

## Minutes of Regular Meeting April 15, 2026

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**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, NFPA Vice President Bob Wessels, FF/P Kevan Seiden, GBFC EMS Lieutenant Dave Bradshaw, GBFC Auxiliary President Lynne Daly

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

**Motion/ Pacheco, 2<sup>nd</sup>/ Daly:** To approve the March 11, 2026 meeting minutes. As Read. Passed 5-0.

### **CORRESPONDENCE:**

- Status update from the Town of Niskayuna regarding water & sewer rate changes effective 07/01/26
- 03/20/26 letter from CDPHP regarding group structure updates effective 01/01/27, including a new group ID and new member IDs.
- Privacy Policy from Provident Insurance received 03/23/26
- 03/10/26 letter from the D'Amato Law Group, LLP confirming the legal status of the District for the purposes of the audit
- 03/18/26 dividends from the New York State Insurance Fund representing 37.5% of the premium paid for the policy year 07/01/24 – 07/01/25. The dividends totaled \$37,386.84 (\$23,919.07 for Career Policy and \$13,467.77 for Volunteer Policy).
- 04/13/26 letter from the Grand Boulevard Fire Company requesting approval for insurance purposes for the following events/functions: Niska-Day, Members Appreciation Event, Annual Fund Drive, Annual Clam Bake, Annual Christmas Parade and Santa's Walk, Children's Christmas Party, Annual Open House, Fire Prevention Activities, New Year's Party, Super Bowl Party, and use of the Fire Company area for individual members to hold personal events.
- Letter from the Grand Boulevard Fire Company Auxiliary announcing a Cinco de Mayo get together on Friday, 05/01/26 at 7 pm at the Main Station.

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

**Motion/ Daly, Second/ Pacheco:** To pay bills for corresponding check #'s 23273-23315, 23317-23337, QuickCheck66-68, and QuickCheck72-73 from March 12, 2026 through April 15, 2026 totaling \$230,999.24 as reviewed. Passed 5-0.

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

**AUDIT OF CANCELED CHECKS:** Commissioner McGill stated that he audited the canceled checks.

**TREASURER'S REPORT:**

**Treasurer Splendido Reported:**

- The reserve accounts as of the end of March 2026 were reviewed.
- The comparison sheets for March 2026 vs. 2025 were reviewed.
- Budget versus actual expenses through March 2026 were reviewed.
- We are 25% through the year and have spent 33.1% of the budget.
- Treasurer Splendido is expecting to receive a draft from the auditor later this week.
- Work on the state annual report will take place in the last week of April and the report will be submitted by 04/30/26.
- At the next Finance Committee meeting, Treasurer Splendido will share takeaways from the CAFDA Finance Training he attended.

**ATTORNEY'S REPORT:**

**Attorney Serio Reported:**

- Three policies were presented to the BoFC for review: Rules of Conduct and Decorum, Resolution to Standardize, and amendment to the Best Value Policy.

**COMMITTEE REPORTS:**

**FINANCE:**

**Commissioner McGill Reported:**

- A committee meeting will be scheduled.

**INSURANCE:**

**Commissioner Poupore Reported:**

- Regarding the damaged overhead door:
  - Chief's Admin. Asst. Michele Mazuryk contacted the insurance agent and received guidance indicating that filing a claim under the auto policy is not likely to lead to an issue with policy renewal next year
  - The Insurance Committee decided to proceed with filing a claim under the auto policy, with a \$0 deductible.

**MEDIA:**

**Commissioner Poupore Reported:**

- As of 02/17/26, new domain requests (for .gov) are paused by the federal government due to a lapse in federal funding.
- Chief Vena noted that there is potential for cost savings if we switch website management to Humble Roots Marketing; he will pass the information along to Commissioner Poupore.

## **APPARATUS & FIRE EQUIPMENT:**

### **Commissioner Woehrle & Chief Vena Reported:**

#### **Apparatus:**

- T-4075 –batteries replaced and the vehicle is back in-service.
  - No damage was sustained from the impact with the overhead door. Case has been referred to the Accident Investigation committee per policy.
- Fire Pump Testing for, E-4021, 4022 and T-4075 is scheduled for April 25<sup>th</sup> at RR station.

#### **Equipment:**

- At the April 9, 2025 BOFC meeting, the Board held a permissive referendum for equipment purchases. Included in that equipment list was EV Blankets. We held off buying them due to inconsistent data on the efficacy. The data still isn't clear as this remains an emerging threat the fire service is still trying to figure out the best method to control. Regardless, I'd like to purchase two blankets at a cost of \$2,498 from the Equipment Reserve fund as previously approved.
- On the 4/12/26 fire, Schenectady Fire Department deployed their EV Blanket and we need to replace it. I sent an email to our attorney asking about cost recovery options and defer to them for more. In the meantime, I'm requesting authorization to purchase a replacement blanket for Schenectady Fire at a cost of \$1249.00 This can come out of our operating fund account A3410.23.
- Annual hose testing scheduled on or about April 20-21.

