

Minutes of Regular Meeting June 11, 2025

PRESENT: Commissioners Pacheco, Daly, McGill, and Chairman Woehrle

EXCUSED: Commissioner Poupore

Also Present: Chief Vena, Chief Fritz, Attorney G. Serio, NPFA President Baker, GBFC President Lieberman, GBFC Treasurer Vena, Administrative Assistant Michelle Mazuryk, Capt. Griffiths, Secretary Anne Heller

The meeting was called to order at 7:00 pm by Chairman Woehrle.

Motion/ McGill, 2nd / Pacheco: To approve May 14, 2025, **regular** monthly meeting minutes. As read. Passed 4-0.

Motion/ McGill, 2nd / Pacheco: To approve May 27, 2025, **special** meeting minutes. As read. Passed 3-0, 1 abstention.

CORRESPONDENCE:

- Thank you note from Bailey Godfrey
- Notarized copy of May 27th Special Meeting legal notice

PRIVILEGE OF THE FLOOR:

None

BILLS: Chairman Woehrle stated that Commissioner Poupore reviewed the bills.

Motion/ Daly, 2nd / McGill: To pay bills for corresponding check #s 58-59 and 20201-20247 from May 14, 2025, through June 9, 2025 totaling \$167,433.77 as reviewed. Passed 4-0.

TREASURER'S REPORT:

Commissioner McGill reported on behalf of Treasurer Splendido:

- The reserve accounts as of the end of May 2025 were reviewed.
- The comparison sheets for May 2025 vs. 2024 were reviewed.
- Actual versus budgeted expenses through May 2025 were reviewed.
- We are 42% through the year and have spent 44.8% of the budget.

ATTORNEY'S REPORT:

Attorney Serio Reported:

- Draft of letter regarding County EMS reviewed later in meeting

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- I sat with Treasurer Splendido, reviewed everything, and all looks good

INSURANCE:

Chief Vena reported on behalf of Commissioner Poupore:

- The Insurance Committee sought out and reviewed quotes from two different providers, cfc underwriting and Travelers Insurance
- At a meeting on Wednesday, May 28, 2025, Marc Sidney and Dennis Ast from One Group Risk Management presented the quotes from cfc and answered questions
 - In attendance: Marc Sidney and Dennis Ast from One Group Risk Management, Chief James Vena, Michelle Mazuryk and Commissioner Poupore
- Based on the discussion and answers to the questions posed, the Insurance Committee recommends that the Board move forward with a cyber insurance policy with cfc underwriting with a \$1 million coverage amount, and a prorated premium of \$1,815.67 to begin upon the signing of the policy in June and conclude on December 31st
- We will be able to review our renewal options for 2026, and the next policy will begin on January 1, 2026, which will align with our other policies.

MEDIA: No report

APPARATUS & EQUIPMENT:

Chief Vena Reported:

- U-4051 – Still awaiting striping. The quotes that came in were unsatisfactory. The proposals bid on re-striping the entire vehicle due to not having the original spec on material used for the graphics. The previous company that did it is no longer in business, so Lt. Baker is working on other options.
 - FF/P Pelliccia recommends adding a storage box set to the bed of the pickup for cellar pump and tool storage. These are swing out units that stow against the sidewalls and over the wheel wells allowing for full use of the bed. They are available from multiple vendors all for the same price of \$399.98/set.
- The Rescue Jack struts and Auto-Cribit cribbing were received, and training is under way. They should be in-service this month.
- ***Requesting up to \$450 for the purchase of UNDERCOVER Swing Case Truck Bed Storage Box (\$399.98 + S&H).***

TECHNOLOGY SERVICES:

Chief Vena Reported:

- As previously announced, Zoll Fire Reports is ending service effective 12/31/2025 in large part because they do not want to comply with the new NERIS Standard all departments are required to report under. After many months and demos, the committee recommends transitioning to ESO for the following cloud-based modules:

- Fire Incidents
- Properties
- Inspections
- Personnel Management
- Activities
- Asset Management

The total fee for a 12-month term is \$7,330.50 and includes set-up and training. The implementation window and data migration is expected to take 3-4 months.

- As a comparison, the other front runner was First Due (cloud based). The Grand Total for the same modules in year 1 was quoted at \$8,200. The software would be functional for us however, the staff evaluating the demo sites found ESO to be more modern, easier to configure and ultimately had better pricing.
- Kick off meeting with policyBUILDER was scheduled for June 11 at 13:00. I'll report at the Board meeting.
- Nitro PDF has been purchased and installed on the workstations for the District Secretary, Chief, Chief's Administrative Assistant and the Training Office.
- ***Request authorization to purchase ESO Fire Reporting software at a cost of \$7,330.50 to replace the sunseting Zoll Fire Reports.***

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Chief Vena Reported:

- Quotes for HVAC repair and upgrades were received from JD Warren following the building walkthrough with them on 5/12/2025. I defer to Commissioner's Pacheco and Woehrle for their recommendations on proceeding and the costs.

