

Minutes of Regular Meeting March 11, 2026

PRESENT: Commissioners Pacheco, Daly, Poupore, 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, NPFA President John Baker, GBFC President Steve Vena, Captain Patrick Griffiths, GBFC Auxiliary President Lynne Daly, GBFC EMS Lieutenant Dave Bradshaw, Katrina Pacheco

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

Motion/ Poupore, 2nd / McGill: To approve the February 11, 2026 meeting minutes. As Read.
Passed 5-0.

CORRESPONDENCE:

- 02/13/26 letter from the Chairman of the BoFC to the Niskayuna Town Planner with copy to the Assistant Town Planner and the Town Supervisor. This letter outlines factual corrections to the Draft Report by KB Engineering & Architecture, P.C. (KB) entitled PLUM STREET & TRIBUTARIES DRAINAGE STUDY REPORT dated January 2026.
- 02/18/26 Payroll Certification from the Schenectady County Civil Service Commission
- 02/13/26 Notice from the Town of Niskayuna Zoning Board of Appeals regarding a variance request from GE Vernova for installation of a ground sign at 2690 Balltown Rd
- Notice from the Town of Niskayuna Planning Board & Zoning Commission regarding an application from GE Vernova for construction of a new Security Center at 2690 Balltown Rd
- \$250 donation received 02/20/26 from Joyce Muckenfuss with notation "Thank you paramedics"
- CAFDA Financial Training registration form
- CAFDA Conference 2026 registration form
- February 2026 letter from the Firefighters Association of the State of New York (FASNY) regarding nominations for awards, scholarships, and tuition assistance
- NYS Safety Group 497 Dividend Announcement for 2024-25 Policy Year
- 01/23/26 letter from Winsupply providing details of the transition from Winsupply Schenectady to Winsupply Albany effective 01/30/26

AUDIT OF VOUCHERS & BILLS: Commissioner Poupore stated that he audited the vouchers and bills.

Motion/ McGill, Second/ Pacheco: To pay bills for corresponding check #'s 23221-23265, 23267-23269, 23271-23272, QuickCheck60-61, and QuickCheck64-65 from February 12, 2026 through March 11, 2026 totaling \$177,028.87 as reviewed. Passed 5-0.

AUDIT OF BANK STATEMENTS: Commissioner McGill stated that he audited the bank statements.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of February 2026 were reviewed.
- The comparison sheets for February 2026 vs. 2025 were reviewed.
- Budget versus actual expenses through February 2026 were reviewed.
- We are 17% through the year and have spent 28.2% of the budget.
- The auditor suggested that a Commissioner should audit the canceled checks each month. TD Bank will enable the feature to allow access to the canceled checks and Treasurer Splendido will send them to Commissioner McGill for review.

ATTORNEY'S REPORT:

Attorney Serio Reported:

- Audit letter was returned to the auditor noting no current litigation.
- Regarding the 1997 Saulsbury Engine sold to Amsterdam: we need a resolution to surplus the engine and then Amsterdam will be able to complete the formal transfer to BOCES.
- The attorneys are working with Harding Mazzotti on a HIPAA request.
- Ellis Hospital sent a revised contract that removed mandatory sections so no compulsory action is required on the part of the District.
- Social Media and Data Breach policies are being reviewed.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- Requested the Fire Company provide a copy of its audit and tax form 990.

INSURANCE:

Commissioner Poupore Reported:

- We have a quote from Utica National, but the invoice will not arrive until tomorrow and will require payment prior to the next meeting of the Board.
 - Attorney Serio provided guidance for a motion to pay the invoice upon receipt.

