facilitated this.
- The PM's on the overhead doors were completed at both stations.
- Latch mechanisms on the North and South Man doors failed. eClipse repaired them and while here repaired the intermittent issues with the Archive Room door and the Commissioners outer office door.

STRATEGIC PLANNING:**Commissioner Pacheco Reported:**

- We are revising our policies (SOP's and SOG's) and we reviewed 2 services to manage this. The committee recommends we go with Policy Builder as it will do what we want and is within budget.
- The next committee meeting will be April 24 at 7:00PM.

Chief Vena Reported:

- March 27th - Strategic Planning committee meeting held. At this meeting two topics were discussed. The first is implementing an on-call program to encourage participation. The first step to this is a modification to the BOFC's Chief's Vehicle Policy. I am attaching a copy of the original May 2006 policy and my draft for your review. The second topic is policies and procedures, and I defer to Commissioner Pacheco to discuss our findings and recommendations. If the solution is agreed to by the Board, the initial cost will be \$5,800 and the subsequent annual renewal is \$4,400.

ELECTIONS: No Report**PROTECTIVE GEAR & UNIFORMS:** No Report**SERVICE AWARDS PROGRAM:** No Report

INSTALLATION BANQUET: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

- FF/P Pelliccia returned to work March 25, 2025, and we have received the Guardian Insurance Company payment from the disability claim we submitted for him in the amount of \$2,295. This is the max reimbursement we can receive per NYS Law.
- We are still awaiting the payment from Guardian for Lt. Powers and expect the amount to be about \$2,210.
- March 26th – attended the NCSD Safety Meeting. The administrators made it a point during the meeting to express their gratitude and state how wonderful our CPR and STB instructors have been while teaching staff and students alike. The accolades made me feel quite proud of our Public Outreach Team.
- April 12 and 13 Rotterdam PD is hosting the Schenectady County Active Threat Joint Response Training. I am requesting authorization for FF/P Wessels to attend as an instructor at a cost of 18 hours overtime for his attendance and shift coverage.
- VFF Dan Elliott and Lt. Persons have worked hard on a Fire and Emergency Services Program for the Niskayuna Central School District's Summer Enrichment Program. This was originally proposed by VFF Elliott last year but the timing for development and delivery was not possible in 2024. This year, the program was submitted and approved by the School District and will be delivered July 14th-18th from 8am-11am. To note, NFD 2 is also committing to involvement and SHFD is looking to assist as well with their Ladder Truck. So, this will be a joint effort amongst the town's fire departments. Attached is an outline for you to see what topics will be covered. From the BOFC, we are looking for final approval to deliver this program. We budgeted for this in the Recruitment line item.
- We have three new volunteers enrolled in the Basic Exterior Firefighter Class that began on April 6th.
- Between the Grand Boulevard Fire Company, NPFA Local #4151, Niskayuna Fire District No. 2 and Rexford Fire Department 13 total Stop the Bleed Kits have been purchased and delivered to all the NCSD schools. Combined this was \$10,080.00 in donations.
- April 6th, we participated in a Touch the Truck outreach event at JCC. This was well received, and the organizers were very excited we were able to be there.
- April 8th, a presentation on fire suppression and career orientation was delivered to a home school group of adolescents through Schenectady County.
- Notable incidents:
 - In the early morning hours of April 4th (April 3rd shift) there was a car fire in the parking lot of Bank of America on Union Street. This fire was determined to be incendiary in nature and Lt. Sims and his crew were instrumental in determining that. Their observations, actions and reporting have been crucial in assisting the PD with their investigation.
 - On April 7th in the late evening, NFD 1 responded to a multiple stabbing victim with wounds to the chest and back. The quick action of Lt. Persons, FF/P Agans, GBFC

EMS Capt. Bradshaw and VFF/EMT Carroll rapidly treated, and transported a critical patient. The response time including staging for PD to secure the scene was 5 minutes, on scene time was 7 minutes and transport time 25 minutes. From the time of call until arrival to the trauma center was 37 minutes. The patient was assessed and underwent emergency surgery and is expected to survive. Great Job to the crew!!

