

## Minutes of Regular Meeting January 14, 2026

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**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 President John Baker, GBFC President Steve Vena, Captain Patrick Griffiths

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

**Motion/ Daly, 2<sup>nd</sup>/ McGill:** To approve the January 5, 2026 organizational meeting minutes. As Read. Passed 5-0.

### **CORRESPONDENCE:**

- Notarized legal notice of the 12/30/25 year-end meeting, published in The Daily Gazette on 12/10/25.
- Notarized legal notice of the permissive referendum to surplus the 2010 Chevy/GMC Ambulance (NFD1 #4082), published in The Daily Gazette on 12/12/25.
- Notarized legal notice of the 01/05/26 organizational meeting, published in The Daily Gazette on 12/18/25.
- Notarized legal notice of the permissive referendum for payment of the St James Plaza tax abatement, published in The Daily Gazette on 01/01/26.
- 01/07/26 letter from the Board to GBFC stating the annual meeting of GBFC for nominations for Volunteer Chief and Volunteer Assistant Chief will be held 12/03/26 at 7 pm
- 01/14/26 letters from GBFC requesting approval of new operational members Vadim Petrushenko, Judson Graham, Jesse Bird, and Daniel Etwaru
- 01/14/26 updated contact list from GBFC
- 09/10/25 letter from Schenectady County Civil Service Commission announcing changes to New York State Civil Service Testing
- 2026 tax exemption form filed with Mirabito Holdings, Inc. on 01/05/26.
- 12/10/25 letter from the Board to Schenectady County DMV authorizing Chief Vena to act on behalf of NFD1 on all motor vehicle transactions.
- 2026 Membership application submitted to CAFDA 01/02/26.
- 12/29/25 letter from Assemblymember Steck regarding the State Fiscal Year 2025-2026 Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program
- 01/2026 announcement of Niska-Day May 16, 2026, with instructions to visit [www.niskaday.com](http://www.niskaday.com) to sign up to join the parade.

- Holiday card from NY Fire Equipment
- Holiday card from Sondra & Anthony Fine Jewelers and Green Leaf Wellness Co
- Holiday card from Operation at Ease
- Thank you from Niskayuna Rotary Club for contributing to coat drive.
- 12/07/25 letter from young community resident Jiya regarding fire safety

**PRIVILEGE OF THE FLOOR:** None

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

**Motion/ McGill, 2<sup>nd</sup>/ Pacheco:** To pay bills for corresponding check #'s 23091-23130, 23132-23161, QuickCheck42-44, and QuickCheck47-48 from December 11, 2025 through January 14, 2026 totaling \$1,141,553.54 as reviewed. Passed 5-0.

**TREASURER'S REPORT:**

**Treasurer Splendido Reported:**

- The reserve accounts as of the end of December 2025 were reviewed.
- The comparison sheets for December 2025 vs. 2024 were reviewed.
- Budget versus actual expenses through December 2025 were reviewed.
- We are 100% through the year and have spent 100.8% of the budget.

**ATTORNEY'S REPORT:**

**Attorney Snyder Reported:**

- Harding Mazzotti will supply Attorney Snyder with the IDs needed and then she will release the records requested.
- Attorney Snyder will work with Chief Vena on the Ellis contract.
- No update at the moment on the apparatus sold to Amsterdam and awaiting transfer to BOCES.
- Attorney Snyder will follow up regarding OSC financial training and provide clarification on required steps to take for line-item budget overruns.

**COMMITTEE REPORTS:**

**FINANCE:**

**Commissioner McGill Reported:**

- Bank statements were reviewed.
- All accounts were reviewed and everything looked good.
- Treasurer Splendido noted that the first payroll of the year will be tomorrow and asked that all employees check their pay stubs carefully.

**INSURANCE:**

**Commissioner Poupore Reported:**

- Cyber Insurance was filed for this year, with a modest price increase.

**MEDIA:**

**Commissioner Poupore Reported:**

- The plan is to use the [secretary@niskayunafire1.org](mailto:secretary@niskayunafire1.org) email to setup an account at login.gov.

