

Minutes of Regular Meeting July 9, 2025

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

Also Present: Chief Vena, Chief Fritz, Attorney Alyssa Snyder, NPFA President John Baker, GBFC Treasurer Steve Vena, Administrative Assistant Michelle Mazuryk, Capt. Patrick Griffiths, Treasurer John Splendido, Secretary Anne Heller

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

Motion/ Daly, 2nd / Pacheco: To approve June 11, 2025, **regular** monthly meeting minutes. As read. Passed 5-0.

CORRESPONDENCE:

- Thank you note from Mary Socha
- Letter from Utica National Insurance Group dated June 04, 2025 providing positive feedback regarding the on-site risk assessment on May 29, 2025
- Notarized copy of June 13, 2025 Permissive Referendum notice (\$34,000 to be expended from Building reserve account for HVAC upgrades)
- Letter from Town of Niskayuna Zoning Board of Appeals dated June 23, 2025 granting the rear setback area variance for the shed to be constructed at Balltown Rd station
- June-July 2025 Fire District Affairs newsletter from the Association of Fire Districts of the State of New York
- June 11, 2025 letter from the Board to Scotia Mayor regarding NFD1's financial independence from the Town of Niskayuna
- June 11, 2025 statement from the Board concerning ambulance service plans for the County of Schenectady

PRIVILEGE OF THE FLOOR: None

BILLS: Commissioner Poupore reviewed the bills.

Motion/ Daly, 2nd / McGill: To pay bills for corresponding check #s 61-62 and 20248-20296 from June 10, 2025, through July 9, 2025 totaling \$155,747.32 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of June 2025 were reviewed.

- The comparison sheets for June 2025 vs. 2024 were reviewed.
- Actual versus budgeted expenses through June 2025 were reviewed.
- We are 50% through the year and have spent 52.4% of the budget.

ATTORNEY'S REPORT:

Attorney Snyder Reported:

- The updated Progressive Discipline Policy was reviewed with the Board.
 - The Board recommended the addition of "and Auxiliary" to the list of functions in the "Suspended Member Restrictions" section on the last page of the document.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- The bank statements were reviewed and all looks good.

INSURANCE: No report

MEDIA:

Commissioner Poupore Reported:

- Website updates are underway (posting of documents) to increase transparency.

APPARATUS & EQUIPMENT:

Chief Vena Reported:

Apparatus:

- U-4051 – The striping was completed by AJ Signs at a cost of \$280.
- E-4021 – Was out of service for a few days due to a check engine light and numerous error codes. The problem was the DEF sending unit. It failed which creating emissions issues and caused the error codes. The DEF Tank and sending unit were replaced on 7/8/25 and E-4021 is back in-service.
- Car 408 and 4053 both had air conditioning failures. Walter's repaired both. Expect this to be an expensive bill due to the type of refrigerant used in the system and the need to disassemble the whole front end to access the compressor. This involves disconnecting all the emergency light and siren wiring and is a labor-intensive process.

Equipment:

- The new Res-q-jacks and Auto-Cribit's are in-service on E-4021. Equipment in the compartments was re-organized to be more functional and efficient. We removed the old Paratech Struts, and I am working on selling them if possible..
- We had a failure of one of the power load stretchers while on a call. It was determined to be power related and was repaired. There was no negative impact on patient care.
- Hydro Testing of SCBA bottles is underway. So far one bottle has failed.
- Capt. Griffiths is scheduling demos and obtaining quotes for replacement SCBA, masks and bottles. The PPE committee will be kept apprised and purchasing requests are expected in August.

TECHNOLOGY SERVICES:

Commissioner Pacheco Reported:

- Phish Alert email feature is not being used all that often
- Another meeting with RBS is suggested, as well as reminding everyone to utilize the Phish Alert button

Chief Vena Reported:

- On June 17th we had a loss of external email and our website. Working with RBS and Newkey Media, we determined that our niskayunafire1.org Domain Name registration had expired. It took a while to figure out how to renew it as it was purchased on a 5-year agreement. The renewal messages went to an old unused email account of Retired Chief Lingenfelter. Fortunately, he was able to locate old login credentials and access the account. We updated the contact info to me and initiated another 5-year renewal at a cost of \$118.10 total.
 - On a related note, we may need to switch to a .gov domain. Attorney Serio is researching whether this is a requirement or not. Recently the Town announced they were switching.
 - Commissioner Poupore will follow up on the move to .gov domain
- ESO Fire reporting software account has been established. We are working through the setup process but ran into a roadblock when it was discovered the NFIR's have not been submitted to the State or USFA since 2022. There are more than 6,000 records currently going through the upload process and when complete, we can continue setting up in ESO.
- The three remaining computer workstations and the new IaR computers were installed. River Road station now has a working IaR display in the apparatus bay and the console room.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Daly Reported:

- Shed approved by Zoning Board of Appeals, now will go back to Planning Board for approval on Monday 07/14/25.

Chief Vena Reported:

- HVAC – upon expiration of the permissive referendum, I am looking for permission engage JD Warren for the work proposed at last month's meeting as recommended by the Facilities Committee.
 - Chairman Woehrle noted that approval was granted at the prior meeting to proceed upon the expiration of the permissive referendum on 07/13/25.
- Carpet Cleaning is scheduled for Friday July 18th.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- At the June meeting, time was spent updating Civil Service job description for Fire Chief and creating a job description for a new position Assistant Fire Chief which is in the Strategic Plan.
- CPAT was today, interviews to fill open positions in the district will be held on Saturday 06/12/25 and Sunday 06/13/25.