MEDIA:

Commissioner Poupore Reported:

- Provided an overview of current news stories pertaining to fire fighting services:
 - Nominal pay for volunteer firefighters
 - Rally advocating for Tier 6 pension reforms
 - Attorney Serio provided additional thoughts on the above
- Fire Districts are not required to transition to .gov at this time, but Commissioner Poupore will continue to investigate the process of doing so

APPARATUS & FIRE EQUIPMENT:

Chief Vena Reported:

Apparatus:

- E-4021 – Repair completed at Cummins Albany. The issue was the Turbo Speed Sensor, Rocker Lever Cover Gasket leaking oil and the Turbo drain leaking.
- T-4075 – is currently out of service due to a battery issue. Garrison notified and is scheduled to be here Thursday 3/12.
- NYSI were completed on all fire apparatus.

Equipment:

- Annual Ground ladder testing was completed on all fire apparatus. No issues.
- Annual hose testing scheduled on or about April 20-21.
- Capt. Persons is assembling a committee to review and make recommendations to update our Rope Rescue equipment. Our current equipment is reaching the end of its useful life. Most of it has been here and in-service longer than my entire career. Funds were budgeted this year for this project.

TECHNOLOGY SERVICES:

Chief Vena Reported:

- RBS
 - The PAB issue crept up again for Commissioner Pacheco. It has to do with the reading pane in the Microsoft 365 environment. There are no reports of from issues from other users, so hopefully we are on the right track. I defer any further to Commissioner Pacheco.
 - Assisted us with a Data Breach Notification Policy. It has been forwarded to our Attorneys for review.
- 3/2/2026 – Capt. Griffiths and I re-engaged with policyBuilders to work on District and GBFC policies and operational SOP/SOG's. This meeting went very well and we are making progress. Our next meeting is 3/16/26. As policy reviews are needed, they will be pushed out to the respective responsible group for comment and revision as necessary.
- Commissioner Woehrle, Chief Fritz and I are looking into new door security vendors. Our current system, through eClipse, requires an annual licensing fee of \$4,402 on NYS Contract. They were extending a 5% discount for a quote of \$3,961.80. This discounted price is still a 38.5% increase over our September 2024 cost, and I feel it is excessive. I did point this out to eClipse and they returned a one-time courtesy discount for a cost of \$2,861.30. Next year the price will go back up to over \$4,000. Depending on quotes, it may be more cost-effective long term to upgrade as opposed to paying licensing fees for 15 year old technology. Commissioner Woehrle has additional info.

Commissioner Pacheco Reported:

- Reminders for any incomplete security trainings have been activated in KnowBe4.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Chief Vena Reported:

- There has been no further correspondence I have seen from the Town on the Plum St water issues following the letter sent by the BOFC to the Town.
- 3/2/2026 - We took delivery of the new washer/dryer combos and they were installed.
- The parking lot in front of the Balltown Road station training room has developed a sunken area. We are unclear as to the cause. The Water Department was contacted, and they are going to try and determine if there is a leak because it is in the vicinity of the water line coming into the station. Currently there is no obvious evidence of water intrusion into the basement of the station.

Commissioner Woehrle Reported:

- Regarding the door security vendor issue noted in Chief Vena's report: we are awaiting quotes from First Advantage Security and Center for Security.
- Reached out to commissioners of other districts regarding how they handle inventory.
 - The Board decided on \$1,500 as a reasonable threshold for inventory purposes

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- Committee Meeting scheduled for Thursday, 03/26/26 at 7 pm.

ELECTIONS: No Report

PERSONAL PROTECTIVE EQUIPMENT & UNIFORMS: No Report

SERVICE AWARDS PROGRAM:

Chief Fritz Reported:

- All paperwork is in except for the sheet signed by the Commissioners tonight.
- Will hopefully receive annual report soon.

INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- The committee is looking for a new venue for 2027.

INSPECTION OF FACILITIES & APPARATUS:

Commissioner Woehrle Reported:

- Inspection of Stations will take place Saturday, 04/18/26 at 9 am beginning at Balltown Rd Station.

ACCIDENT INVESTIGATION: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- eMedNY updated our operating license in the Medicaid Provider System and resumed allowing us to bill NYS Medicaid. There should be little to no impact on revenue recovery from Medicaid.