## **TECHNOLOGY SERVICES:**

### **Chief Vena Reported:**

- RBS-installed the new UPS's in the IT room.

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

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

## **FACILITIES:**

### **Commissioner Woehrle & Chief Vena Reported:**

- 3/20/26 – Balltown Road center apparatus bay door was struck by Truck 4075 while responding to an emergency call.
  - 3/23/26 – Adirondack Overhead Door Company installed a temporary panel while a replacement is on order. The temporary emergency repair cost \$2165.00 and the quote for the permanent repair is \$5,255.00 for a total of \$7,420.00 – This was submitted to our insurance, and I defer to Commissioner Poupore for further on the matters considered with our insurance company.
  - To reduce the likelihood of this happening in the future, I am recommending a Brink Alert Safety Light System that indicates door position as an engineering control. Adirondack Overhead Door Co., Inc. has quoted a total cost of \$6,875.00 (\$5,680 materials+\$1,195 labor). This includes both sides of all four overhead doors.

- Murphy Overhead Doors - stated they don't have an option beyond a simple stop light style and stated it is their policy not to install anything they do not sell.
- Overhead Door of Clifton Park – The Commercial Sales Rep has not returned my calls.
- The Niskayuna Water Department conducted a Correlation Study of the piping between the valves North and South of the station, and no water leaks were discovered that could cause the sinking area in front of the station
- Quotes received from JD Warren for HVAC upgrades (\$86K). They were sent to the Facilities Committee, and I defer to Commissioners Woehrle and Pacheco for more.
- Balltown Road Generator – our 3-year service agreement has expired, and I received an updated proposal for 2026-2029. The total cost is \$6,904.50 payable in installments after each service. This also includes battery replacement and replacement of the heat shields which have significantly deteriorated. For comparison, the 2023-2026 agreement was \$6,320. If you back out the heat shield repair, the new agreement is actually \$375 less than paid in 2023-2026.

**Attorney Serio Reported:**

- Recommended to ask insurance carrier if a discount is available upon installation of the Brink Alert Safety Light System. Commissioner Poupore will follow up.

**STRATEGIC PLANNING:**

**Commissioner Pacheco Reported:**

- Committee Meeting scheduled for Thursday, 06/25/26.

**ELECTIONS:** No Report

**PERSONAL PROTECTIVE EQUIPMENT & UNIFORMS:** No Report

**SERVICE AWARDS PROGRAM:** No Report

**INSTALLATION BANQUET:**

**Commissioner Pacheco Reported:**

- Received positive feedback on the gift given to attendees of this year's banquet (folios with NFD1 logo).

**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:**

- Regarding the apparatus bay door damage:
  - no disciplinary action is required
  - installation of the Brink Alert Safety Light System will substantially reduce the risk of a future incident

## **REPORT OF THE CHIEFS:**

### **Chief Vena Reported:**

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

- Clinical Laboratory Evaluation Program (CLIA) renewal packet has been completed and submitted to DOH. Delivery confirmation was received 4/13/2026.
- policyBuilder – Continuing to make progress on the department's new manual. As Captain Griffiths and I work through updating and reviewing operational policies, our project manager will begin to focus on District Policies and GBFC Policies. When these are converted into the new format, we will send pdf copies to the respective groups to review and confirm if they are good as written or need changes.

#### **Operations:**

- Lt. Nolan completed the First Line Supervisors Training Program at FDNY.
- NFD 1 Structure Fire Response has been updated to reflect the resources we request, and M/A standby companies have been issued key fobs for station access. Implemented on 3/26/2026.
- FF/P Wessels and Lt. Smith completed two more NHS Stop-the-Bleed deliveries to students.
- April 8-9 - Lt Anderson and FF/P's Backman-Grottoli, Bohl, Hutchings and Kilmartin completed the ALERRT Active Attacker Countywide training in Schenectady. FF/P Wessels participated as an instructor.
- An additional Fire Officer 3 class opened up at the NYS Fire Academy from May 18-22. I have switched my previously approved registration in Orange County to the Fire Academy due to substantial cost savings. The week including registration, lodging and meals is a total of \$216. I am also requesting to send Captain Baker to this same class as he is available. If you recall from budget discussions, the goal for this year and early next year, if necessary, is to get all officers through the officer training appropriate for their positions. My hope is to get Captain's Griffiths and Persons through Officer 3 later this year.