ELECTIONS: No Report

PROTECTIVE GEAR & UNIFORMS:

Commissioner McGill Reported:

- The committee will work with a local vendor for District apparel order.

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- Monthly reports have been issued.

INSPECTION & INSTALLATION BANQUET: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

- The CPAT test for new candidates is on July 9th at 09:00 at Utica Fire Academy. Out of the 23 candidate names released to us by Civil Service, four have declined continuation in the employment eligibility process. Four have already passed the exam and 15 are scheduled for testing. I will give an update on the results at the BOFC Meeting.
 - Update: 10 of 15 candidates passed CPAT test today, giving us 14 candidates eligible for interviewing for the 6 positions we have available
- 6/20/2025 – NFD 2 Assistant Chief Tom Henery and I met with Town Supervisor Erin Cassady-Dorion on our concerns and potential impact of the County Ambulance Implementation. We met for nearly two hours, and it was an excellent conversation.
- Access Health was utilized for a test run of a fire department physical. The scheduling, physical itself and the paperwork turn-around was easy and impressive. I recommend we switch to them moving forward. The overall costs are in line with Ellis Works' fees.
- 6/23 Community CPR-STB was the final of two sessions with 7 district residents in attendance.
- 6/30 In-service for Res-q-jacks and Auto-Cribs, 10 career and 7 volunteer members attended.
- Summer Enrichment Program starting 7/14, Lt. Persons was fingerprinted and background checked to be cleared by the school district to run program. This is a NYSED requirement and in addition to Lt. Persons, FF Dan Elliott is also cleared. The program only runs if at least one of these two firefighters are present. The program will be delivered on the Rosendale Elementary school grounds this year.
- Niskayuna Community Foundation has awarded GBFC with a \$2,500 grant for smoke and CO alarms. The timing is good because our current stock are nearly depleted.

- Lt. Persons has also initiated discussion with GBFC about further financial support from the Fire Company for these life-saving devices in accordance with our Mission and Vision Statements. With the grant just coming in, discussion will continue.
- NFPA released the Fire Prevention Week theme for this fall (Oct 5-11) "*Charge into Fire Safety: Lithium-Ion Batteries in your home.*" Lt. Persons and the Fire and Life Safety Educator Team will be working to develop visual aids and soliciting ideas to help promote and deliver this education topic along with the staple topics we normally deliver.
- Notable incidents:
 - June 23rd - NFD 1 firefighters assisted Stanford Heights Fire Department with a cellar fire on Fairfax Ave.
 - June 22nd - For some brevity – NFD 1 personnel assisted Niskayuna Police with the removal of a Wooden Coffin type box, with a note affixed to it saying, "Dracula Coming Soon." This was found leaning against a telephone pole in front of St. Kateri School.
 - July 4th – NFD 1 firefighters assisted Schenectady Fire Department with two structure fires on Avenue A.
- **Requesting an Executive session to discuss an operational agreement.**

Department Activity	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
June Incidents	205	228	206	212
EMS	134	168	156	135
Fire/MVC/Other	71	60	50	77
Total YTD (6/30)	1360	1317	1093	1260

- Mutual Aid Requested 27
- Mutual Aid Denied 10
- Actual Mutual Aid Given 17
- Mutual Aid Received 4

Other Activities:

Emergency Callback	53.5 Staff Hours
Department Training	184.75 Staff Hours
Duty Crew Hours	7.5 Staff Hours

Chief Fritz Reported: No Report

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

Report of the Grand Boulevard Fire Company: No Report

Report of the Auxiliary: No report

OLD BUSINESS: None

NEW BUSINESS:

Motion/ Daly/ Second/ McGill: To issue permissive referendum for \$7,997 to be withdrawn from Building Reserve account for purchase and installation of utility shed and pad. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To approve revised Code of Ethics. Passed 5-0.

Motion/ McGill/ Second/ Pacheco: To approve updated Fire District Rules and Regulations. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To approve a New Position of Duty Statement for Assistant Fire Chief with the Schenectady County Civil Service Commission. Passed 5-0.

Motion/ Poupore/ Second/ McGill: To approve purchase of NFPA 2025 Fire Prevention Week Theme materials for school district (1 box of posters, 2 banners, and 25 boxes of activity booklets) at a cost of \$870.90 (up to \$950 if shipping charges). Passed 5-0.

Motion/ Poupore/ Second/ Pacheco: To approve purchase of various fire prevention items including helmets, bracelets, balls, pencils and miscellaneous public awareness items for a cost of \$2,300. Passed 5-0.

Motion/ McGill/ Second/ Poupore: To approve six NCSD students to utilize NFD1 PPE not issued to active members during the SEP. Passed 5-0.

Motion/ Poupore/ Second/ McGill: To approve utilization of apparatus, fire & EMS equipment, and training props for the students attending the SEP. Passed 5-0.

Motion/ Poupore/ Second/ Pacheco: To adjourn to Executive Session to discuss volunteer personnel matters and operational agreement at 8:08 pm. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To return to Regular Session at 8:30 pm. Passed 5-0.

Motion/ McGill/ Second/ Pacheco: To hold a special meeting on Wednesday July 16, 2025 at 7:00pm for the hiring of new firefighter-paramedics and firefighter-paramedic trainees and any other business to come before the board.

Motion/ McGill/ Second/ Pacheco: To adjourn the meeting at 8:30 pm. Passed 5-0.

The next regular business meeting will be held on Wednesday, August 13, 2025, at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary
Niskayuna Fire District No. 1