

## Minutes of Regular Meeting November 12, 2025

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

**EXCUSED:** Commissioner Daly

**Also Present:** Chief Vena, Chief Fritz, Attorney Alyssa Snyder, Treasurer John Splendido, Secretary Anne Heller, NPFA President John Baker, GBFC President Shiloh Lieberman, GBFC Treasurer Steve Vena, Lt. Ronald Kaszuba, FF/P Anderson, FF/P Warner, FF/P Nolan, FF/P Plakas

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

**Motion/ Poupore, 2<sup>nd</sup>/ Pacheco:** To approve October 8, 2025, **regular** meeting minutes. As Read. Passed 4-0.

**Motion/ McGill, 2<sup>nd</sup>/ Poupore:** To approve October 21, 2025, **special** meeting minutes (Public Budget Hearing and Adoption of 2026 Budget). As Read. Passed 4-0.

### **CORRESPONDENCE:**

- Notarized legal notice of the 10/21/25 Public Hearing for the Proposed 2026 Budget and the subsequent Meeting to Adopt the 2026 Budget, published in The Daily Gazette on 10/04/25
- Notarized legal notice of the Permissive Referendum adopted on 10/08/25 authorizing the expenditure of a sum not to exceed \$21,400 with funds to be expended from the Computer/Communication reserve account to put toward the purchase of portable radios & accessories as well as a computer, monitor, keyboard, and mouse for the Commissioners, published in The Daily Gazette on 10/11/25
- Notarized legal notice of the Permissive Referendum adopted on 10/21/25 authorizing the expenditure of a sum not to exceed \$9,950 with funds to be expended from the Building reserve account to put toward the purchase of a used 30 foot manual lift to assist in repairs of facilities, published in The Daily Gazette on 10/23/25
- 10/21/25 letter to Schenectady County Board of Elections requesting the list of registered voters as of 11/17/25
- 10/21/15 letter to members of the Board of Elections for our Fire District Election notifying them of the 11/25/25 meeting to prepare the registration rolls and the 12/09/25 election
- 11/10/25 letter from Commissioner Kevin McGill indicating his intent to be on the ballot for the Fire Commissioner election on 12/09/25

- Schenectady County Civil Service Commission posting for the position of Firefighter-Paramedic with an exam date of 01/10/26
- Schenectady County Civil Service Commission posting for the position of Firefighter-Paramedic Trainee with an exam date of 01/10/26
- 10/27/25 notification from National Grid of the upcoming installation of a new advanced smart electric meter
- 09/2025 letter from Guardian regarding 2026 Paid Family Leave (PFL) benefit updates, as well as the Employee Statement of Rights for both NYS Disability Benefits and Paid Family Leave, which will be posted downstairs
- Notification from CAFDA of the dates & locations of 2026 Commissioner Training sessions
- Notification from CAFDA of the dates & locations of 2026 Financial Training for all Fire District Officials
- 06/23/25 letter from NYS Assembly Member Phil Steck regarding legislation requiring manufacturers who have ever produced, sold, or distributed Class B firefighting foam with PFAS to recall all such products
- 10/02/25 thank you letter accompanying a donation from Jackie Albanese
- Thank you letter accompanying a donation from Ed & Audrey Moy
- Thank you letter accompanying a donation from Jean Creighton

**PRIVILEGE OF THE FLOOR:** None

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

**Motion/ Poupore, 2<sup>nd</sup>/ McGill:** To pay bills for corresponding check #'s 20479-20485, 20488-20499, 23000-23032, and QuickCheck24-27 from October 9, 2025, through November 12, 2025 totaling \$161,632.43 as reviewed. Passed 4-0.

### **TREASURER'S REPORT:**

#### **Treasurer Splendido Reported:**

- The reserve accounts as of the end of October 2025 were reviewed.
- The comparison sheets for October 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through October 2025 were reviewed.
- We are 83% through the year and have spent 85% of the budget.

### **ATTORNEY'S REPORT:**

#### **Attorney Snyder Reported:**

- Regarding the official transfer of title for the apparatus sold to Amsterdam: the attorneys had a conversation with the City of Amsterdam Comptroller and are putting together an affidavit. The attorneys will receive guidance from the DMV as to how to fill out the mileage on the back of the title transfer document in order to meet DMV requirements.