- Discussed the Chief's Vehicle policy updates and proposed revisions.

- | Department Activity | <u>2025</u> | <u>2024</u> | <u>2023</u> | <u>2022</u> |
|----------------------------|-------------|-------------|-------------|-------------|
| March Incidents | 213 | 266 | 178 | 187 |
| EMS | 145 | 202 | 127 | 118 |
| Fire/MVC/Other | 68 | 64 | 51 | 69 |
| Total YTD (3/31) | 745 | 641 | 529 | 593 |

Mutual Aid Requested	18
Mutual Aid Denied	11
Actual Mutual Aid Given	7
Mutual Aid Received	2

Other Activities:

Emergency Callback	56.75	Staff Hours
Department Training	436.75	Staff Hours
Duty Crew Hours	126	Staff Hours

Chief Fritz Reported: No Report

Report of the Niskayuna Permanent Fireman's Association:

Lt. Baker Reported:

- Stop the Bleed kits have been delivered to the schools.
- Thank you to Commissioner Woehrle for finding old documents for review.
- The PFA is looking into adopting financial policies.

Report of the Grand Boulevard Fire Company:

President Lieberman Reported:

- We have 3 new members currently in BEFO training class.
- We are increasing our duty crew hours.
- We are working on updating our policies now.

OLD BUSINESS:

Commissioner Woehrle Reported:

- We looked into getting the Treasurer a bond. We checked with a carrier of Liberty Mutual and what they offered did not suit the needs of the district.

- Relation Insurance Services, a carrier for Travelers insurance, did provide a quote for coverage that the district is looking for. To cover \$5.3M, the cost is \$5,172.
- We are also looking into updating our financial software. We will ask the vendor to come in and provide a presentation to the Treasurer.

NEW BUSINESS:

Motion/ Pacheco/ Second/ Daly: To purchase the Travelers surety bond through Relation Insurance Services at a limit of \$5.3M and at a cost of \$5,172. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To authorize the Chief to allow governmental agencies to use District facilities for fire, EMS training and various other training and Fire and EMS Associations meetings. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To authorize \$93,105.41 from the equipment reserve account to purchase vehicle stabilization struts, fire attack nozzles, EV blankets, bell reducers, cribbing, Stryker Power-LOAD stretcher with associated equipment and Stryker stair chair with associated equipment pending successful passing of the permissive referendum. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To authorize spending \$3,143.64 for three replacement PCs with Windows 11. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To authorize up to \$400 for two PCs to run I am Responding at both stations. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To authorize \$1,250 for five Nitro PDF perpetual licenses. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To authorize \$1,100 for the purchase of AED trainers and spare defibrillation pads. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To authorize \$5,800 for Policy Builder to help with writing, updating and maintaining districtwide electronic policies and procedures, SOG's and SOP's. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To authorize FF/P Wessels to attend the County Active Threat Joint Response Training at Schalmont High School April 12-13 at a cost of 18 hours overtime. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To approve members to conduct the Fire & Emergency Medical Services educational program as part of the NCSD 2025 Summer Enrichment Program. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To appoint Chief Vena to the Schenectady County Fire Advisory Board as the Niskayuna Fire District No. 1 representative. Passed 5-0.

Motion/ Poupore/ Second/ Pacheco: To adopt the Best Value Policy. Passed 5-0.

Motion/ Poupore/ Second/ Daly: To adopt the Unlawful Workplace Harassment Policy. Passed 5-0.

Motion/ Poupore/ Second/ Pacheco: To adjourn to executive session to discuss a commissioner and volunteer personnel issues at 8:25 PM. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To return to regular session at 8:54 PM. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To accept the resignation of Commissioner Robert Murray with thanks for his many years of service to the fire district. Passed 5-0.

Motion/ Pacheco/ Second/ Poupore: To appoint Kevin McGill to the vacant Commissioner seat for the remainder of the year.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner Poupore – YES

Commissioner Woehrle – YES

Passed 4-0.

The next regular business meeting will be held on May 14, 2025, at 7:00 pm.

Respectfully submitted by:

Kevin J. McGill

Secretary

Niskayuna Fire District No. 1