

Minutes of Regular Meeting October 8, 2025

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

Also Present: Chief Fritz, Attorney Greg Serio, Treasurer John Splendido, Secretary Anne Heller, Chief's Administrative Assistant Michelle Mazuryk, NPFA President John Baker, GBFC Treasurer Steve Vena, Lt. Nick Persons, Denise Palyo (Upstate Agency Insurance)

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

Motion/ Poupore, 2nd / Pacheco: To approve September 10, 2025, **regular** meeting minutes. As Read. Passed 5-0.

Motion/ Pacheco, 2nd / Poupore: To approve September 29, 2025, **special** meeting minutes. As Read. Passed 5-0.

CORRESPONDENCE:

- Notarized legal notice of 2026 Budget Workshop meeting published in the Daily Gazette on 09/23/25
- Official notification of address change received from Captain Griffiths, FF Vinehout, and Lieutenant Persons
- Notification of CAFDA Fall Educational Seminar on 11/01/25
- Letter from NFD1 Board to Schenectady County Civil Service requesting to be included in the next Lieutenant/Paramedic and Fire Captain/Paramedic exams scheduled for 2026 and to change the Minimum Qualifications for Fire Lieutenant/Paramedic from Two years to Four years of permanent status as Firefighter/Paramedic.
- Note of appreciation from Hannah Cripps, Community Ambassador for Mission BBQ on Central Avenue in Colonie.

PRIVILEGE OF THE FLOOR:

None

Motion/ McGill, 2nd / Pacheco: To adjourn to Executive Session to discuss a contract matter at 7:01 pm. Passed 5-0.

Motion/ Poupore, 2nd / McGill: To return to Regular Session at 7:53 pm. Passed 5-0.

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

Motion/ McGill, 2nd / Pacheco: To pay bills for corresponding check #'s 20411-20474, QuickCheck10-13, QuickCheck16-17, QuickCheck21, and QuickCheck23 from September 11, 2025, through October 8, 2025 totaling \$686,444.12 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of September 2025 were reviewed.
- The comparison sheets for September 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through September 2025 were reviewed.
- We are 75% through the year and have spent 78.1% of the budget.
- The partner at Cusack & Company CPAs who performs our outside audit is retiring and his clients are being transferred to MMB+CO. John will reach out to the partner at MMB for cost quote.

ATTORNEY'S REPORT:

Attorney Serio Reported:

- Upon review, the credit application furnished to NFD1 by DiVal Safety Equipment is unnecessary because we do not purchase on credit.
- Attorney Serio received feedback from the Board on various policies and will make the requested changes.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- All accounts were reviewed and everything looked good.
- 10/21/25 7 pm Budget Hearing followed immediately by special meeting to approve budget.

INSURANCE: No Report

MEDIA:

Commissioner Poupore Reported:

- Media training was held on Friday and was attended by Chief Vena and 3 others
- Commissioner Poupore complimented Lieutenant Persons on his recent interview regarding Fire Prevention Month

APPARATUS & EQUIPMENT:

Chief Vena Reported:

Apparatus:

- 9/26/25 – A-4081 – VFF M. Grygiel clipped the fender of A-4082 while moving the vehicle in our parking lot to attend a football standby. There was no damage to 4082 and the damage to 4081 was limited to the driver's side Fender Flare. Replacement part is on order.
- 9/30/25 – E-4021 – FF/P R. Wessels was backing into the station at 04:30 hours after returning from an emergency call and clipped the passenger side mirror against the building at the South

side overhead door. The mirror is broken, and parts are on order. There was no damage to the building.

- 10/1/25 – A-4081 – VFF S. Bracken was driving on Palmer Avenue while transporting a patient to Ellis Hospital. There was a line of vehicles parked on the Right side (headed towards Grand BLVD) and an oncoming school bus. VFF Bracken moved too close to the parked vehicles and scraped a parked minivan. Damage to A-4081 was limited to the passenger side Rub Rail Skirt and the Fender Flare. Parts are on order. FF/P G. Pelliccia believes he can perform the repairs in house when the parts are received. This incident was reported to our insurance company.
- 10/2/25 – A-4081 (yes again) – FF/P Wessels was traveling Northbound on Van Antwerp Road when a commercial vehicle pulled out of Story Avenue onto Van Antwerp. The driver's side mirrors on both vehicles clipped each other. Minor damage occurred in the way of scratched plastic and the blind spot mirror popped out that was glued in. We are researching repair options that do not include replacement of the entire mirror unit.
- Unrelated to the incidents above, our ambulances have had mounting repairs needed and have spent significant time in the repair shop. We have had some instances where we have been down to only one serviceable ambulance. Walter's has been doing a great job addressing the mechanical and electrical issues (some computer based). The fleet is showing its age.

