

Minutes of Regular Meeting September 10, 2025

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

Also Present: Chief Vena, Chief Fritz, Attorney Alyssa Snyder, Treasurer John Splendido, Secretary Anne Heller, Chief's Administrative Assistant Michelle Mazuryk, NPFA Vice President Bob Wessels, GBFC President Shiloh Lieberman, GBFC Treasurer Steve Vena, GBFC Aux. President Lynne Daly, Lt. Nick Persons

The Meeting was called to order at 7:02 pm by Chairman Woehrle.

Motion/ Poupore, 2nd / McGill: To approve August 13, 2025, **regular** monthly meeting minutes. As Read. Passed 5-0.

CORRESPONDENCE:

- Notarized legal notice of permissive referendum published in The Daily Gazette on 08/15/25 – authorizing expenditure of \$303,000 from Equipment reserve account for SCBA, facepieces, and cylinders.
- August 2025 thank you note from Niska-Day Co-Chairs
- 08/20/25 thank you note from Town for participation in National Night Out event
- 08/25/25 Schenectady County Civil Service Commission New Position Duties Statement for the position of FF Paramedic – Trainee
- 08/25/25 Letters from Town Assessor's Office indicating 2025 Final Assessment Roll Totals as of 07/01/25 for Fire District #s 1, 2, and 5.
- 09/05/25 Email from Mike McEvoy, Saratoga County EMS Coordinator on behalf of Saratoga County EMS expressing gratitude for support following the loss of Flight Paramedic Kevin J. Robert

PRIVILEGE OF THE FLOOR:

None

BILLS: Commissioner Poupore stated that he has reviewed all the bills.

Motion/ McGill, 2nd / Pacheco: To pay bills for corresponding check #'s 20358-20410 and QuickCheck 4 & QuickCheck7 from August 8, 2025, through September 10, 2025 totaling \$153,057.85 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of August 2025 were reviewed.
- The comparison sheets for August 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through August 2025 were reviewed.
- We are 67% through the year and have spent 64.8% of the budget.
- John has been working on the budget and will meet with the Chief in the next 7-10 days.
- Chairman Woehrle noted that the Finance Committee will meet at a date TBD and after that, a budget workshop for the full Board will be held.

ATTORNEY'S REPORT:

Attorney Snyder Reported:

- Accident Committee draft changes will be finalized and sent to the Board for review.
- Attorney Serio is making changes to the Mutual Aid Agreement and will circulate it for review.
- Regarding the 1997 Saulsbury Engine sold to the City of Amsterdam in 2017: Amsterdam needs the title in order to donate the engine to BOCES, but the title does not exist. Board will need to make a resolution authorizing Chief Vena to initiate a corrective filing with the DMV in order to recreate the chain of title. Title will then be transferred to Amsterdam, and then Amsterdam will transfer title to BOCES.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- All accounts were reviewed and everything looked good.
- Date will be set to meet with Chiefs and Finance Committee.

INSURANCE: No Report

MEDIA:

Commissioner Poupore Reported:

- Commissioner Poupore provided a review of recent press releases and circulated associated newspaper articles.
- Media training to be scheduled
- Website photos will be updated
- Website transition to .gov will be looked at

APPARATUS & EQUIPMENT:

Commissioner Woehrle Reported:

- E-4021 was involved in minor collision as noted in Chief Vena's report

Chief Vena Reported:

- Chief Fritz's car is still experiencing lighting issues. It will be going back over to Upstate Plow and Truck Body for repair this week. *(Update per Chief Fritz: bulbs were replaced and issue is fixed)*

- 9/4/25 - E-4021 was involved in a minor property damage collision while at the scene of an emergency call. There were no injuries and no damage to the Engine. The other vehicle sustained minor rear bumper damage. Incident report, and insurance claim have been filed.
- SCBA – Hydrostatic testing of all current SCBA cylinders has been completed. Two bottles failed and are not repairable. They have been taken out of service and disposed of.
 - Upon passage of the permissive referendum to purchase replacement SCBA, I will be looking to place the order as soon as possible. The PPE and Uniforms Committee, along with Treasurer Splendido should discuss the funding strategy so that we may proceed.
 - *Commissioner McGill noted per discussion with Treasurer Splendido, the strategy is to buy what we need without financing.*
- We are still awaiting the delivery of the Bell Reducers previously ordered from NY Fire Equipment. The first version that arrived had the wrong threads for our District and needed to be returned.

TECHNOLOGY SERVICES:

Chief Vena Reported:

- ESO Fire reporting software set up continues and the import of data is ongoing. The occupancy lists have been updated, and the Properties Module should be able to go live soon.
- Policy Builder – September 3rd I met with the owner and Executives of Policy Builder here at BR Station. We discussed challenges we are facing with the review process and how best to move forward. The most significant issue discussed was the requirement to schedule virtual meetings for every policy review how difficult that is with work schedules, emergency calls and limited volunteer availability during business hours. Suggestions were well received, and they committed to implementing improvements.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- Maltese and Fire District Lettering light fixture need bulbs replaced. Comalli can locate 4ft bulbs unable to locate 3ft bulbs.
- I will be meeting with Comalli Electric for replacement quote to replace Maltese and Fire District Lettering light fixture if 3ft bulbs are not available.
- Shed ordered, pad installed
- Clark Myers paved out front where grass was, and cleaned the area near handicapped parking free of charge
- 2 quotes received for sealcoating: Clark Myers and Smith's. Recommend going with Clark Myers.