### **COMMITTEE REPORTS:**

#### **FINANCE:**

#### **Commissioner McGill Reported:**

- All accounts were reviewed and everything looks good.

- 12/30/25 7 pm Special Meeting to review and pay year-end bills and any other business brought before the Board.
- The contract for the new audit firm (Bryans & Gramuglia CPAs, LLC) has been reviewed by the attorneys and is ready to sign.

### **INSURANCE:**

#### **Commissioner Poupore Reported:**

- We currently carry basic coverage for the statutory Volunteer Cancer Coverage – the Committee recommends increasing the coverage with the “All Cancer” rider upon policy renewal.

#### **Chief Vena Reported:**

- It was discovered the statutory Volunteer Cancer Coverage did not include the “All Cancer Rider.” The cost per Class I member would be an additional premium cost of \$45/member and Class II members would be an additional \$39/member annually. I recommend the Board add the “All Cancer Rider” to our coverage for eligible NFD 1 Volunteer Firefighters.

### **MEDIA:**

#### **Commissioner Poupore Reported:**

- NFD 2 is giving an interview on Saturday morning 11/15/25 on Channel 6 regarding Carbon Monoxide Awareness Week.

### **APPARATUS & EQUIPMENT:**

#### **Chief Vena Reported:**

##### **Apparatus:**

- Numerous issues with two ambulances continue to plague us.
  - A-4080 keeps entering limp mode and doesn't allow speeds over 40mph. This is an emissions issue of some sort. The throttle body has been replaced and numerous manual regens to clear the codes. A day or two later the problem returns. Walter's is still working on it along with guidance from the dealership. The latest working theory is a confused computer...
    - Update from Chief Vena: Walter's called and reported a plugged injector, the injector was replaced today and Walter's believes it will be okay going forward
  - A-4082 – electrical issues persist causing dead batteries. Neither us nor Walter's have been able to determine the cause thus far.
    - Update from Chief Vena: Walter's reported that the breaker in the back went bad and needs replacement and cables need to be tightened, Walter's will make those repairs and then see if it starts

##### **Equipment:**

- SCBA Compressor – We are obtaining quotes for replacement to apply for grant funding.
- Cardiac Monitors – Our current LifePak 15's are eight years old. Max service life covered by Stryker is 10 years. We are obtaining quotes for replacement to apply for grant funding.
- The remaining 3 Bell Reducers previously ordered from NY Fire Equipment have finally arrived and have been placed in-service.

## **TECHNOLOGY SERVICES:**

### **Chief Vena Reported:**

- ESO Fire Reporting Software – Capt. Griffiths has sent links to training for all the officers and directed them to begin using the program. It is still in the test environment so they can learn it. We expect to go live in early December.
- RBS
  - The Phishing reporting issue in the Microsoft 365 Environment seems to be corrected. RBS indicates they made an update to the PAB button, so all Phish alerts are sent to them.
  - They have also determined why the monthly training was not being sent out to users and believe this issue is corrected.
- Knox – Our Knox Connect License is up for renewal. The cost is 584.33/year for a total of \$1,753 for a 3-year contract.

### **EMS & EQUIPMENT:** No Report

### **HEALTH & SAFETY:** No Report

## **FACILITIES:**

### **Commissioner Woehrle Reported:**

- 2025 projects are complete
- Comalli Electric was approached to investigate replacing the guts of the Maltese light fixture outside because the universal drivers won't work
- Received two quotes for the purchase of a manual lift
  - United Rentals, 2019 35-foot manual lift, \$5,971 (includes delivery & training and 90-day warranty)
  - Skyworks, 2023 35-foot manual lift, \$9,950 (includes delivery and 60-day warranty)

### **Chief Vena Reported:**

- Carpet and Chair Cleaning –Oxi Fresh has cleaned and sanitized the carpet at the River Road Station and 76 upholstered chairs at both stations. There is a noticeable difference in how they look.
- JD Warren
  - 10/10/25 - we had an error code indicating the flame sensor on the right-side boiler and it shut itself down. The tech found it fouled, and he cleaned it and now seems to be functioning properly. We also had excessive water under the floor of the water heater. The PRV failed. It was replaced and no further issues noted thus far.
  - 11/10/25 – the heat doesn't seem to be working in the basement. We have hot water, but I don't think it's circulating. JD Warren called and they have us on the schedule for 11/12/25. I should have an update at the Board Meeting.