Equipment:

- SCBA – The order was placed for SCBA with DIVAL and the lead time is anticipated to be 30-45 days.
- We received 3 of the 6 Bell Reducers previously ordered from NY Fire Equipment. The other 3 are in production and should be received in the next few weeks.
- We need additional portable fire radios. One of which shall be for Chief Fritz. We have learned that certain occupancies require the use of a "ground channel" for direct communication. While on a ground channel, you are unable to communicate with dispatch. As an incident commander, the ability to communicate with operating personnel and dispatch are crucial. Attached is a proposal from BEARCOM that falls under Schenectady Counties special pricing they obtained when purchasing the original radios during the upgrade to digital. This contract is set to expire early next year. As such, I recommend initiating a Permissive Referendum for up to \$20,000 from our Communications Reserve Account to purchase Portable Radios and all necessary accessories in accordance with Schenectady Counties Specification in the attached quote.

TECHNOLOGY SERVICES:

Chief Vena Reported:

- ESO Fire reporting software set up continues and the import of data is ongoing. Capt. Griffiths and Lt. Persons are working on the Properties Module and uploading 200+ commercial occupancies. Capt. Griffiths and I are attending ESO's in-person NERIS training in Saratoga from 19:00-21:00 during the BOFC meeting.

- RBS is working on the Phishing reporting issue and PAB dysfunction in the Microsoft 365 Environment. They are also working on determining why the monthly training is not being sent out to users.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- Clark Myers sealcoated & restriped the driveway/parking lot
- Comalli replaced the bulbs in the Fire District sign. One light is not working. Comalli recommends replacing all drivers in the lights.
- KONE ordered the packing for the elevator, packing will be installed next week.
- Shed being delivered Tuesday 10/14/25.
- JD Warren performed all authorized work
- Catch basins and grease trap were pumped out
- River Rd Station was deep cleaned by Night Rider
- Cleaning of River Rd Station rugs & chairs and Balltown Rd chairs coming up
- Chiefs Vena & Fritz cut off the conduit from the old traffic light pole with a grinder and removed the concrete pad for old siren. The area of the old traffic light and siren concrete pad was then covered with topsoil and grass seeded.
- Boulders were placed near the handicapped parking spots in front of the building to protect the gas line and keep the small rocks contained to that area

Chief Vena Reported:

- HVAC – The previously approved upgrades and repairs have been completed. The job consisted of installation/repair of:
 - Expansion Tank on the water heater
 - Replacement of the mixing valve
 - Replacement of the PTAC in the fitness center
 - Replacement of the Controls for the Makeup Air Unit in the basement
 - Installation of two dehumidifiers in the basement
 - Installation of a return in the bunk room and relocation of the wall sensor to an interior room.
- Elevator Room – awaiting the installation of the exhaust fan in the machine room.
- 9/15/25 – The catch basins / grease traps behind the station were pumped out by Big Willy's Septic. They were full and he recommends pumping them every 5 years.
- Carpet and Chair Cleaning – FF/P Ruth has scheduled Oxi Fresh to clean and sanitize the carpet at the River Road Station and 76 upholstered chairs at both stations on 10/17 and 10/21.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- The committee met, and going forward will hold quarterly (rather than monthly) meetings
- A new strategic plan will be needed in 18 months.

ELECTIONS:

Commissioner Daly Reported:

- Commissioner Kevin McGill will be running in the upcoming election

PROTECTIVE GEAR & UNIFORMS:

Commissioner McGill Reported:

- I am working on getting proofs of the new Commissioner and District staff shirts, and I am hoping to have the shirts by the Open House on 10/25/25.
- SCBAs ordered

SERVICE AWARDS PROGRAM: No Report

INSPECTION & INSTALLATION BANQUET: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- We received the Titles from DMV for all the fire apparatus. Looking for guidance from our attorney on how to complete Section 1 – Transfer by Owner. Two questions:
 1. I am unable to factually state the mileage, what do I put in this section as it's a misdemeanor to falsify it and it says if it's not filled out, the new owner can't Title it?
 2. What date should I use when signing the seller's section. Should it be the actual date I sign it, or does it get back dated to when the sale occurred, which was 7/20/2017?