Chairman Woehrle Reported:

- HVAC repair and upgrade quotes:
 - \$3,626 from General Fund:
 - \$2,351 non-ASME expansion tank
 - \$1,275 relocation of wall sensor and add return in bunk room area
 - \$34,000 from Building Reserve Fund:
 - Electronic mixing valve, fitness center PTAC, basement dehumidifiers, and demand-controlled ventilation for MAU in basement. Received 3 quotes for all HVAC equipment from JD Warren.

- The Board is on the agenda for the 06/18/25 Zoning Board meeting regarding the shed & pad. Commissioner Daly has filed all paperwork with the Town and will be present at the Zoning Board meeting.
- River Road Station: concrete is a trip hazard, as identified during station inspection. Repair quote from mason totaled \$1,400.
- All existing gutters were cleaned and caps were installed. New gutters and caps were installed on Pavilion.

Chief Vena Reported:

- Roof leaks at both stations have been repaired.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- The next committee meeting will be June 26.

ELECTIONS: No Report

PROTECTIVE GEAR & UNIFORMS:

Commissioner McGill Reported:

- Met with the Chiefs and quartermaster.
 - Moving forward, any items ordered will be items that can ship to NY.
- PPE: Masks prior to 2014 version are failing at 350° (rated at 500°)
- SCBA packs: staggered replacement of 38 packs at \$7-9K/pack is necessary
 - Commissioner Daly will investigate the possibility of a grant

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- Every Commissioner received a report.

INSPECTION & INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- Received very favorable pricing on cleaning of carpets
- Continuing through the inspection list to address items

REPORT OF THE CHIEFS:

Chief Vena Reported:

- Utica National sent a representative out to conduct a loss control survey of both stations on May 29th. Requests for our Vehicle Policies were received from the inspector in advance. One deficiency noted was the lack of a specific policy concerning backing vehicles up. This was addressed on 5/21/2025 prior to his arrival with the implementation of SOG 1.2.1.8 Vehicle Operations – Backing Policy. It has been uploaded to Target Solutions and distributed to all drivers electronically.
- Cyber insurance quotes were received and forwarded to the insurance committee. I defer to Commissioner Poupore for details.

- Lieutenant Powers completed the NYS required First Line Supervisors Training Program with FDNY on 5/23/25.
- The canvas list for Firefighter Paramedic and Firefighter Paramedic–Trainee have been received. We had 23 total candidates released to us by Civil Service. Contact has been made with all of them and four have previously taken the CPAT this year. One was taken out of state, and we are petitioning the Civil Service Commission on June 17th to accept it for pre-employment eligibility (it is a standardized test given nationally). Of the remaining, twenty candidates (19 if the out of state CPAT is accepted) are scheduled to take it on July 9, 2025. Twelve candidates attended the CPAT orientation at the UTICA Fire Academy on June 9th. If you are unfamiliar with what the CPAT is, click the following link to see the official orientation video:
<https://www.youtube.com/watch?v=SqeVJPclOy>

What happens after CPAT:

- The Utica Fire Academy will send me the official results for each candidate which I then forward on to Schenectady County Civil Service.
- The NFD 1 Board of Fire Commissioners (Chair) will request a Certified List of eligible candidates from Civil Service.
- When we receive that list, we will start scheduling the eligible candidates for in-person interviews. This could be as early as that weekend or the week of July 14th.

After interviews:

The Board of Fire Commissioner's will need to hold a Special Meeting to vote on Conditional Offers of Employment.

- The conditions are satisfactory completion of the following:
 - Comprehensive background check
 - Medical physicals and drug screening
 - Psychological exam

Candidates meeting the conditions will be sized for uniforms, gear and if assigned, will begin The Fire Academy August 18th.

- Niska Day was Saturday May 17th and we had a couple first-time challenges.
 - A complete evacuation of the parade grounds was ordered on the advice of the National Weather Service due to a severe weather threat with cloud-to-ground lightning. Attendees were sheltered in Craig School. Niskayuna Police, Sheriffs Department, County Auxiliary Police, Niska Day Committee Staff and NFD 1 all worked hastily and very well together to protect our citizens.
 - Next, Schenectady County experienced a complete radio system failure affecting all police, fire and EMS communications. The dispatchers did a remarkable job including communicating with us by their own personal cell phones.
 - We had successful community engagement with the public for hands only CPR and fire and life safety education