- Next step will be to repoint our domain to the new .gov URL

## **APPARATUS & EQUIPMENT:**

### **Chief Vena Reported:**

#### **Apparatus:**

- 1/2/26 – A VFF driving U-4051 backed into a parked vehicle while on an emergency call. There were no injuries and our insurance company was notified and paperwork submitted. Internally, the incident was referred to the Accident Safety Committee, and I defer to Commissioner McGill for details.
- 1/6/26 – Car 408 was involved in a property damage accident. There were no injuries and our insurance company was notified and paperwork submitted. Internally, the incident was referred to the Accident Safety Committee, and I defer to Commissioner McGill for details.

#### **Equipment:**

- We have received the four new portable radios and Chief Fritz has been issued his. I am holding the other three until Bearcom comes to the station to upgrade the firmware on all our portables. Our current firmware version is not compatible with the new microphones. The reprogramming should take place this week or next.

### **Commissioner Woehrle Reported:**

- New ambulance 4082 is in service.

## **TECHNOLOGY SERVICES:**

### **Commissioner Pacheco Reported:**

- The NFD1 Cybersecurity Training Report – January 2026 shows a Medium risk score of 40.7
- Commissioner Pacheco noted that this is a fairly high-risk score but we are heading in the right direction (down almost 10 points in 6 months)
- Reminder to everyone to report suspicious emails using the Phish Alert button and do not click on any suspicious links.
- KnowBe4 training from October was made available again to anyone who did not complete it.

### **Chief Vena Reported:**

- Repeat Business Systems
  - 12/19/25 – Had a meeting with Jon Schwalb CTO for Repeat Business systems for an end of year review. He said as an organization we are doing very well (refer to the attached Technology Summary Report for details). For Cyber Security, we reported on our Cyber Insurance Renewal App the following scores:
    - Microsoft Security Score – **48.13**
      - Most organizations fall in the 30-45% range. We take a hit because Microsoft wants us to use their Defender Product for Spam filtering and we use Proofpoint. The insurance companies are aware of this and take that into account.
    - Microsoft Identity Security Score – **91.8**
      - This reflects NFD 1's security posture and alignment with best practices. A 91.8% rating is excellent.

- RBS – New workstation for the Commissioners’ office is set up.
- ESO Fire Reporting Software –We went live with NERIS on 12/30/25 around 11:00. We are experiencing some issues with NERIS, but these are national issues and the USFA and ESO are rolling out updates daily.

**EMS & EQUIPMENT:** No Report

**HEALTH & SAFETY:** No Report

**FACILITIES:**

**Chief Vena Reported:**

- JD Warren
  - 12/22/25 – The Exhaust Fan in the Bunkroom that services all three bathrooms was excessively loud and there was no air movement. JD Warren discovered a broken belt and a burned-up motor. The motor was removed and rebuilt by Gray Electric and re-installed on 1/6/26. Two hours after it was re-installed it was screaming like there was a bad bearing and again smelled like it was burning up. JD Warren returned on 1/12 and found a de-laminated belt and replaced it. The bearings for the fan were greased and everything seems to work as normal now.
- 1/8/2026 – Roof leak discovered in the first-floor hallway by the elevator. It brought down a ceiling tile which impacted a picture on the wall and damaged it. Edgar Roofing was called and they came out on 1/13/26. They found two prior patches in the roof that had failed and they were repaired.
- There is a problem with the door closing on the new oven – Feiden ordered new hinges and will install when they arrive.

**Commissioner Woehrle Reported:**

- The roof issue was caused by ice that fell off the upper section of the roof onto a section of the lower roof that was beyond the reinforced area.
- Commissioner Pacheco suggested we could add more reinforcement.

**STRATEGIC PLANNING:** No Report

**ELECTIONS:** No Report

**PROTECTIVE GEAR & UNIFORMS:** No Report

**SERVICE AWARDS PROGRAM:**

**Commissioner Poupore Reported:**

- The committee met and is reviewing the service award program and will come back to the Board with recommendations to make it more equitable going forward.