#### **Notable incidents:**

- 3/13/2026 – NFD 1 responded at the request of NFD 2 for a four car MVC on Rt.7 IFO the Niskayuna Reform Church that had a total of four patients. Two patients were critical. We treated and transported the most critically injured whom succumbed to her injuries and pronounced dead at the hospital. We also treated and transported another driver with minor injuries.
- 3/20/2026 – Busy day starting out with an auto pedestrian accident. Then had an arson fire in a home with a barricaded subject threatening to light herself and the house on fire. Fortunately, this was de-escalated and the subject was transported to the hospital for evaluation.
- 3/31/26 – Rollover MVC at the intersection of Lexington Parkway and Clifton Park Road. We had a trapped occupant with minor injuries. Captain Persons and his crew did an excellent job utilizing our new Struts to stabilize the vehicle and extricate the occupant.
- 4/12/26 – Structure Fire with a Tesla Electric Vehicle involved on Hawthorn Rd. The fire was challenging due to the Lithium-Ion battery involvement, and Lt. Smith and her crew did an excellent job. This fire was the first utilization of the new mutual aid plan implemented by us on March 26<sup>th</sup> for Structure Fires. I have received follow-up texts and emails saying how well the fire went and more importantly, how well everyone from all three departments worked together.

- Chief Vena noted 04/14/26 into 04/15/26 was busy – fire response at KAPL, Brittany Place, and Palmer Ave

<b>Department Activity</b>	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
March Incidents	241	213	266	178
EMS	184	145	202	127
Fire/MVC/Other	57	68	64	51
Total YTD (3/31)	<b>649</b>	745	641	529

- Mutual Aid Requested      13
- Mutual Aid Denied         0
- Actual Mutual Aid Given   13
- Mutual Aid Received       09

**Other Activities:**

Emergency Callback	135.92	Staff Hours
Department Training	463.75	Staff Hours
Duty Crew	78.25	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 Only Facility Use Policy will be submitted to the BoFC for approval.

**REPORT OF THE AUXILIARY:** No Report

**OLD BUSINESS:**

**Commissioner McGill Reported:**

- The Fire District developed a Member Only Facility Use Policy and the GBFC developed a Member Only Facility Use Policy. Both policies will be reviewed by the attorney.

## **NEW BUSINESS:**

**Motion/ Daly, Second/ McGill:** to issue a permissive referendum for \$116,849.95 from the Building Reserve Account for HVAC repairs, camera upgrades, and overhead door safety system.

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 enter into a 3-year service agreement with Milton Cat for service of the Balltown Road generator at a total cost of \$6,904.50. Passed 5-0.

**Motion/ McGill, Second/ Pacheco:** to reimburse the Schenectady Fire Department \$1,249 for the EV blanket used in our fire district for an EV fire. Passed 5-0.

**Motion/ Poupore, Second/ McGill:** to purchase out of the Equipment Reserve Account two EV Blankets at a cost of \$2,498 (\$1,249/blanket), as previously approved via permissive referendum dated 04/09/25. Passed 5-0.

**Motion/ Daly, Second/ Pacheco:** to authorize Captain Baker to attend Fire Officer 3 at the NYS Fire Academy May 18-22 at a cost of \$216 and approximately 40 hours overtime and mileage reimbursement (406 miles roundtrip), and Chief Vena to use the district vehicle to attend the same course. Passed 5-0.

**Motion/ Daly, Second/ Pacheco:** to accept the Century Linen renewal agreement. Passed 5-0.

**Motion/ McGill, Second/ Daly:** to approve Center for Security as the locksmith and card access vendor. Passed 5-0.

**Motion/ McGill, Second/ Poupore:** to approve the following 2026 Fire Company events: Niska-Day, Members Appreciation Event, Annual Fund Drive, Annual Clam Bake, Annual Christmas Parade and Santa's Walk, Children's Christmas Party, Annual Open House, Fire Prevention Activities, New Year's Party, and Super Bowl Party. Passed 5-0.

**Motion/ Daly, Second/ Pacheco:** to approve the following 2026 Auxiliary event: Cinco de Mayo get together on Friday 05/01/26 at 7 pm. Passed 5-0.

**Motion/ Poupore, Second/ Pacheco:** to approve the Rules of Conduct and Decorum Policy.

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 approve the Resolution to Standardize Policy. Passed 5-0.

**Motion/ Daly, Second/ Poupore:** to approve the amendment to the Best Value Policy. Passed 5-0.

**Motion/ Pacheco, Second/ McGill:** to authorize Chief Vena to sign and return the quote from Adirondack Overhead Door Co., Inc. for installation of a Brink Alert Safety Light System at a total cost of \$6,875.00 (\$5,680 materials+\$1,195 labor). Passed 5-0.

**ADDITIONAL BUSINESS BROUGHT BEFORE THE BOARD:** None

**Motion/ Daly, Second/ McGill:** to adjourn to Executive Session to discuss legal matters at 8:21 pm. Passed 5-0.

**Motion/ McGill, Second/ Pacheco:** to return to Regular Session at 9:12 pm. Passed 5-0.

**Motion/ Pacheco, Second/ Daly:** based on discussion in Executive Session, to extend paid administrative leave to a FF/P until the next Commissioner Meeting in May. Passed 5-0.

**Motion/ Pacheco, Second/ Poupore:** To adjourn the meeting at 9:17 pm. Passed 5-0.

The next regular business meeting will be held on Wednesday, May 13, 2026 at 7:00 pm.

Respectfully submitted by:

*Anne Heller*

Secretary

Niskayuna Fire District No. 1