Operations:

- Lt. Nolan is in his 3rd week of the First Line Supervisors Training Program at FDNY. There was a rocky start due to the large snowstorm that affected NYC the weekend he was to report. The classes were delayed, but all hours have been made up.
- Lt. Anderson has completed the Fire Officer 1 class held locally at Albany Airport. This worked out very well for both Lt. Anderson and us. This qualifies him to command a shift and brings us in compliance with officer supervisory standards for his rank.
- 2/28/26 – We hosted a NYS Fire Alarms class. Nine career staff and two volunteer members attended. A second offering will occur on March 18th.
- 3/2/26 – An in-house delivery of Basic Exterior Fire Operations with Hazardous Material First Responder Ops began. We have five new volunteers in this class as well as 13 volunteers from NFD 2 and SHFD. This is the first class we have undertaken since adopting the Town Wide Mutual Aide Agreement. NFD 2 and SHFD will be assisting with instructors for skills and is an excellent step forward working together operationally.
- 3/3/2026 - The NYSAFC Seminar series “Dangerous Spaces-Garages and Basement Fires,” by Retired Chief Mike Lombardo from Buffalo Fire Department was held at SCCC. Nine members attended and all took something away from the class.
- NYS Instructor Authorization for Rapid Intervention Crew (NFPA 1407-2020ED) is being held in Montgomery County on March 28-29. This will be required training for all firefighters if/when the new OSHA regulations are adopted. I’d like to send Captain Griffiths to the instructor’s class so he can train our department. It is budgeted for in account A3410.14.
- A Fire and Life Safety Educators Conference is being held May 2nd at the Camillus Fire Department. I am looking to send Lt. Smith and FF/P Seiden to this conference. The latest updates and required continuing education will be obtained there. This is budgeted for in A3410.14 and .484.
- April 8-9 Schenectady Police and Fire Departments are hosting this year’s Countywide Active Attacker Integrated Response (AAIR) training at the Mount Pleasant School. Instructors Wessels and Vinehout have been requested as staff, and I would like to send up to 6 personnel as participants. Priority is being placed on our newest firefighters and officers who have not yet had this training or supervised a crew under hostile conditions.
- We will be obtaining junk cars from H&K Towing for extrication training at River Road station during the months of April and May. Cost of the cars is \$300.
- For the last six weeks, our Fire and Life Safety Educators have been teaching CPR and Stop-the-Bleed classes. Included in this was two straight days of hands only CPR training to 186 high school students. Additional training is scheduled for NCSD staff members. Our staff has been extremely busy and doing a tremendous job!!

Notable incidents:

March 3rd – This was a very busy day with a total of 10 emergency calls. Most came back-to-back, which strained resources. This was a snowy and icy day that made the road conditions treacherous and travel very slow. At 15:20, we had a Motor Vehicle Collision on Rt 7 at Mohegan Road involving

an SUV and a U-Haul. The driver of the U-Haul fled the scene on foot causing NYSP and the NPD to comb the area attempting to locate the driver. An open alcoholic beverage was found (with a straw in the can presumably for easy consumption on the go) in the U-Haul's cup holder. The driver was not located. In the SUV was a mother and child. The mother was ok but the child sustained serious facial injuries and required transport to Albany Med Pediatrics. While still on scene helping with traffic control and awaiting the tow company, to remove the vehicles, a second call was dispatched for a medical emergency at 15:57 and then at 16:00 a 3rd call was dispatched for a passenger Vehicle Fire on River Road near the GE Traffic Circle. Enroute, dispatch advised there was someone still in the vehicle which heightened the urgency. Response was slow due to the poor road conditions and on arrival the vehicle was fully involved. Fortunately, the driver was safely out, uninjured and with a police officer. The fire was extinguished without incident. Both the MVC and the car fire were in the press and social media platforms.

