

Minutes of Regular Meeting May 13, 2026

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, Chief's Administrative Assistant Michelle Mazuryk, NPFA President John Baker, GBFC President Steve Vena, Captain Patrick Griffiths, GBFC EMS Lieutenant Dave Bradshaw

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

Motion/ Poupore, 2nd/ Pacheco: To approve the April 8, 2026 meeting minutes. As Read. Passed 4-0.

CORRESPONDENCE:

- Notarized copy of legal notice published in The Daily Gazette 04/01/26 announcing change of monthly meeting date from 04/08/26 to 04/15/26
- Notarized copy of legal notice published in The Daily Gazette 04/17/26 for permissive referendum authorizing expenditure of \$116,849.95 from the Building Reserve Account for HVAC repairs, camera upgrades, and an overhead door safety system
- 05/04/26 letter from Guardian with copies of updated Notice of Compliance certificates for Disability Benefits Law and Paid Family Leave policy.
- 04/10/26 letter from FirstLight Fiber indicating that on or about 05/15/26, FirstLight Fiber will be transferring our service to its subsidiary, FirstLight Networks.
- April 2026-May 2026 issue of Fire District Affairs newsletter from the Association of Fire Districts of the State of New York
- Advertisement from Fire Law Publishing regarding digital NYS Fire Law Manuals and the ability to type a fire law question into the AI-powered chatbot which will pull the answer from the Manuals.

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

Motion/ McGill, Second/ Poupore: To pay bills for corresponding check #'s 23333-23365, 23367-23381 and QuickCheck74-75 from April 15, 2026 through May 13, 2026 totaling \$172,900.95 as reviewed. Passed 4-0.

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 YTD transaction details were provided for review.
- The reserve accounts as of the end of April 2026 were reviewed.
- The monthly and YTD comparison sheets for April 2026 vs. 2025 were reviewed.
- Budget versus actual expenses through April 2026 were reviewed.
- We are 33.3% through the year and have spent 40.7% of the budget.
- The audit is complete, Treasurer Splendido is awaiting the final copy.
- The Annual Financial Report was filed with the State.

ATTORNEY'S REPORT:

Attorney Snyder Reported:

- The Decorum policy was updated.
- Attorney Snyder provided guidance regarding updates to be made to the proposed Building Use policies of both GBFC and the District.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- The Finance Committee met on Monday and discussed 2025 Budget modifications, as provided.
- The 2025 Audited Financial Statements were received from GBFC and the auditors provided an overall excellent report with some suggestions.

INSURANCE:

Commissioner Poupore Reported:

- As recommended by Attorney Serio at the previous meeting, Michelle Mazuryk contacted the insurance carrier to inquire about possible insurance discounts after installation of the Brink Alert Safety Light System on the overhead door. No discounts are available.

MEDIA:

Commissioner Poupore Reported:

- Website hosting was transitioned from New Key Media to Humble Roots Marketing.
- A meeting with Humble Roots Marketing will be held in July.

APPARATUS & FIRE EQUIPMENT:

Commissioner Woehrle Reported:

- Pump test completed on all apparatus – all passed.
- The gauges and warning lights in need of repair/replacement do not affect the functionality of the pump.

Chief Vena Reported:

Apparatus:

- 4/25/26 - Fire Pumps tested on all apparatus and they passed. Some minor repairs are needed on the Primer for E-4021 and gauges and indicator lights on T-4075. Will discuss with Garrison Fire Rescue.

Equipment:

- FF/P Ruth has done a software update to our Emergency Plug for EV's. This update recognizes when there is an increased risk of the battery pack overheating and flashes red. She also discovered a Safety Advisory indicating that current GM EV's might not be disabled by our plug.
- 4/20/2026 - Annual hose testing completed. 9,080' of hose was tested and 340' of 5" LDH failed.
 - Captain Persons has researched the vendors for hose and equipment we need to maintain NFD 1's firefighting capability that has either failed, exceeded it's useful life or been found inadequate for operations in the larger residential multiple dwellings that have been developed. We propose and request:
 - Authorization to purchase 200' of replacement LDH (two 100' lengths), 300' of 1-3/4' attack lines (four 75' lengths), eight 4' lengths for the pre-connects and an 8' pony line for Truck 4075's bucket. This is budgeted for in account .23.
 - We are also propose spending up to \$750 for a Standpipe Kit. The GBFC has generously committed \$1,000 towards the purchase as a gift to the District. This is budgeted for in Account .23.

