

Minutes of Regular Meeting June 10, 2026

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/ Poupore, Second/ Pacheco: To approve the May 13, 2026 meeting minutes. As Read.
Passed 5-0.

CORRESPONDENCE:

- 2025 Audit Reports distributed via email on 06/03/26 to Commissioners by Treasurer Splendido
- 05/27/26 letter from the BoFC to Schenectady County Civil Service requesting a canvas of the Civil Service list for Firefighter/Paramedic Trainees and a roster of reachable candidates
- 05/27/26 letter from the BoFC to Schenectady County Civil Service requesting a canvas of the Civil Service list for Firefighter/Paramedics and a roster of reachable candidates
- 05/20/26 letter from the New York State Insurance Fund (NYSIF) containing a "Notification Concerning Workers' Compensation Pharmacy Benefits" for the Volunteer firefighters. The notification was posted on the bulletin board.
- 05/20/26 letter from the New York State Insurance Fund (NYSIF) containing a "Notification Concerning Workers' Compensation Pharmacy Benefits" for the Career firefighters. The notification was posted on the bulletin board.
- An invitation from the Alplaus Volunteer Fire Company #1 to join the Alplaus Firefighter Skills Competition on Friday 07/03/26 and to participate in the Alplaus July 4th Parade. The parade entry deadline is Monday 06/29/26.
- 05/15/26 email from Family Pest Solutions advising of increased service charge effective 06/01/26.

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

Motion/ Daly, Second/ McGill: To pay bills for corresponding check #'s 23384-23429, QuickCheck79-80, and QuickCheck84-85 from May 14, 2026 through June 10, 2026 totaling \$157,500.16 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 YTD transaction details were provided for review.
- The reserve accounts as of the end of May 2026 were reviewed.
- The monthly and YTD comparison sheets for May 2026 vs. 2025 were reviewed.
- Budget versus actual expenses through May 2026 were reviewed.
- We are 42% through the year and have spent 46.2% of the budget.
- The audit is complete and the auditors sent a copy to NYS.
- The audit reports were filed with the Niskayuna Town Clerk 06/10/26.
- Commissioner McGill was added as a "view only" user in our online banking per recommendation from the auditors.
- Commissioners McGill & Pacheco will provide signatures for new signature cards for bank checks.
- Treasurer Splendido & Commissioner McGill met with NYCLASS regarding investment options.

ATTORNEY'S REPORT:

Attorney Snyder Reported:

- The District "Members Only Facility Use for Private Events Policy" was updated.
- The Decorum policy and Standardization policy were updated.
- The attorneys followed up on the PFAS Class Action lawsuit and are awaiting a call back from the legal firm leading the litigation.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- Commissioner McGill & Treasurer Splendido met with NYCLASS regarding an investment option available to municipalities that would earn us additional interest income.
 - Treasurer Splendido noted that he would be able to set up subaccounts for each reserve account.
 - Commissioner McGill & Treasurer Splendido recommend moving the Money Market portion of our TD Bank balance to NYCLASS.

INSURANCE:

Commissioner Poupore Reported:

- The accident & health blanket policy renewal was received and includes increased coverage with a decrease in the premium. It will be renewed on 08/01/26.

MEDIA: No Report

APPARATUS & FIRE EQUIPMENT:

Commissioner Woehrle Reported:

- Dashcams were installed in all the vehicles.
- Captain Baker noted that there is an ongoing issue with the air conditioning in the new ambulance.
 - The Horton rep advised that they will try to fix the A/C while the ambulance is in NJ for other fixes.
- Chief Vena noted that they are holding on to the old ambulance for now. Given the issues with the new Horton ambulance, a rechassis of the old ambulance will be considered.

Chief Vena Reported:

Apparatus:

- 4081 – On 6/5/26 while parked at Albany Med Emergency Department, and our crew was inside the ER to transfer a patient, a Colonie EMS ambulance impacted the side of ours. It appears the damage is minimal and coincidentally, in the area of previous damage. The ambulance remains in-service, and police report was done. There were no injuries reported. The Board was notified by email and I defer any further comments to Commissioner McGill, Chair of the Accident Investigation Committee.

