

Minutes of Regular Meeting **December 10, 2025**

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

Also Present: Chief Vena, Chief Fritz, Attorney Greg Serio, Treasurer John Splendido, Secretary Anne Heller, Chief's Administrative Assistant Michelle Mazuryk, Past Volunteer Chief Mike Luft, NPFA President John Baker, GBFC Treasurer Steve Vena, Captain Patrick Griffiths, Lt. Ronald Kaszuba, Lt. JP Nolan

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

Motion/ McGill, 2nd / Pacheco: To approve November 12, 2025, regular meeting minutes. As Read. Passed 5-0.

CORRESPONDENCE:

- Notarized legal notice of the 12/09/25 Commissioner Election, published in The Daily Gazette on 11/07/25
- 11/20/25 letter to Schenectady County Board of Elections requesting the ballot language and printing of 50 ballots for the 12/09/25 Commissioner Election
- 10/24/25 letter from the Schenectady County Fire Advisory Board informing that Chief Vena's term expires on 12/31/25
- 11/19/25 letter to the Schenectady County Fire Advisory Board requesting the appointment of Chief Vena for a term commencing 01/01/26
- Customer Privacy Notice from Guardian
- Change of address effective July 2025 for SRI Fire & Security
- Annual notification from National Grid regarding the gas piping system
- Notification from Nationwide that Inflation Guard is included at no additional cost on ERISA Bonds effective 09/01/25
- Letter from the Firefighters Association of the State of New York asking for support of legislation to bring volunteer benefits more in line with Workers' Comp and unemployment
- Postcard from Brayden H. wishing Happy Holidays to the Fire Department

PRIVILEGE OF THE FLOOR: None

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

Motion/ Daly, 2nd / Pacheco: To pay bills for corresponding check #'s 23033-23086, 23089, QuickCheck33, and QuickCheck38-41 from November 13, 2025, through December 10, 2025 totaling \$910,081.39 as reviewed. Passed 5-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of November 2025 were reviewed.
- The comparison sheets for November 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through November 2025 were reviewed.
- We are 92% through the year and have spent 92.5% of the budget.

ATTORNEY'S REPORT:

Attorney Serio Reported:

- Regarding the official transfer of title for the apparatus sold to Amsterdam: Amsterdam has the draft of the No Liability affidavit. We are waiting for them to execute the affidavit and send it back to us. After receiving the affidavit, Chief Vena will sign over the title directly to BOCES. The Board will need to make a resolution to transfer the apparatus to BOCES.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- All accounts were reviewed and everything looks good.

INSURANCE:

Commissioner Poupore Reported:

- We received notification that Employment Practices Liability Insurance is increasing by 5% at renewal in January.

MEDIA: No Report

APPARATUS & EQUIPMENT:

Chief Vena Reported:

Apparatus:

- New Ambulance 4082 – We took delivery on Wednesday 12/3/25. Because we didn't have a check to hand the salesman, he wouldn't turn over the Title. He will be back Thursday or Friday following the Board meeting to collect it so we can proceed with registering with DMV and NYS DOH.

Equipment:

- 11/21/25 - We took delivery of the new Scott X3 Pro Air Paks, face pieces, RIT Pak III's and cylinders. Familiarization and training are under way and once complete we will put them in-service.
- 11/24/25 - Received the new Lift at Balltown Road Station as arranged by Commissioner Woehrle. Special thanks to Alan Connelly who provided his expertise and guided us in getting what was needed for the department.

- SCBA Compressor – One quote has been received from Dival Safety and Supplies. Seeking additional quotes.
- 12/9/25 – the LP 15's and Lucas devices had their annual contracted PM's. Everything was good except one Lucas device. It was discovered to have a mechanical deficiency and the part is on order. In the meantime, the Stryker Tech gave us a service loaner.
- Cardiac Monitors – Quote from Stryker has been obtained and we will be seeking grant funding opportunities for \$166,006.29. Also, we are looking to trial the new monitor and attached to this report is a Sales Evaluation Agreement. If the Terms are acceptable to the Board, I request approval to enter into the agreement. I will have it available to review at the meeting.

TECHNOLOGY SERVICES:

Commissioner Pacheco Reported:

- The Phish Alert button on Microsoft 365 is working properly.
- There is a new threat coming in through Teams: requests to join an outside team.

Chief Vena Reported:

- ESO Fire Reporting Software – Ongoing and still on target to go live with NERIS on 12/15/25.
- RBS – New workstation for the Commissioner's office is at RBS getting programmed. Haven't received an installation date yet.