TECHNOLOGY SERVICES:

Commissioner Pacheco Reported:

- The "NFD1 Cybersecurity Training Report – May 2026" was shared with the Board.
- In last 6 months: NFD1 dropped from Medium risk to Low risk (38.1 Risk Score)
- Participation in phishing reporting has increased and clicking on phishing messages has decreased (Phish-prone % decreased from 20.8 to 2.9)
- Training campaign participation has increased but there are still people not completing required training
- More than 50% of users have never clicked on a phishing email

Chief Vena Reported:

- Network – Between April 22-29, we had intermittent issues with accessing the Server. The first problem was a very large and power intensive security upgrade that affected all computers on-site. This was in response to a nationwide security vulnerability identified by Microsoft. Following the upgrade we continued to have difficulty. Rebooting the Server temporarily fixed the problem but then it quickly resurfaced.
 - April 29th - RBS was on-site and discovered one of the hard drives in the server had failed. They ordered a replacement which arrived and was installed on April 30th. After a few hours, the data was restored and we were back up again.
 - Support for our current Server expires in 2027. June 9th. I have a meeting scheduled with RBS to discuss migration to the cloud or replacement of our Server on-site. More to follow.

- Website – New Key Media is closing their web hosting business and has transferred all accounts to their longtime partner, Robert Johnsen from Humble Roots Marketing. Robert has hosted our site for the last 3 years on behalf of Newkey Media. Robert has also done several Fire Department Websites, including NFD 2's. He is suggesting (and I agree) that we need to update our site, and we will be scheduling a meeting in June or July to discuss. In the meantime, our nameservers have been redirected to Cloudflare because our domain was linked to Newkey's Ionos account, which they have since closed down effective May 1st.

EMS & EQUIPMENT:

Chief Vena Reported:

- Still in trial phase on LIFEPAK 35.

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- Great inspection of stations; thank you to career and volunteer staff for keeping both stations in great shape.
- Working with Lt. Kaszuba to go through repair checklist.
- GBFC kitchen drain backup cleared by Advanced Sewer and Drain.

Chief Vena Reported:

- 4/18/26 – Annual Facilities Inspection completed. Lt. Kaszuba has been working on the short list of improvements we are able to correct, and he is making good headway.
- 5/11/26 – A backup in the drain line from the GBFC kitchen was discovered following the GBFC meeting.
 - 5/12/2026, Brian from Advanced Sewer and Drain was on site and water jetted the line. A grease plug was blocking the flow and that has now been cleared.

STRATEGIC PLANNING: No Report

ELECTIONS: No Report

PERSONAL PROTECTIVE EQUIPMENT & UNIFORMS: No Report

SERVICE AWARDS PROGRAM: No Report

INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- Committee members have been looking at locations
- Edison Club is holding 01/23/27 for us and invited committee members to look at the event setup for a similar size group later this month. Edison Club has a separate kitchen for its banquet facility.
- Commissioner Woehrle is going to look at Stadium Golf Club on Monday.

INSPECTION OF FACILITIES & APPARATUS:

Commissioner Woehrle Reported:

- As covered in Facilities section above.

ACCIDENT INVESTIGATION:

Commissioner McGill Reported:

- Quotes for dashcams received from Boomer McLoud and Soft N Cushy Auto

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- Clinical Laboratory Evaluation Program (CLIA) renewal packet submitted to DOH was received by them on 4/13/2026 per (USPS tracking as I reported last month). On April 16th, I received an email that they don't have it. I emailed back an electronic copy along with the USPS delivery tracking receipt. On 4/20/26 a return email acknowledged they located it along with payment and the renewal application is under review. To date, we have not received our renewed limited services laboratory registration.
- PolicyBuilder – Progress is ongoing and nothing new to report.
- Volunteer response numbers below may be underreported for some members. Within ESO Insights (the analytics module) we have discovered the report filters out personnel that are not specifically assigned to an apparatus. This means station coverage may not accurately reflect in the numbers. We are working on how to get the information out of the program, but as its still new to us, there is a learning curve.

Operations:

- All four of the new career members on shift have completed their Class 2 Driver certifications; two more volunteers are in the process Class 2 training. One volunteer member has signed up for the Schenectady County offering of Apparatus Operator Pump at Thomas Corners.
- 5/9/2026 – The annual Schenectady County Pedal, Paddle, Run event held at Aqueduct Park was successful. One participant was pulled from the water, but no injuries were sustained. NFD 2, and Alplaus FD provided coverage on the river, while Glenville Hill FD assisted with their UTV along the bike path.
- 5/16/26 – Niska Day planning is progressing well.
- 5/30/26 – This will conclude our first townwide municipal BEFO w/HMFRO class and provide NFD 1, NFD 2 and SHFD with new basic trained volunteer firefighters.
- 6/13/26 - Requesting to send FF/P Kevan Seiden to the Instructor Course for Pump Operations in Oneida County. This course is not offered regularly and as a train-the-trainer program, it will have a direct benefit to NFD 1. This is budgeted for in accounts .14 and .484.