Equipment:

- The 5" gate valve is broken from E-4021. Capt. Persons and FF Dietrich evaluated it for repair and consulted Elkhart Brass. The recommendation is replacement at a cost of \$1,289 from Witmer Public Safety Group. This will come out of the Miscellaneous Fire Equipment Line in Account A3410.23.
- FYI - I am in the very early stages of looking at the Bryx Fire Station Alerting System. I am unhappy with the alerting system we have now even though it is better than what we had previously. The main driver is the limitation of heart health tones with the paging system speakers installed in our station during the renovation/addition 14+ years ago. Additionally, how the Schenectady County UCC operates has delayed our responses by 2-3 minutes. This system has the capability to notify us prior to voice dispatch which would reduce our turnout times. When I have more info, I will loop in the technology committee to discuss feasibility.

TECHNOLOGY SERVICES:

Commissioner Pacheco Reported:

- Commissioner Pacheco & Chief Vena met with RBS regarding the failed hard drive, and it was noted that support for our existing server expires in 2027. RBS provided options for switching to a cloud-based server (Microsoft Intune) at no additional cost or purchasing a new on-site server at a cost of at least \$20K with a 4-5 year lifespan.
 - Commissioner Pacheco was satisfied with answers to his questions and recommends switching to the cloud-based server.
 - Awaiting a proposal and timeline from RBS.

Chief Vena Reported:

- Network –
 - 5/15/26 – staff and volunteers with MS 365 access who have not completed security awareness training were notified. An additional email was sent to all officers and GBFC leadership to follow up with their shifts and chains of command.

- Support for our current Server expires in September of 2027. June 9th, Commissioner Pacheco and I met with RBS to discuss migration to the cloud or replacement of our Server on-site. I defer to Commissioner Pacheco for the report.
- ESO – We are still having difficulty getting accurate attendance info out of NERIS within ESO. As such, Chief Fritz and I have decided not to publish that data until we can correct the issue. When you look at the department activity, you'll see Duty Crew Hours, but call attendance is intentionally blank.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY:

Commissioner Daly Reported:

- Commissioner Daly & Captain Griffiths presented research by Lt. Powers-Smith regarding the benefits of saunas to help purge cancerous/toxic chemicals from the bodies of firefighters after a fire.
 - They recommended the purchase of the Burneek Recovery Bundle Plus Gen 2 at a cost of \$800. This bundle includes a portable sauna (HALO Red Light Gen 2) that can be set up and taken down as needed, as well as a portable cold plunge.
 - Commissioner Pacheco inquired about the possibility of purchasing 2 bundles and noted that the firefighters would be able to cycle through the sauna and return to duty faster with 2 units. Captain Griffiths noted that 2 units would be appreciated.

FACILITIES:

Commissioner Woehrle Reported:

- The angle of the shed ramp was too steep and causing damage to the shed when the mower was moved in and out. Lt. Kaszuba & FF/P Agans adjusted the ramp with assistance from Garden Time.
- SRI provided a quote of \$2,352.88 for inspection, testing, and repair of sprinkler system.
- JD Warren revised the quote for HVAC repairs down to \$80,615. They estimate 4-5 weeks for parts to come in, and 2-3 weeks onsite for installation.
- The automatic light sensors in the Bunk Room were having issues. Comalli came in and replaced the obsolete low-voltage sensors with 120V sensors on 06/10/26.
- Commissioner Woehrle & Chief's Administrative Assistant Michelle Mazuryk organized the maps and disposed of miscellaneous items in the Records Room.
- Lt. Kaszuba and all shifts continue working on items from the inspection report.
- Lloyd Hale will be in soon to work on items from the inspection report.
- Cameras will be installed on 06/22/26 and 06/23/26.

Chief Vena Reported:

- 5/14/26 – Sprinkler System - received a report from SRI Fire and Security that we are due for NFPA 25 required testing and inspection as well as repair of a leaky FDC and replacement of three water gauges and one air gauge. The quote is \$2,352.88.
- 6/5/26 –JD Warren – Jason Grossman provided a revised complete controls system upgrade quote. The Board's prior decision to upgrade all items allows JD Warren to do all the work at once

and has yielded an approximate 6.3% savings. The new quote is \$80,615.00. Upon acceptance, they will order the components, and installation will occur in about 6-8 weeks.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- The committee will meet on Thursday 06/25/26 at 7 pm.

ELECTIONS:

Commissioner Daly Reported:

- Chairman Woehrle is up for election this year. There are no other candidates at this time.

PERSONAL PROTECTIVE EQUIPMENT & UNIFORMS:

Commissioner McGill Reported:

- Commissioner McGill is working with the Quartermaster and the Fire Company to develop a Uniform Manual.
- Some of the firefighters designed a new logo for hats; pictures were distributed to the BoFC for review.
 - Chief Vena recommends that the Board approve the new design and the wearing of the hats as part of the uniform.