- JD Warren will start HVAC repairs & upgrades soon
- KONE elevator technicians diagnosed problem and advised replacing the packing for a cost of \$3,614.15
- River Rd Station – cleaning estimate received from Night Rider at a cost of \$1,275

Chief Vena Reported:

- HVAC – The last piece of equipment came in Monday 9/8 for the approved repairs/upgrades. JD Warren will be starting tentatively Thursday 9/11.
- Carpet and Chair Cleaning – FF/P Ruth obtained a quote from Oxi Fresh to clean and sanitize the carpet at the River Road Station and 76 upholstered chairs at both stations. The quote is \$1,200 we recommend proceeding.
- The Balltown Road Generator PM was completed on 8/28/25. The only recommendation is to replace the radiator cap at the next service interval in February.
- The River Road generator's service contract expired, and I am soliciting quotes.
- 8/29/25 – The quarterly sprinkler system inspection was performed, and a leaky ball valve was identified in the FDC piping. Repair quote is for \$1,314 and I recommend approving. The inspection reports and repair quote were forwarded to the Facilities Committee.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- The next committee meeting will be September 25

Commissioner Woehrle Reported:

- The 7 new hires fulfilled the following: 4 to fill retirement vacancies and 3 to follow the strategic planning model (including hires we couldn't make in prior years due to lack of candidates)

ELECTIONS: No Report

PROTECTIVE GEAR & UNIFORMS:

Commissioner McGill Reported:

- An account was set up with Best Cleaners – uniforms can be dropped off at Best Cleaners for cleaning
- I am working with a new vendor for Commissioner and District staff dress shirts and will hopefully have samples to show at the next meeting.

Chief Fritz and Chief Vena Reported:

- Uniform inspection of volunteer company will be set
- We need a good inventory of all uniform pieces to know what needs to be ordered

SERVICE AWARDS PROGRAM: No Report

INSPECTION & INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- Inspection items that haven't been addressed at River Rd Station will be taken care of with the cleaning performed by Night Rider

REPORT OF THE CHIEFS:

Chief Vena Reported:

- Lt. William Sims is officially retired as of August 30th. His retirement worksheet has been completed and submitted to Treasurer Splendido.
- I am working on the necessary paperwork for our new volunteers who have completed certain training courses to apply for the NYS Volunteer Firefighter Stipend through OFPC.
- Amsterdam Fire Chief Anthony Agresta contacted me regarding the 1997 Saulsbury Engine we sold to them back in 2017. The Certificate of Origin was not signed back then, and they are looking for a signature so they can donate it to the BOCES program. Attorney Serio and Snyder were forwarded a copy of the Certificate and the Bill of Sale on 9/03/25. Looking for guidance on how to handle it because the Certificate of Origin appears to require an odometer statement, and I am unable to factually provide that.
- 8/13/25 - NCSD Special Education Fire and Life Safety Education Detail at Hillside School. We provided education for 25 students with various neurodivergent disabilities and had them tour the engine.
- 9/7/25 - Outreach Detail at Stanley Lane for their annual block party. The crew interfaced with many families, providing education and met two of the five board members and grant reviewers from the Niskayuna Community Foundation. They were very happy about our smoke alarm program for the community. The crew also handed out a volunteer application to an eager resident.
- NYSED Inspections for the schools are ongoing and FF/P Agans has been working tirelessly to complete them. There have been numerous issues encountered this year requiring correction and delaying completion.
- FF/P K. Seiden is requesting approval to attend the Vital Signs Conference in Syracuse for the purpose of EMS education and to research new practices and equipment during the vendor presentations and exhibits. This is budgeted for in accounts .452 and .483.
- Firefighters Nolan, Plakas, Ruth and Seiden are requesting approval to attend the NYSAFC "Fire Behavior on the Inside" training in Glenville. This is an 8-hour class on either October 18th or 19th and is budgeted for in account .484.
- Firefighter Nolan is requesting approval to attend the Fire and Emergency Services Instructor 1 program in November. This is a 42-hour course held in Albany. There is registration fee and it is budgeted for in account .484.
- NFD 1 personnel attended the wake and funeral for the Line of Duty Death of Kevin Robert. We provided an Engine as part of the processional escort from the funeral home in Waterford to the Church in Clifton Park. It was an emotional and heartfelt tribute to an outstanding medical provider, educator, and former firefighter. His death occurred in flight while treating a critical trauma patient. NFD 1 personnel also staffed an ambulance to provide coverage to Southern Saratoga County out of our River Road Station so Clifton Park Halfmoon Ambulance Corp. could attend the services.
- Planning is under way for the Annual Open House. It is scheduled for Saturday 10/25/2025 from 12:00–15:00.