Operations:

- The Fire Prevention theme this year is Lithium-Ion Battery Safety. Lt. Persons and the FLSE team have a developed curriculum for two different elementary age groups for this year (K-2 & 3-5).
- 9/14 Carrott Fest staffed by FF Nolan, FF Seiden, and Past Chief Luft. The event was a success, members gave out almost our entire stock of NFD1 cooking mitts, while promoting cooking safety messaging.
- 16 total Fire Prevention and Public Outreach Details are scheduled for the upcoming month, including all the elementary schools and local daycare centers. We are also all set for the open house on the 25th from 12:00-15:00 and we will be participating in District 2's open house as well.
- Captain Griffiths and I attended the Instructor Authorization for the new OFPC Standpipe class.
- FF/P R. Agans has completed the initial NYSED Inspections for the schools. Now in progress are re-inspections to ensure violations have been corrected.
- In response to the uptick in vehicular incidents with district apparatus, we are reevaluating our driver training program and expect to make some modifications. Details to follow when they are

solidified. In the meantime, Chief Fritz can report on our discussions and thoughts for moving forward.

- All the new recruits are all progressing as expected. The recruits in the academy are doing well and are at the midway point in their academy training. Seven more weeks to go and graduation is November 26th.

Notable incidents:

- 9/15/25 – We responded to a fatal motorcycle crash on Route 7 at Mohegan. As you are aware, this drew strong media attention and a press conference at the State Capital with Assemblymember Smullen and Senator Fahy calling for improved safety on Route 7 corridor and specifically in the Bellevue Corridor. For support and solidarity, I attended this press conference along with Town Supervisor Cassady-Dorion, NPD Chief Kochan and Deputy Chief Twitty.

Department Activity	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
September Incidents	224	236	228	227
EMS	152	154	168	148
Fire/MVC/Other	72	82	60	79
Total YTD (7/31)	2036	1992	1719	1931

- Mutual Aid Requested 18
- Mutual Aid Denied 9
- Actual Mutual Aid Given 9
- Mutual Aid Received 7

Other Activities:

Emergency Callback	43	Staff Hours
Department Training	373.75	Staff Hours
Duty Crew Hours	127.75	Staff Hours

Chief Fritz Reported:

- Chief Vena is requesting Attorney Serio's input on the title for the rig sold to Amsterdam
 - Attorney Serio stated that he will call the General Counsel at the DMV and report back to Chief Vena
- Chiefs Vena & Fritz are exploring options for CDL training and will report back
- New portable fire radios are needed as described in Chief Vena's report

Report of the Niskayuna Permanent Fireman's Association:

NPFA President Baker Reported:

- Expressed appreciation to Commissioners Woehrle & Pacheco for working with him on a few items

Report of the Grand Boulevard Fire Company:

Treasurer Vena Reported:

- The clambake was successful – event went well and came in under budget
- Upcoming meeting Monday 10/13/25
- Treasurer Vena & Lieutenant Persons finalized the smoke detector program this morning at a total cost of \$3,500
- Open House on 10/25/25

Chief Fritz Reported:

- 5 applications for new membership were received and will be worked on in the next 4 weeks

Report of the Auxiliary: No Report

OLD BUSINESS: None

NEW BUSINESS:

Motion/ Daly/ Second/ McGill: To issue a Permissive Referendum for a sum not to exceed \$21,400 from the Computer/Communication Reserve Account for the purchase of portable radios & accessories as well as a computer, monitor, keyboard, and mouse for the Commissioners. Passed 5-0.

Motion/ Daly/ Second/ McGill: To purchase portable radios & accessories as proposed pending the passing of the permissive referendum. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To purchase a computer, monitor, keyboard, and mouse for the Commissioners as proposed pending the passing of the permissive referendum. Passed 5-0.

Motion/ Poupore/ Second/ Pacheco: To approve FF/Paramedic Trainee Position Contract Appendix B.

Roll Call:

Commissioner Pacheco - YES

Commissioner Daly – YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 5-0.

Motion/ Daly/ Second/ Poupore: To approve the purchase from Grainger of 4 lockers for the Bunk Room for new hires at a cost of \$2,400. Passed 5-0.

Motion/ Pacheco/ Second/ Daly: To approve the following Health Plans for 2025-2026: CDPHP Gold 224 Triple Zero HMO, CDPHP Platinum 131 PPO Copay, Highmark Platinum PPO Plus, and MVP Platinum 5 EPO. Passed 5-0.

Motion/ Pacheco/ Second/ McGill: To adjourn the meeting at 8:45 pm. Passed 5-0.

The Budget Hearing & Special Meeting will be held on Tuesday, October 21, 2025 at 7:00 pm.

The next regular business meeting will be held on Wednesday, November 12, 2025, at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary

Niskayuna Fire District No. 1