Department Activity	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
April Incidents	211	189	201	174
EMS	147	144	158	127
Fire/MVC/Other	64	45	43	47
Total YTD (4/30)	851	934	842	703

- Mutual Aid Requested 16
- Mutual Aid Denied 4
- Actual Mutual Aid Given 12
- Mutual Aid Received 08

Other Activities:

Emergency Callback	94 Staff Hours
Department Training	349 Staff Hours
Duty Crew	144.5 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:

- The proposed Member Only Facility Use Policy will be updated per discussion with Attorney Snyder
- 2025 Audited Financial Statements provided to Commissioner McGill
- The American Red Cross inquired about hosting a blood drive at the Balltown Rd Station

REPORT OF THE AUXILIARY: No Report

OLD BUSINESS: None

NEW BUSINESS:

Motion/ McGill, Second/ Poupore: to send FF/P Seiden to the instructor authorization for Pump Operator at a cost of 10 hours overtime and up to \$500 for mileage, lodging and meals. Passed 4-0.

Motion/ Poupore, Second/ McGill: to surplus 340’ of failed fire hose. Passed 4-0.

Motion/ Pacheco, Second/ Poupore: to purchase fire hose from NY Fire Equipment and Witmer Public Safety at a cost not to exceed \$5,500. Passed 4-0.

Motion/ McGill, Second/ Poupore: to purchase a Standpipe Kit from NY Fire Equipment at a cost not to exceed \$1,750 with \$1,000 being reimbursed by the GBFC. Passed 4-0.

Motion/ Pacheco, Second/ Poupore: to pay the Kone invoice for elevator maintenance contract at a cost of \$2,678.54. Passed 4-0.

Motion/ McGill, Second/ Pacheco: to approve JD Warren to repair the HVAC system for \$86,000 from the Building Reserve Account after the expiration of the permissive referendum on 05/17/26. Passed 4-0.

Motion/ McGill, Second/ Poupore: to approve installation of cameras by Taylor Tech for \$24,000 from the Building Reserve Account after the expiration of the permissive referendum on 05/17/26. Passed 4-0.

Motion/ Poupore, Second/ Pacheco: to approve installation of the Brink Alert Safety Light System for the overhead door by Adirondack Overhead Door for \$6,715 after the expiration of the permissive referendum on 05/17/26. Passed 4-0.

Motion/ McGill, Second/ Pacheco: to approve Lloyd Hale to perform maintenance at Balltown Rd Station for \$2,995 and River Rd Station for \$114. Passed 4-0.

Motion/ McGill, Second/ Pacheco: to change the civil service status of Fire Lieutenant-Paramedic Matt Anderson from Fire Lieutenant-Paramedic Probationary to Fire Lieutenant-Paramedic Permanent. Passed 4-0.

Motion/ Pacheco, Second/ Poupore: to change the civil service status of Fire Lieutenant-Paramedic JP Nolan from Fire Lieutenant-Paramedic Probationary to Fire Lieutenant-Paramedic Permanent. Passed 4-0.

Motion/ McGill, Second/ Poupore: to approve the 2025 Budget Modifications as listed in document provided by Finance Committee. Passed 4-0.

Motion/ McGill, Second/ Poupore: to purchase dashcams for ambulances, chiefs' cars, and pickup truck for \$3,110 per quote from Boomer McLoud. Passed 4-0.

Motion/ McGill, Second/ Pacheco: to purchase dashcams for Engines 4021 and 4022 for \$1,175 per quote from Boomer McLoud. Passed 4-0.

Motion/ Pacheco, Second/ McGill: to allow one-time use of Fire Company facilities by Dave Bradshaw for an event on 05/23/26 under the terms of the proposed GBFC Rental Policy for Members. Passed 4-0.

ADDITIONAL BUSINESS BROUGHT BEFORE THE BOARD: None

Motion/ McGill, Second/ Pacheco: to adjourn to Executive Session to discuss a personnel matter and a legal matter at 8:10 pm. Passed 4-0.

Motion/ Poupore, Second/ McGill: to return to Regular Session at 8:36 pm. Passed 4-0.

Motion/ Pacheco, Second/ McGill: based on discussion in Executive Session, to extend paid administrative leave to a FF/P until the next Commissioner Meeting in June. Passed 4-0.

Motion/ McGill, Second/ Pacheco: to approve drainage ditch repair at River Rd Station at a cost not to exceed \$2,000. Passed 4-0.

Motion/ McGill, Second/ Poupore: To adjourn the meeting at 8:38 pm. Passed 4-0.

The next regular business meeting will be held on Wednesday, June 10, 2026 at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary
Niskayuna Fire District No. 1