**INSTALLATION BANQUET:**

**Commissioner Pacheco Reported:**

- The Installation Banquet will be held at Eagle Crest Golf Club on Saturday 01/24/26 at 6 pm

## **ACCIDENT INVESTIGATION:**

### **Commissioner McGill Reported:**

- Pickup truck driven by volunteer reversed into parked car. Corrective action: reinforce with every driver Spotter policy and drivers involved should be refreshing Vector policy training.
- Chief's car collision with vehicle without lights on. Corrective action: committee discussed installing dash cameras in all vehicles.
  - Commissioner McGill will research dash cameras and bring his findings to the Board.
  - Chief Vena noted that a uniform system across all vehicles would be best.
  - Attorney Snyder noted that a policy for dash cameras would be needed.

## **REPORT OF THE CHIEFS:**

### **Chief Vena Reported:**

#### **Finance/Admin:**

- NYS DHSES requires reporting for the Volunteer FF Enhanced Cancer Disability Insurance as follows:
  - Due by December 1: Fire District Annual Claims Report EOSB-210.8
  - Due by December 1: Annual Roster of Interior Firefighters EOSB-210.8R  
**\*\*Our reports were filed on November 17, 2025, via the email provided by them of vfecdb@dhSES.ny.gov\*\***
  - Due by January 1: Volunteer Firefighter Enhanced Cancer Disability Benefits Program Attestation/Proof of Benefits EOSB-210.5
  - Due by January 1: Copy the Insurance Policy Cover Sheet  
**\*\*Our report and declaration page was filed on December 15, 2025, via the email provided by them of vfecdb@dhSES.ny.gov\*\***
- 12/18/25
  - Completed and submitted the DOH Agency Renewal for our EMS Operating Certificate.
  - Submitted the Board's approval to EMR, LLC for the 2026 EMS Billing Rates.
- 1/7/26 - The 2026 Cyber insurance renewal application has been completed and submitted to One Group.
- ISO rating came back Class 4, and we are one point away from being Class 3

#### **Operations:**

- 12/24/25 - The new Scott X3 Pro Air Paks have been placed in-service.
- 1/8/26 – The first session for ACLS and PALS recertification has been completed. The remainder of the staff who were not in attendance will take class on 1/26/26. If that session is missed, it will be the individual providers responsibility to achieve certification.
- 1/9/26 - New Ambulance 4082 was placed in-service
- 1/11/26 – All career staff has been in-serviced on the new Lifepak 35, and it was placed in-service for trial on A-4082.

#### **Notable incidents:**

- While not an incident, the following is a notable event – In December we received a letter from a child that has clearly taken our fire safety messaging to heart (I'll be giving it to the District Secretary to be read in under correspondence). I assigned Lt. Nolan to respond back. The letter he returned answers all this child's questions and encourages the family to heed their

child's warnings. What is so amazing about this, as pointed out to me by Capt. Griffiths, in his words;

*“There is no stronger indicator that all the fire prevention initiatives we undertake as a department is beyond successful. The child went to an adult, identified a problem and that adult helped her get that letter to us, and that’s a Grand Slam!”*

When looked at in this context, Capt. Griffiths is right and this is something we should all be proud of.

\*\*When looking at department activity, Chief Fritz’s total calls were two less than actual. This is due to the switch from Zoll Fire Reports to ESO/NERIS on 12/30/25. The NERIS reporting module was not activated by ESO until January 2<sup>nd</sup>. The difference does not affect the LOSAP reporting previously supplied to you\*\* I would also like to thank FF/P Denise Ruth, who has done an amazing job of tracking incidents, Emergency Alarm Response Records and verifying the accuracy of our numbers across two platforms and handwritten records. Her diligence literally saved me hours of work at the end of the year.