EMS & EQUIPMENT:

Commissioner Poupore Reported:

- Cardiac Monitors – as noted in Chief Vena's Equipment report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- We took possession of the lift with thanks to Past Chief Connolly
- JD Warren addressed the heat in the workout room, as described in Chief Vena's report
- 2026 projects to include: change lights in Career kitchen, lights outside over Maltese Cross, and additional cameras

Chief Vena Reported:

- JD Warren
 - 11/20/25 – The heat in the workout room has been fixed. JD Warren determined there was corruption between the thermostat and the system controller that kept telling the thermostat to return to a preset (cold) temperature no matter what reprogramming was done. The cost effective and simple fix was replacing the thermostat with a manually operated one and that is what they did. They are also working up a quote for replacement of the control system both in phases and as a whole project. Please recall one of the system controllers has been replaced already this year to gain control of the basement MAU.
- The four lockers previously approved by the Board for the new recruits have been received and Lt. Anderson installed them in the bunkroom.

STRATEGIC PLANNING: No Report

ELECTIONS:

Commissioner Daly Reported:

- The Commissioner Election was last night and Kevin McGill was elected

PROTECTIVE GEAR & UNIFORMS:

Commissioner McGill Reported:

- SCBAs are in
 - Chief Vena added that new masks have been issued to everyone and we are now in compliance
- Uniforms: Awards by Walsh confirmed that the fleece jackets are in

SERVICE AWARDS PROGRAM: No Report

INSPECTION & INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- The Installation Banquet will be held at Eagle Crest Golf Club on Saturday 01/24/26 at 6 pm
- Committee met with venue, planned menu, favors were donated

Commissioner Woehrle Reported:

- Award plaques have been ordered

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- 11/20/25 – The Town asked me to attend a meeting regarding stormwater discharge from our Balltown Road Station. The engineering firm contracted by the Town indicates we are a high contributor to stormwater that enters a 24" pipe that runs down Plum Street and creates flooding at the intersection of Regent St. and Plum St. during major storms. The allegation is the condition worsened since the renovation/addition project was completed. Prior to attending the meeting, I spoke to Commissioner Pacheco and Retired Chief Lingenfelter for further information and where to find our stormwater reports. I was able to locate some and Michelle found the rest in the Archive Room. With this information, I was able to point out to the Town they approved our stormwater management back in 2010 and the reports show we improved drainage from our site. I asked the Engineering Firm if that was included in their calculations and they stated no, they were unaware of any improvements. The Town officials present, were also unaware as they weren't with the Town when the project took place. I provided copies of the SEQRA and Stormwater Management Reports, along with the Memo issued by the Town exempting us from zoning.
- 11/24 & 11/26 – Assistant Town Planner Clark Henry visited our station to get a better sense of current conditions, the improvements made and to follow up on questions from the Engineering Firm. In summary, the following was pointed out to Mr. Henry:
 - Water from the front of the station, including the South lot, discharges South down Balltown Rd toward Union St.

- Water from the gutters along the roof discharge to a 12" HDPE pipe running behind our station and ties into the catch basin on National Grid's property as per the approved design.
- Sheet flow from behind the station towards Cornelius Ave was significantly reduced because the asphalt driveway was removed and a permeable surface installed.
- Of the three catch basins discharging stormwater to the Plum Street line, one is NYS DOT's, and the other two are National Grids.
- Emergency Management Resources, LLC has proposed updated EMS Billing rates for 2026. These were previously circulated to the Board via email.
- We have received the 2026 Cyber Insurance renewal worksheet. It has been forwarded to RBS to complete their portion. The renewal period is 3/1/26.

Operations:

- 11/18/25 - Lt. Smith visited the HVCC day paramedic program for recruitment.
- 11/20/25 - Lt. Persons visited the paramedic program at SUNY Cobleskill for recruitment.
- 11/26/25 – Recruit Firefighters Backman-Grotolli, Bohl, Hutchings and Kilmartin graduated from the Utica Fire academy. They have been assigned shifts and are going through their on the job training (OJT) and going through EMS field internships.

