

Minutes of Regular Meeting May 14, 2025

PRESENT: Commissioners Pacheco, Daly, Poupore, McGill (Secretary), and Chairman Woehrle

Also Present: Chief Vena, Chief Fritz, Treasurer J. Splendido, Attorney G. Serio, NPFA President Baker, GBFC President Lieberman, GBFC Treasurer Vena, Executive Secretary Michelle Mazuryk, Capt. Griffiths, GBFC Aux. President L. Daly, Ann Heller

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

Motion/ Pacheco, 2nd / McGill: To approve April 9, 2025, **regular** monthly meeting minutes. As Read. Passed 5-0.

CORRESPONDENCE:

- Thank you from the Millers
- Letter from GBFC adding Lindsey Weitz as an administrative member
- Letter from GBFC adding Shane Bracken as an operational member
- Letter to Civil Service requesting FF/P list
- Letter to Civil Service requesting FF/P Trainee list
- Letter from the Niskayuna Zoning Board of Appeals about a sign at 2690 Balltown Road
- Press release pertaining to the structure fire on May 11
- Letter listing Civil Service Commission meeting dates
- Notarized copy of permissive referendum legal notice
- 2024 audit package

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 54-56, 20150-20200 From April 10, 2025, thru May 14, 2025 totaling \$162,001.63 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of April 2025 were reviewed.
- The comparison sheets for April 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through April 2025 were reviewed.

- We are 33% thru the year and have spent 39.6% of the budget.

ATTORNEY'S REPORT:

Attorney Serio Reported:

- Sourcewell
 - Opinion is to keep whatever is on order moving forward but do not use it for anything new until Sourcewell can confirm they are in compliance with OSC requirements.
 - Sourcewell is working with OSC to ensure compliance.
 - Attached is the attorney's opinion.
- Reviewed the Rules and Regulations, lots of questions. We will schedule a meeting to go over them.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- This is being transferred to me, and I will be reviewing the bank statements going forward.

INSURANCE:

Commissioner Poupore Reported:

- We would like to set up a meeting with the cybersecurity insurance people to discuss the quotes.

MEDIA:

Commissioner Poupore Reported:

- I saw the press release; it looked very good.
- We should meet to discuss outreach opportunities.

APPARATUS & EQUIPMENT:

Commissioner Woehrle Reported:

- Hose and pump tests have been completed. Some of the hose failed and will be declared surplus with no value.

Chief Vena Reported:

- E-4021 – Warranty Paint repair was completed.
- U-4051 – Body repair completed. Striping remains to be done and will be scheduled once the required minimum 30 days of cure time has elapsed for the new paint.
- T-4075 – We obtained a second quote on the swivel from Bulldog Fire Apparatus. If you recall, Garrison estimated the cost at around \$36,000. Bulldog estimates \$38,956. I still want to discuss further with the apparatus committee; however, it is looking like the repairs are still higher than the value of the truck based on comps.
- Hose testing was completed and the following failed:
 - Five lengths of 5" LDH
 - Five lengths of 3"
 - Two lengths of 1 ¾"

- Pump testing completed on all three apparatus and all passed. There is a primer issue on E-4021, and we will contact Garrison for repair. This does not affect the efficacy of the pump.
- ***Request the failed lengths of fire hose be declared surplus with no value.***
- ***Request authorization to purchase the Fire, Rescue and EMS equipment that were approved last month pending passage of the permissive referendum.***

TECHNOLOGY SERVICES:

Commissioner Pacheco Reported:

- We met with Repeat Business Services about cybersecurity training issues and all should now be resolved.
- A training memo was sent to all district account holders on how to use the phishing report button.
- Everyone should log into KnowBe4 dashboard to see if training is available.