### **STRATEGIC PLANNING:** No Report

## **ELECTIONS:**

### **Commissioner Woehrle Reported:**

- The Commissioner Election will be held on Tuesday 12/09/25 from 6 pm to 9 pm
- Commissioner McGill is the only candidate as of now

### **PROTECTIVE GEAR & UNIFORMS:**

#### **Commissioner McGill Reported:**

- District uniform shirts will be picked up and distributed soon
- SCBAs are in and will be delivered after they are programmed

### **SERVICE AWARDS PROGRAM:** No Report

### **INSPECTION & INSTALLATION BANQUET:**

#### **Commissioner Pacheco Reported:**

- The Installation Banquet will be held at Eagle Crest Golf Course on Saturday 01/24/26 at 6 pm
- Commissioner Poupore will be the MC this year

### **REPORT OF THE CHIEFS:**

#### **Chief Vena Reported:**

##### **Operations:**

- Fire Prevention Month had a total of 19 details including all 6 elementary schools, 4 public outreach events, and several daycares. This month NFD1 provided direct education to 2,466 children and 286 adults. This does not include the details at either NFD1 & NFD2 open houses, or town Trunk or Treat events where additional fire and life safety messaging was delivered. Our partnership with NFD2 and Rexford greatly impacted our efforts and improved the delivery of education.
- NFD1 Open house was conducted on 10/25/25, we had an outstanding NFD1 presence with active, retired, auxiliary, commissioners, and career staff totaling 30 members. This includes a few of the new career staff who, while attending the fire academy, gave up their Saturday off to proudly represent their department. Additionally, NFD2 helped with manpower and traffic control. Niskayuna Police also attended with one of their traffic division officers. Despite the great turnout for our members, the public attendance was significantly lighter than in previous years. Lt. Persons will be finalizing an After-Action Review and soliciting areas for improvement for next year's open house. Consideration will be made for next year's date conflicting with other community events and having it on a different weekend than the Town's event. While everyone did a tremendous job, I'd like to call special attention to Lt. Persons. He is the architect behind the successes in our FLSE program. Without his efforts from planning through execution, they would not be as successful as they are!!
- Coming up this month, we have three dates scheduled to recruit at the Paramedic programs at HVCC and SUNY Cobleskill.
- On 11/12 & 11/13 we will be providing our second biannual offering to the NHS for Hands Only CPR.
- On 11/24 & 11/25 we will be providing our first ever Stop-The-Bleed Program to Niskayuna High Schoolers. As recently as this spring and last fall, we began delivering this training to NCSD staff, however this fall will be the first time providing that training to the students.

- The recruits in the academy continue to do well and are nearing graduation which is November 26<sup>th</sup>.

#### **Notable incidents:**

- 10/16/2025 – NFD 1 was dispatched to a fire alarm in a private residence. Due to other active calls, the initial response was only two on-duty career members. They arrived to find smoke in the second-floor hallway and fire in a bedroom. Capt. Griffiths called for mutual aid and then he and FF/P Seiden, made entry, located the fire where FF/P Seiden isolated the room and knocked the fire down with a pressurized water extinguisher. While FF/P Seiden did this, Capt. Griffiths began a rapid primary search for life. No human occupants were found, but two dogs were located and removed to safety unharmed. This was an excellent job by these firefighters responding with limited staff. There was media coverage of this incident, and a press release went out.