- The NYS Boater Safety Course instructed by NFD 2 Assistant Chief Henery was held here at the station on 5/31/25 with great success. Nineteen people attended.
- June 5th FF/P Vinehout attended the First in Engine Officers Responsibilities Hands-on-Training at the NYS Association of Fire Chief's Show in Syracuse. He reported it was excellent training, and he learned a lot. During clean-up after the last evolution, he sustained a minor ankle injury and was unable to return to work that night. The Workers Comp claim was reported and filed and FF/P Vinehout returned to work for his next shift on Monday June 9th.
- Community CPR and Stop the Bleed training was and is being held at our station on June 10th and 23rd. This is being led by FF/P Wessels.
- Notable incidents:
 - Highlighting the stress and pressures on our youth as well as first responders, NFD 1 staff was called to a "jumper" on the Rexford Bridge. The person was 14 years old and through the calm and professional engagement of Law Enforcement, they were able to talk him down without harm. NFD 1 staff subsequently treated and transported the teen to the hospital.
- ***Requesting up to \$500 to acquire cars for training. This is in the training budget.***

Department Activity	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
May Incidents	221	244	184	245
EMS	141	195	135	175
Fire/MVC/Other	80	49	49	70
Total YTD (5/31)	1155	1086	887	817

- Mutual Aid Requested 13
- Mutual Aid Denied 4
- Actual Mutual Aid Given 9
- Mutual Aid Received 17

Other Activities:

Emergency Callback	77.75	Staff Hours
Department Training	246.75	Staff Hours
Duty Crew Hours	29.25	Staff Hours

Chief Fritz Reported: No Report

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

Report of the Grand Boulevard Fire Company:

President Lieberman Reported:

- Working on revising policies
- Fred Miller requested reclassification from operational to administrative after 58 total years of service

Report of the Auxiliary: No report

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Pacheco/ Second/ Daly: To purchase ESO Fire Reporting software at a cost of \$7,330.50 to replace the sunsetting Zoll Fire Reports. Passed 4-0.

Motion/ Daly/ Second/ Pacheco: To authorize Chief Vena to purchase up to \$500 of cars for training, from Training budget. Passed 4-0.

Motion/ Daly/ Second/ McGill: To authorize up to \$450 for the purchase of UNDERCOVER SwingCase Truck Bed Storage Box (\$399.98 + S&H). Passed 4-0.

Motion/ Pacheco/ Second/ McGill: To issue permissive referendum for \$34,000 of HVAC repairs and upgrades to be taken from the Building Reserve Fund. Passed 4-0.

Motion/ McGill/ Second/ Daly: To approve repairs and upgrades of HVAC system by JD Warren for \$34,000 pending successful passing of permissive referendum. Passed 4-0.

Motion/ Pacheco/ Second/ Daly: To approve General Fund expenditure of \$3,650 for HVAC repairs and upgrades of non-ASME expansion tank, and relocation of wall sensor and additional return in bunk room area. Passed 4-0.

Motion/ Daly/ Second/ Pacheco: To approve GBFC Auxiliary patch. Passed 4-0.

Motion/ McGill/ Second/ Daly: To approve Lindsey Weitz of 9 Dynamo Ct as operational member, having passed all medical exams, licensing, and background check and approved by GBFC. Passed 4-0.

Motion/ McGill/ Second/ Daly: To approve Shane Bracken of 1144 Godfrey Ln as operational member, having passed all medical exams, licensing, and background check and approved by GBFC. Passed 4-0.

Motion/ Daly/ Second/ Pacheco: To approve \$1MM cyber insurance coverage by One Group Risk Management with \$1,815.67 prorated premium. Passed 4-0.

Motion/ Daly/ Second/ Pacheco: To authorize sidewalk repairs at River Rd Station to be performed by Joe Frank at a cost of \$1,400. Passed 4-0.

Motion/ Pacheco/ Second/ Daly: To declare Paratech struts surplus. Passed 4-0.

Motion/ McGill/ Second/ Daly: To authorize Chief to sell or otherwise dispose of consistent with law the Paratech struts as is and with no representations or warranties. Passed 4-0.

Motion/ Pacheco/ Second/ Daly: To direct Secretary to publish permissive referendum. Passed 4-0.

Motion/ Pacheco/ Second/ Daly: To adjourn to Executive Session to discuss future hires and County EMS plans at 8:00 pm. Passed 4-0.

Motion/ McGill/ Second/ Pacheco: To return to Regular Session at 8:52 pm. Passed 4-0.

Motion/ McGill/ Second/ Daly: To authorize letter to be sent to Village of Scotia Mayor, Village of Scotia Fire Chief, and Niskayuna Town Supervisor signed by Chairman.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.

Motion/ McGill/ Second/ Pacheco: To authorize letter to be sent to Chair of County Legislature, Clerk of County Legislature, County Legislator Tom Constantine, County Legislator Michelle Ostrelch, and Niskayuna Town Supervisor, stating our position on the funding of the County EMS proposal.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.

Motion/ Pacheco/ Second/ McGill: To adjourn the meeting at 8:56 pm. Passed 4-0.

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

Respectfully submitted by:

Anne Heller

Secretary

Niskayuna Fire District No. 1