Chief Vena Reported:

- Best IT Hub has communicated in writing that they don't want to pay the shipping cost on the return for the two-rack mounted UPS's and advised we can dispose of them. We are looking into disposal/recycling options and ES Mazuryk found that we may be able to dispose of them at the County Farm at no cost.
- Repeat Business Systems (RBS) said the new workstations are on backorder until June 10 and then they will be programming them. Installation should occur soon after. Additionally, they have been working in the background to prepare for revising the file management system. This will continue to take some time. Lastly, they are researching Breach Policies and will get back to us. Industry standards have changed, and they want to make sure what they recommend is in line with best practices.
- Nitro PDF has not been purchased or installed yet. It was a lengthy process to get tax exempt approval and now it's a matter of connecting with IT from RBS. We have been trying but higher priority items and emergencies on both sides took precedence.
- KnowBe4 cyber security training has started. We are working through some challenges related to Microsoft Office. Commissioner Pacheco and I had a Teams meeting with RBS on 5/12 to discuss and they are correcting what they can and researching solutions to what they didn't immediately have an answer to.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- Shed is in the process of being approved and Commissioner Daly is leading this effort.
- All Commissioners were given a folder with the 2024 and 2025 station inspections and the quotes received so far to make repairs.

- There was a roof leak identified at River Road station. Edgar Roofing was called in to make the repair.
- The file room at Balltown Road is being emptied out and looks good.
- HVAC – We met with JD Warren and Sons about the various issues with the units.
 - Exercise room – Need to replace the unit – approximately \$4,000 (reuse case replace innards).
 - 3 other issues – we will have more info at the next meeting (expansion tank, basement dehumidifiers, duty office control).

Chief Vena Reported:

- The facilities inspection was completed on April 26th and Lt. Sims is working on the items identified that can be handled in-house.
- The Facilities Committee met with Jason Grossman from JD Warren on Monday 5/12/2025 regarding the humidity control issues in the GBFC areas and other building systems. It was a very productive meeting, and I defer to Commissioner's Pacheco and Woehrle for further.
- A roof leak was discovered at the River Road fire station in the console room. Edgar Roofing has been contacted.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- The next committee meeting will be May 22 at 7:00PM.

ELECTIONS: No Report

PROTECTIVE GEAR & UNIFORMS:

Commissioner McGill Reported:

- I will be working to schedule a meeting with the Chiefs and quartermaster.
- One issue to discuss will be new legislation banning PFOA in firefighting gear.

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- The numbers have been posted for the month.

INSTALLATION BANQUET: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

- Utica National is sending a representative out to conduct a loss control survey of both stations on May 27th
- As a follow-up from last month's compliance with annual harassment training. We had one Auxiliary member having difficulties. This was specifically a Target Solutions software issue

that was corrected by them. As soon as it was, the member completed the training, and all members are compliant as April 11, 2025.

- The test results for Firefighter-Paramedic and Firefighter-Paramedic Trainee were released by Civil Service. Chairman Woehrle requested a canvas of the list to determine who is interested and qualified for the positions. Once we have a list of reachable candidates, we will schedule the CPAT Orientation. I have been in contact with the Utica Fire Academy, and they will be able to start the process in the week of June 9th
- Had a question on how we handle FOIL requests. This was generated because of a Lexipol report request from the incendiary car fire we had last month. I spoke with Attorney Serio and we denied the request due to insufficient information. This raised a larger question on our internal policy that may need some discussion and updating. Attorney Serio indicated he would have more on it for this meeting.
- Cyber insurance quotes were received and forwarded to the insurance committee.
- On April 28th a Fire Safety and Facility Evacuation Plan presentation was delivered to seniors at B'nai B'rith apartments by our FLSE Team.
- A water supply drill was held with our mutual aid partners with great success.
- The Recruitment and Retention Team is scheduled for two career fairs at Niskayuna High School this month.
- The Pedal, Paddle Run Event on May 10th was cancelled due to unsafe river conditions. It is expected to be rescheduled in the fall.
- Niska Day is this Saturday May 17th. Chief Fritz and I are working on finalizing coverage and assignments.
- NYS Boater Safety Course instructed by NFD 2 Assistant Chief Henery is being held at two locations in Niskayuna. We are hosting one on 5/31/25.
- Notable incidents:
 - May 11, 2025 – Structure Fire with one civilian casualty. Refer to the Press Release I sent out on 5/11/25.
- May 12, 2025 – There was a missing five-year-old child from Hillside School. NFD 1 was involved in the search. Good news is the Police found the child in a vehicle on school grounds. NFD 1 evaluated him for heat exposure, and he was released back to his parents with no apparent ill effects.