<b>Department Activity</b>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
October Incidents	242	253	248	181
EMS	159	188	192	120
Fire/MVC/Other	83	65	56	61
Total YTD (7/31)	<b>2278</b>	2244	1967	2112

- Mutual Aid Requested 11
- Mutual Aid Denied 5
- Actual Mutual Aid Given 6
- Mutual Aid Received 5

#### **Other Activities:**

Emergency Callback	59.75	Staff Hours
Department Training	463.75	Staff Hours
Duty Crew Hours	114.75	Staff Hours

**Chief Fritz Reported:** No Report

#### **Report of the Niskayuna Permanent Fireman's Association:**

##### **NPFA President Baker Reported:**

- Planning for the Santa Walk (joint GBFC & PFA event) is underway, with the event scheduled for 12/13/25

#### **Report of the Grand Boulevard Fire Company:**

##### **GBFC President Lieberman Reported:**

- 6 new member applications were received
- Executive Committee met and selected the slate of officers for 2026
- With Lt. Baker's assistance, they are close to engaging an outside agency to perform an audit

**Report of the Auxiliary:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Motion/ McGill/ Second/ Poupore:** To approve the Accident Policy. Passed 4-0.

**Motion/ Pacheco/ Second/ Poupore:** To approve the Discipline Policy for Career Personnel.

Roll Call:

Commissioner Pacheco – YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.

**Motion/ Pacheco/ Second/ McGill:** To approve the Discipline Policy for Volunteer Personnel.

Roll Call:

Commissioner Pacheco - YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.

**Motion/ McGill/ Second/ Poupore:** To approve Mutual Aid Agreement between Niskayuna Fire District 1, Niskayuna Fire District 2, and Stanford Heights Fire District.

Roll Call:

Commissioner Pacheco - YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.

**Motion/ McGill/ Second/ Pacheco:** To hire Bryans & Gramuglia CPAs, LLC as the 2026 auditor.  
Passed 4-0.

**Motion/ McGill/ Second/ Poupore:** To approve the purchase of a 2019 35-foot manual lift from United Rentals for \$5,971 (includes delivery & training and a 90-day warranty) pending passing of permissive referendum. Passed 4-0.

**Motion/ Poupore/ Second/ McGill:** To approve addition of “All Cancer” rider upon renewal of the statutory Volunteer Cancer Coverage. Passed 4-0.

**Motion/ Pacheco/ Second/ Poupore:** To renew Knox-Connect license for a 3-year contract at a total cost of \$1,753. Passed 4-0.

**Motion/ McGill/ Second/ Pacheco:** To approve use of Chief's car and one other vehicle of Chiefs' choice to participate in the 56<sup>th</sup> Annual Schenectady County Holiday Parade on 11/22/25. Passed 4-0.

**Motion/ Poupore/ Second/ McGill:** To approve Chief Vena to attend Career Chief's Meeting in Albany on 11/19/25 and use of District vehicle. Passed 4-0.

**Motion/ Pacheco/ Second/ Poupore:** To approve Chief Vena's use of District vehicle to attend the graduation of new recruits from Utica Fire Academy on 11/26/25. Passed 4-0.

**Motion/ McGill/ Second/ Pacheco:** To approve use of District vehicle for Recruitment and Retention personnel to visit HVCC and SUNY Cobleskill Paramedic programs. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To adjourn to Executive Session to discuss a career personnel matter and lieutenant and captain promotions at 7:46 pm. Passed 4-0.

**Motion/ McGill, Second/ Pacheco:** To return to Regular Session at 8:20 pm. Passed 4-0.

**Motion/ Pacheco/ Second/ McGill:** To extend Family Medical leave to Chief's Administrative Assistant as needed. Passed 4-0.

**Motion/ Pacheco/ Second/ McGill:** To promote Firefighter / Paramedic Matthew Anderson to the position of Fire Lieutenant / Paramedic effective November 30, 2025.

Roll Call:

Commissioner Pacheco - YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.

**Motion/ Pacheco/ Second/ Poupore:** To promote Firefighter / Paramedic Joseph Nolan to the position of Fire Lieutenant / Paramedic effective December 1, 2025.

Roll Call:

Commissioner Pacheco - YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.



**Motion/ McGill/ Second/ Pacheco:** To adjourn the meeting at 8:23 pm. Passed 4-0.

The Commissioner Election will be held on Tuesday, December 9, 2025 6:00 pm-9:00 pm.

The next regular business meeting will be held on Wednesday, December 10, 2025, at 7:00 pm.

Respectfully submitted by:

*Anne Heller*

Secretary

Niskayuna Fire District No. 1