SERVICE AWARDS PROGRAM:

Commissioner Poupore Reported:

- Technical issues on the back end are being worked through.

INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- The committee selected the Edison Club for the 2027 banquet, to be held on 01/23/27 from 6 pm – 11 pm.

INSPECTION OF FACILITIES & APPARATUS:

Commissioner Woehrle Reported:

- As covered in Facilities section above.

ACCIDENT INVESTIGATION:

Commissioner McGill Reported:

- Ambulance 4081 was at Albany Med and was impacted by a Colonie EMS ambulance. Damage is minor and the Committee does not recommend any policy changes or further action.

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- Clinical Laboratory Evaluation Program (CLEP/CLIA) – We still have not received our renewed limited laboratory registration and we expired 6/1/2026. I have an email confirmation on 4/16/26 that they received our application and payment. Multiple calls/emails have gone unanswered until 6/2/26 when I received a request for a copy of our Application for EMS Operating Certificate, form DOH-206 that was filed with the Bureau of EMS and our current EMS Operating Certificate. Both

were sent back to the Wadsworth Center Program Aide Darrell Shafer as was requested. On 6/3/26 I received an acknowledgement from Mr. Shafer and assurance under the State Administrative Procedures Act that due to our "timely and sufficient application for a renewal of a license...the existing license does not expire until the application has been finally determined by the agency." The email chain has been saved in the EMS Operations Folder under DOH Licenses and Renewals.

- policyBuilder – Progress is ongoing and nothing new to report.
- Niskayuna Town Councilwoman Sarah Bilofski is co-working with Susan Polsinelli on a first run of a career exploration program, the Capital Region Leadership Initiative – Niskayuna. This program is for approximately twenty Niskayuna Residents ages 18-21 and is predominantly being held at Town Hall. On July 14th there is a conflict and they are asking if they could use our training room from 18:00-20:30. Being the request is for our fire house, they would like to focus on how volunteer and professional firefighters operate in the town and take a tour of the station. I believe this would be a valuable use of our space and recommend approval and staffing by our recruitment team to answer questions.
- The certified list for Firefighter Paramedic and Firefighter Paramedic-Trainee should be available following conclusion of the canvas on June 10th. I expect to see something on the 11th or 12th. From there I will be reaching out to those interested and scheduling the CPAT orientation with the Utica Fire Academy.

Operations:

- 5/16/26 – Niska Day – No issues and was very successful.
- 5/22/26 – Conference call with Clifton Park Halfmoon EMS on excessive call volume from Capital Cardiology Associates (NFD 1 location is at 1769 Union St.). Colonie EMS, CPHM and NFD 1 are working together to jointly report call types and volume. The goal is to study 911 responses, the necessity and if other non-emergency measures could be utilized for transporting patients.
- 5/30/26 – The Town Wide delivery of the Basic Exterior Fire Ops course concluded. We have two students still making up some work and re-testing. Once they are complete, we will have 14 students graduate from the program (3 from SHFD, 7 from NFD2, and our 4 members). Lt. Smith and Chief Fritz have planned a graduation ceremony for them here at our station on June 22nd.
- 6/2/26 – Capt. Baker and I completed Fire Officer III and were notified this day of successful Pro Board Certification after a review of all testing and submitted activities by the Professional Standards Unit in Albany. Capt. Persons has signed up for an online delivery with local testing through Bucks County Community College. Expected completion is in November.
- Most of the career staff have completed their 2025 codes advanced in-service with a couple more completing it this month. This is for the new 2025 Code that went into effect 1/1/2026.
- The Technical Rescue Rope Committee is actively working on putting together costs for replacement of current cache and product research. Vendor meetings have occurred and more are scheduled. FF/P's Backman-Grottoli and Kilmartin are doing a great job participating. They bring enthusiasm, motivation and a fresh perspective to this project.
- VFF Vince Nicchi has completed his Class 2 driver training and is now cleared to drive/operate the fire engines.

- Lieutenant Anderson is working through Fire Instructor I. Successful completion of this course will qualify him for the 2-week FLSTP offering later this year.
- 7/14/26 – The State Preparedness Training Center in Oriskany is holding a **Steps to Safety Prevent Fire and Falls at Home** Train-the-Trainer course. I am requesting authorization to send two of our FLSE staff members to the class. This directly ties into our Vision Statement and coincidentally coincides with a fall prevention grant Lt. Nolan has applied for. The class is free and the cost to NFD 1 would be travel and 9 hours OT.
- We are in need of additional CPR Instructors. Lieutenant Smith has requested to send two members for training through REMO. The cost is \$500/person plus approximately 15 hours of overtime. This was planned for in her 2026 budget requests and can be found in Accounts A3410.14 and A3410.483.