• Department Activity	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
April Incidents	189	201	174	202
EMS	144	158	127	133
Fire/MVC/Other	45	43	47	69
Total YTD (3/31)	934	842	703	802
• Mutual Aid Requested	17			
• Mutual Aid Denied	2			
• Actual Mutual Aid Given	15			

- Mutual Aid Received 7

Other Activities:

Emergency Callback	52.5	Staff Hours
Department Training	348.75	Staff Hours
Duty Crew Hours	76.5	Staff Hours

Chief Fritz Reported:

- Kudos to the career staff on a great stop at the garage fire as well as to our mutual aid companies.
- Lindsey Weitz is looking to change her status to operational focusing on EMS. We will have her before the Board next month for approval.

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

Report of the Grand Boulevard Fire Company:

President Lieberman Reported:

- Shane and Lindsey were voted into the Company.
- Social events – Lake George cruise is June 21 and Auxiliary BBQ is June 8.
- The auxiliary is looking to buy 4 more coats for new members. They will need the logo approved.

Report of the Auxiliary:

President Lynne Daly Reported:

- Our upcoming picnic is for families, not just members.
- We will give our logo to the Chairman for approval for the new coats.

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Daly/ Second/ Poupore: To purchase the approved equipment from the permissive referendum at a cost not to exceed \$93,105.41 with the funds to be expended from the equipment reserve account. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To declare the hose that failed hose testing as surplus with no value and allow the Chief to dispose of. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To approve The Brother That Just Do Gutters to install new 5" (Royal Brown) k-style gutters, with 2" x 3" (Royal Brown) downspouts and 5" (#18 mesh) gutter guard on all gutters installed at a cost not to exceed \$2,350.00 through the best value policy. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To approve The Brother That Just Do Gutters to install new 6" gutter guards on all boxed gutters (already installed) at a cost not to exceed \$3,306.00 through the best value policy. Passed 5-0.

Motion/ Poupore/ Second/ McGill: To approve eCLIPSE NETWORK SOLUTIONS to 1 door electric strike with faceplate and 1 indoor network camera at a cost not to exceed \$1,987.02. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To approve Lloyd Hale contracting, LLC to complete the list if repair items in his quote at the Balltown Road station for a cost not to exceed \$4,240.00. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To approve Lloyd Hale contracting, LLC to complete the list if repair items in his quote at the River Road station for a cost not to exceed \$180.00. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To authorize \$6,800 for new pagers and mice in accordance with the 2025 Budget. Passed 5-0.

Motion/ McGill/ Second/ Daly: To adjourn to executive session to discuss a district secretary at 8:35 PM. Passed 5-0.

Motion/ McGill/ Second/ Pacheco: To return to regular session at 9:18 PM. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To accept the resignation of Secretary McGill as secretary. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To appoint Ann Heller to the vacant District Secretary position effective May 15, 2025, with a monthly secretary fee of \$865.07 for the remainder of the year.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner Poupore – ABSTAIN

Commissioner McGill - YES

Commissioner Woehrle – YES

Passed 4-0.

Motion/ McGill/ Second/ Daly: To adjourn the meeting at 9:20 PM. Passed 5-0.

The next regular business meeting will be held on June 11, 2025, at 7:00 pm.

Respectfully submitted by:

Kevin J. McGill

Secretary

Niskayuna Fire District No. 1