<b>Department Activity</b>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
December Incidents	227	280	227	218
EMS	155	205	173	157
Fire/MVC/Other	72	75	54	61
Total YTD (7/31)	<b>2689</b>	2777	2399	2475

**Mutual Aid YoY**

• Mutual Aid Requested	189	179	130	78
• Mutual Aid Denied	91	96	0	0
• Actual Mutual Aid Given	98	83	130	78
• Mutual Aid Received	62	37	14	40

**Other Activities:**

<b>Emergency Callback</b>	<b>54.25</b>	<b>Staff Hours</b>
<b>Department Training</b>	<b>270</b>	<b>Staff Hours</b>
<b>Duty Crew</b>	<b>44</b>	<b>Staff Hours</b>

**Chief Fritz Reported:** No Report

**REPORT OF THE NISKAYUNA PERMANENT FIREMAN’S ASSOCIATION:**

**NPFA President Baker Reported:**

- President Baker thanked Treasurer Splendido for all his work every year

## **REPORT OF THE GRAND BOULEVARD FIRE COMPANY:**

### **GBFC President Vena Reported:**

- GBFC held its first meeting of the year
- Standing & Special committees are all assigned
- Mike Luft agreed to serve as Treasurer for 3 months
  - President Vena said they are looking for someone to take on the Treasurer role, and if nobody is identified they will pursue an outside bookkeeping service

## **REPORT OF THE AUXILIARY:**

### **Commissioner Woehrle Reported:**

- Auxiliary President Lynne Daly submitted a list of officers and members for insurance purposes

### **OLD BUSINESS:** None

### **NEW BUSINESS:**

**Motion/ McGill/ Second/ Pacheco:** To authorize Chief Vena to sell the surplus 2010 Chevy/GMC Ambulance. Passed 5-0.

**Motion/ Daly/ Second/ Pacheco:** To authorize Commissioner K. McGill, District Secretary A. Heller, GBFC Director K. Seiden, GBFC Financial Secretary B. Kordrupel, and GBFC Secretary S. Carroll to attend Commissioner Training at a cost of \$85 each, \$425 total. Passed 5-0.

**Motion/ Daly/ Second/ Poupore:** To authorize Commissioner K. McGill to attend OSC Financial Training March 13-14 at Rombout Fire District in Fishkill with registration cost \$100, hotel cost \$109, plus mileage. Passed 5-0.

**Motion/ McGill/ Second/ Poupore:** To authorize Treasurer J. Splendido to attend OSC Financial Training March 27-28 at The Hub, McNeil & Co in Cortland with registration cost \$100, hotel cost \$110, plus mileage. Passed 5-0.

**Motion/ Daly/ Second/ Pacheco:** To approve Vadim Petrushenko as a new operational member of GBFC. Passed 5-0.

**Motion/ Pacheco/ Second/ McGill:** To approve Judson Graham as a new operational member of GBFC. Passed 5-0.

**Motion/ McGill/ Second/ Poupore:** To approve Jesse Bird as a new operational member of GBFC. Passed 5-0.

**Motion/ McGill/ Second/ Pacheco:** To approve Daniel Etwaru as a new operational member of GBFC. Passed 5-0.

**Motion/ Daly/ Second/ Pacheco:** To authorize Lieutenant Nolan to attend FLSTP in accordance with NYS Law, Overtime, and Mileage Policies. Anticipated Class beginning 02/23/26 and lasting 4 weeks. Passed 5-0.

**Motion/ McGill, Second/ Poupore:** To adjourn to Executive Session to discuss a potential new

hire at 8:22 pm. Passed 5-0.

**Motion/ Pacheco, Second/ Poupore:** To return to Regular Session at 8:34 pm. Passed 5-0.

The Board has decided to wait for results of the recent civil service exams for FF/P and FF/P Trainee and not hire at this time.

**Motion/ McGill/ Second/ Poupore:** To adjourn the meeting at 8:35 pm. Passed 5-0.

The next regular business meeting will be held on Wednesday, February 11, 2026 at 7:00 pm.

Respectfully submitted by:

*Anne Heller*

Secretary  
Niskayuna Fire District No. 1