Notable incidents:

- 11/25/25 – A Life Was Saved – This call was in NFD 2's response area. The patient's husband came home and found his wife unconscious, unresponsive and called 911. Niskayuna Police Officers responded and arrived first. They initiated CPR and deployed their AED. Niskayuna District Fire District 2 responded and initiated BLS modalities. Mohawk Ambulance was dispatched but did not have ALS available, so NFD 1 was requested for Mutual Aid. NPD's response and prompt CPR, followed by NFD 2 continuing CPR and establishing an airway, bought time for NFD 1's Paramedic's to arrive and initiate Advanced Life Support. The collective care by all three departments resulted in a return of spontaneous circulation and a good blood pressure upon arrival at Ellis Hospital. Respirations, however, were still inadequate requiring manual ventilatory support by the crew. An EMT from NFD 2 rode in with us on the ambulance. This emergency call highlights the effectiveness of high-quality early intervention in the Chain of Survival which would not have occurred without the collective efforts of Niskayuna Police Sgt. Munger, Patrolman Chase, NFD 2 FF Holmes and 1st Asst. Chief/EMT Henery and NFD 1's, Lt's. Smith & Anderson, FF/P Agans and VFF Nicchi. Also on scene was NFD 2 Chief Barbiero and myself who observed the effectiveness of our staff working together.

| Department Activity | 2025 | 2024 | 2023 | 2022 |
|----------------------------|-------------|-------------|-------------|-------------|
| November Incidents | 193 | 253 | 205 | 157 |
| EMS | 135 | 172 | 165 | 124 |
| Fire/MVC/Other | 58 | 73 | 41 | 33 |
| Total YTD (7/31) | 2471 | 2509 | 2173 | 2268 |

- Mutual Aid Requested 5
- Mutual Aid Denied 2
- Actual Mutual Aid Given 3

- Mutual Aid Received 1

Other Activities:

| | | |
|---------------------|--------|-------------|
| Emergency Callback | 32.00 | Staff Hours |
| Department Training | 209.50 | Staff Hours |
| Duty Crew Hours | 59.00 | Staff Hours |

Chief Fritz Reported: No Report

Report of the Niskayuna Permanent Fireman's Association:

NPFA President Baker Reported:

- Santa Walk will be this Saturday 12/13/25, and is a collaboration between the Niskayuna Police Department, NPFA, GBFC, and Auxiliary

Report of the Grand Boulevard Fire Company:

GBFC Treasurer Vena Reported:

- Elections went well but the Company needs a Treasurer

Report of the Auxiliary: No Report

OLD BUSINESS: None

NEW BUSINESS:

Motion/ Daly/ Second/ Pacheco: To approve up to \$800 for the American Heart Association BLS, ACLS, and PALS Instructor Packages. Passed 5-0.

Motion/ McGill/ Second/ Pouporo: To approve the 2026 EMS Billing Rates proposed by Emergence Management Resources, LLC. Passed 5-0.

Motion/ McGill/ Second/ Pacheco: To declare 36 Scott Air-Pak 75s and all associated SCBA masks, two RIT-Paks, and all remaining 45-minute cylinders Surplus and No Value and allow the Chief to dispose of or sell them. Passed 5-0.

Motion/ Daly/ Second/ Pacheco: To approve Chief Vena's appointment to the Schenectady County Fire Advisory Board for a 3-year term commencing 01/01/26. Passed 5-0.

Motion/ McGill/ Second/ Pacheco: To authorize Chief Vena to enter into the Sales Evaluation Agreement for trial of LIFEPAK 35 monitor. Passed 5-0.

Motion/ Pacheco/ Second/ McGill: To issue a permissive referendum to Surplus the 2010 Chevy/GMC Ambulance (NFD 1 #4082), and upon expiration of permissive referendum authorize Chief Vena to sell it. Passed 5-0.

Motion/ McGill, Second/ Pacheco: To adjourn to Executive Session to discuss Captain promotions at 8:01 pm. Passed 5-0.

Motion/ McGill, Second/ Poupore: To return to Regular Session at 8:16 pm. Passed 5-0.

Motion/ Poupore/ Second/ Pacheco: To promote Fire Lieutenant / Paramedic John Baker to the position of Fire Captain / Paramedic effective December 15, 2025.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly - YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 5-0.

Motion/ McGill/ Second/ Daly: To promote Fire Lieutenant / Paramedic Nicholas Persons to the position of Fire Captain / Paramedic effective December 16, 2025.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly - YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 5-0.

Motion/ McGill/ Second/ Pacheco: To adjourn the meeting at 8:18 pm. Passed 5-0.

The Organizational Meeting will be held on Monday, January 5, 2026, at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary

Niskayuna Fire District No. 1