- Garrison Fire Rescue is having a 50th Anniversary Open House on September 18th. They will be having equipment and apparatus demonstrations from vendors they are a dealer for.
- August 17th – 1461 Baker Ave. We had a residential structure fire that without working smoke alarms likely would have claimed the lives of two adults and two children. Sadly, the family cat did succumb to smoke inhalation.
- September 4th – 1 Alice Wagner Way Building 4. We had a fire in an apartment and our firefighters through quick work, relying on their training and equipment, rescued a civilian who was unconscious and barricaded behind her door with an illegal drop bar. I feel it's important to point out that the BOFC at the June 12, 2024 board meeting, on the recommendation of the Equipment Committee and Chief Lingenfelter, authorized the purchase of new Thermal Imaging Cameras. One of these new cameras was crucial to locating the victim and the fire more rapidly than conventional search would have. Great job to the on-scene crew and specifically Lt. Baker who forced the door and removed the dog and Lt. Kaszuba who removed the victim. This happened simultaneously as other NFD 1 members were stretching attack lines and securing a water source. While they are downplaying it, the work they did saved a human life and her pets. To say I am very proud of our firefighters is an understatement!!

Department Activity	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
August Incidents	205	216	185	209
EMS	130	153	144	134
Fire/MVC/Other	75	53	41	75
Total YTD (7/31)	1812	1756	1491	1703

- Mutual Aid Requested 12
- Mutual Aid Denied 5
- Actual Mutual Aid Given 7
- Mutual Aid Received 4

Other Activities:

Emergency Callback	42	Staff Hours
Department Training	336.25	Staff Hours
Duty Crew Hours	62.75	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:

- Good progress is being made in balancing the budget and creating financial stability for the future
- External audit quotes are being pursued
- Clambake 09/27: signup sheet on bulletin board
- \$2,500 grant contributed for smoke & CO detectors

Chief Fritz Reported:

- Chief will submit the Fire Company as a participant in the City of Schenectady Christmas Parade

Report of the Auxiliary: No Report

OLD BUSINESS: No Report

NEW BUSINESS:

Motion/ Daly/ Second/ Poupore: To clean and sanitize the carpet at River Road Station and 76 upholstered chairs at both stations by OxiFresh at a cost of \$1,200. Passed 5-0.

Motion/ McGill/ Second/ Daly: To hire SRI Fire & Security to replace the *Leaking ½" Ball Drip on FDC* at a cost of \$1,314. Passed 5-0.

Motion/ McGill/ Second/ Poupore: To approve FF/P Seiden to attend the Vital Signs EMS Conference 11/13-11/15 in Syracuse, NY at a cost not to exceed \$500. Passed 5-0.

Motion/ Poupore/ Second/ Pacheco: To approve FF/P's Nolan, Plakas, Ruth and Seiden to attend the NYSAFC "Fire Behavior on the Inside" training in Glenville at a cost of \$1,200 plus overtime. Passed 5-0.

Motion/ Daly/ Second/ McGill: To approve FF/P Nolan to attend the Fire and Emergency Services Instructor 1 program in November at a cost of 42 hours overtime. Passed 5-0.

Motion/ Daly/ Second/ McGill: To approve Chief Vena to utilize the district vehicle to attend Garrison Fire Rescues 50th Anniversary Open House on 9/18. Passed 5-0.

Motion/ Daly/ Second/ Poupore: To approve Chief Vena to attend the Career Chief's meeting in Peekskill on September 23rd at a cost of \$40 and use of the district vehicle. Passed 5-0.

Motion/ McGill/ Second/ Poupore: To approve Clark Myers to sealcoat Balltown Rd parking lot at a cost of \$5,400. Passed 5-0.

Motion/ Daly/ Second/ McGill: To approve KONE to replace the defective elevator packing at a cost of \$3,614.15. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To approve Night Rider to clean at River Rd Station at a cost of \$1,275. Passed 5-0.

Motion/ Daly/ Second/ McGill: To purchase 30 SCBA, 30 AV3000HT Facepieces, 60 cylinders, 2 RIT PACK III and 2 RIT PACK 75-minute cylinders for a sum not to exceed \$303,000 from the Equipment reserve account upon expiration of permissive referendum. Passed 5-0.

Motion/ Poupore/ Second/ McGill: To authorize Chief Fritz to decide appropriate equipment for City of Schenectady Christmas Parade. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: Resolution to authorize Chief Vena to initiate a corrective filing with the Department of Motor Vehicles in order to recreate the chain of title for the 1997 Saulsbury engine. Passed 5-0.

Motion/ Poupore/ Second/ McGill: To adjourn the meeting at 8:29 pm. Passed 5-0.

The next regular business meeting will be held on October 8, 2025, at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary
Niskayuna Fire District No. 1