Department Activity	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
February Incidents	199	237	171	192
EMS	148	179	136	139
Fire/MVC/Other	51	55	35	64
Total YTD (1/31)	399	532	375	412

- Mutual Aid Requested 13
- Mutual Aid Denied 02
- Actual Mutual Aid Given 11
- Mutual Aid Received 06

Other Activities:

Emergency Callback	41.12	Staff Hours
Department Training	368.6	Staff Hours
Duty Crew	153.25	Staff Hours

Chief Fritz Reported: No Report

REPORT OF THE NISKAYUNA PERMANENT FIREMAN'S ASSOCIATION: No Report

REPORT OF THE GRAND BOULEVARD FIRE COMPANY:

GBFC President Vena Reported:

- Member Jesse Bird submitted his resignation.

REPORT OF THE AUXILIARY:

GBFC Auxiliary President Lynne Daly Reported:

- Thank you to Steve Vena for facilitating with the jackets.

OLD BUSINESS: None

NEW BUSINESS:

Motion/ Daly, Second/ McGill: to authorize Captain Griffiths to attend the Instructor Authorization for Rapid Intervention Crew (NFFPA 1407-2020ED) in Montgomery County on March 28-29. Total cost is 9 hours of overtime. Passed 5-0.

Motion/ Pacheco, Second/ Daly: to authorize Lt. Smith and FF/P Seiden to attend the Fire and Life Safety Educators Conference on May 2nd in Camillus NY at a total cost not to exceed \$1,300.00 This includes mileage and overtime. Passed 5-0.

Motion/ Daly, Second/ Pacheco: to authorize NFD 1 to participate in the Countywide Active Attacker Integrated Response Exercise on April 8-9 hosted by Schenectady. Participation to include an ambulance and up to 8 career personnel and 4 volunteers. Passed 5-0.

Motion/ McGill, Second/ Pacheco: to authorize Treasurer to pay the Utica National insurance premium upon receipt of invoice in an amount not to exceed \$55,000. Passed 5-0.

Motion/ McGill, Second/ Poupore: to authorize Garage Technologies Inc. to sell the 2010 ambulance. Passed 5-0.

Motion/ McGill, Second/ Pacheco: to surplus with no value the 1997 Saulsbury engine sold to Amsterdam.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner Poupore - YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 5-0.

ADDITIONAL BUSINESS BROUGHT BEFORE THE BOARD:

- GBFC EMS Lt. Bradshaw requested the Board's consideration of a member benefit to allow use of building facilities for member-hosted events such as a baby shower, etc.
 - Commissioner Pacheco noted that this is something the Board should consider with proper controls.
 - Attorney Serio will provide the policy from another District for NFD1 to review as a draft for its policy.
 - Commissioner McGill will work with GBFC President Vena and GBFC EMS Lt. Bradshaw to develop a policy.
 - Chief Vena noted that the Insurance Committee should confirm coverage.

Motion/ Pacheco, Second/ Daly: to adjourn to Executive Session to discuss a Volunteer personnel matter, a Career personnel matter, and a non-member matter at 8:07 pm. Passed 5-0.

Motion/ Pacheco, Second/ Daly: to return to Regular Session at 9:10 pm. Passed 5-0.

Motion/ Daly, Second/ Pacheco: to uphold the Fire Company's moratorium on accepting new volunteer members.

Roll Call:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner Poupore - YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 5-0.

Motion/ Daly, Second/ McGill: to authorize Chief Vena to attend the Fire Officer III course in Orange County June 8-12 at a cost of \$175/night plus meals per NYS per diem, with use of the district vehicle. Passed 5-0.

Motion/ Poupore, Second/ Daly: to authorize expenditure of \$85 registration fee for Chief's Administrative Assistant Michelle Mazuryk to attend the CAFDA Conference. Passed 5-0.

Motion/ McGill, Second/ Poupore: To adjourn the meeting at 9:15 pm. Passed 5-0.

The next regular business meeting will be held on Wednesday, April 8, 2026 at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary

Niskayuna Fire District No. 1