Department Activity	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
May Incidents	213	221	244	184
EMS	150	141	195	135
Fire/MVC/Other	63	80	49	49
Total YTD (4/30)	1065	1155	1086	887

- Mutual Aid Requested 17
- Mutual Aid Denied 03
- Actual Mutual Aid Given 14
- Mutual Aid Received 02

Other Activities:

Emergency Callback	89.25 Staff Hours
Department Training	604.6 Staff Hours
Duty Crew	104.75 Staff Hours

Chief Fritz Reported:

- Chief Fritz requests apparatus to be sent to the Alplaus July 4th Parade if available.
- VFF Shane Bracken completed BEFO and was taken off probation.

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

REPORT OF THE GRAND BOULEVARD FIRE COMPANY:

GBFC President Vena Reported:

- The GBFC Member Only Facility Use Policy was approved by the GBFC Board.
- GBFC President Vena thanked Chief's Administrative Assistant Michelle Mazuryk for organizing the GBFC records in the Records Room.

REPORT OF THE AUXILIARY: No Report

OLD BUSINESS: None

NEW BUSINESS:

Motion/ Daly, Second/ Poupore: to authorize use of the Balltown Road Station Training Room on Tuesday 07/14/26 6 pm – 8:30 pm by the Career Exploration Program-the Capital Region Leadership Initiative-Niskayuna for the purpose of presenting and discussing the career and volunteer fire service opportunities. Passed 5-0.

Motion/ McGill, Second/ Poupore: to approve the revised HVAC quote from JD Warren of \$80,615 and authorize the commencement of work. Passed 5-0.

Motion/ McGill, Second/ Poupore: to purchase a new LDH Gate Valve at cost not to exceed \$1,300.00. Passed 5-0.

Motion/ Daly, Second/ Poupore: to authorize two members to attend CPR Instructor Certification training at a total cost of \$1,000 plus 30 hours of overtime. Passed 5-0.

Motion/ McGill, Second/ Poupore: to approve SRI Fire and Security proposal for sprinkler testing, inspection, and repair at a cost of \$2,352.88. Passed 5-0.

Motion/ McGill, Second/ Daly: to authorize Chief Vena to attend the Career Chief Meeting in Corning, NY 07/14/26-07/15/26 at a cost of \$200 with use of the District vehicle. Passed 5-0.

Motion/ McGill, Second/ Poupore: to authorize Chiefs Vena and Fritz to select apparatus to go to Alplaus July 4th Parade. Passed 5-0.

Motion/ Daly, Second/ McGill: to approve NYCLASS investment. Passed 5-0.

Motion/ Daly, Second/ McGill: to approve purchase of 2 saunas (Burneek Recovery Bundle Plus Gen 2) at a cost of \$800 each (\$1,600 total). Passed 5-0.

Motion/ McGill, Second/ Daly: to approve the new hat logo design and authorize the hats to be worn as part of the uniform. Passed 5-0.

Motion/ Daly, Second/ Poupore: to authorize two FLSE staff members to attend the Steps to Safety Prevent Fire and Falls at Home Train-the-Trainer course at the State Preparedness Training Center in Oriskany, NY on 07/14/26 at a cost of travel plus 9 hours of overtime. Passed 5-0.

Motion/ McGill, Second/ Poupore: to not allow the Red Cross to hold a blood drive in the Balltown Road Station. Passed 5-0.

Motion/ McGill, Second/ Daly: to approve the District's Members Only Facility Use for Private Events Policy. Passed 5-0.

ADDITIONAL BUSINESS BROUGHT BEFORE THE BOARD:

- Commissioner Daly noted upcoming road closures on Route 5. Captain Baker noted that the closures are posted in the Radio Room.

Motion/ McGill, Second/ Daly: to adjourn to Executive Session to discuss personnel legal and medical matters at 8:08 pm. Passed 5-0.

Motion/ Poupore, Second/ McGill: to return to Regular Session at 8:14 pm. Passed 5-0.

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

Motion/ Poupore, Second/ McGill: To adjourn the meeting at 8:15 pm. Passed 5-0.

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

Respectfully submitted by:

Anne Heller

Secretary
Niskayuna Fire District No. 1