

Minutes of Regular Meeting July 8, 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 7:06 pm by Chairman Woehrle.

Motion/ McGill, Second/ Poupore: To approve the June 10, 2026 meeting minutes. As Read.
Passed 5-0.

CORRESPONDENCE:

- Notarized copy of the legal notice of the audit of 2025 financials, published in The Daily Gazette on 06/12/26.
- 05/27/26 notice from CDPHP of a premium rate change upon renewal of the Triple Zero HMO Copayment 224 Gold DP plan. A letter indicating the new rate will be received 60 days prior to our renewal date.
- 07/26 notice from the USPS indicating that the First-Class postage rate will increase to \$0.82 on 07/12/26.
- 07/07/26 email of appreciation from Susan Kudlay for medical assistance provided by FF/P Wessels and FF/P Kilmartin.

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 23432-23475, QuickCheck86, QuickCheck90, and QuickCheck92-93 from June 11, 2026 through July 8, 2026 totaling \$228,987.32 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-Modified Since Last Meeting were provided for review.
- The reserve accounts as of the end of June 2026 were reviewed.
- The monthly and YTD comparison sheets for June 2026 vs. 2025 were reviewed.
- Budget versus actual expenses through June 2026 were reviewed.
- We are 50% through the year and have spent 53.9% of the budget.
- NYCLASS accounts are set up, the transfer accounts are set up between TD Bank and NYCLASS, and Treasurer Splendido is waiting for approval from NYCLASS to begin the transfer of funds.

ATTORNEY'S REPORT:

Attorney Snyder Reported:

- Attorney Snyder reviewed the Electronic Data Interchange Provider Trading Partner Agreement sent to Chief Vena by Emergency Management Resources (EMR) and finds it satisfactory, noting no indemnification for the District.
 - Chief Vena noted to the Board that this type of agreement is for the District to collect payment.
- Attorney Snyder raised a concern that the policies drafted by PolicyBuilder do not have enough detail in their current format. Her concern is OSC compliance.
 - Chief Vena noted that the bulleted format in the drafts makes the policy easier to read/reference and would support compliance.
 - Commissioner Pacheco noted that some policies (ex. Harassment) as drafted do not match the existing board-approved resolutions. Chief Vena asked for a list of which policies are by resolution to ensure that they are not reformatted in PolicyBuilder.
- Attorney Snyder advised that the BoFC can appoint a Records Access Officer by motion, after which she will update the FOIL Policy and provide it to the Board for approval. The Records Access Officer will need to be appointed during the annual organizational meeting as well.

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- The committee will look at the monthly reports provided by the Treasurer to determine if any reports can be eliminated from the package presented at the BoFC meeting.

INSURANCE: No Report

MEDIA: No Report

APPARATUS & FIRE EQUIPMENT:

Commissioner Woehrle Reported:

- 4082 is at VCI for repairs and Capt. Baker was asked to provide a history of issues since delivery, including A/C (blown compressor leading to persistent rear A/C failure), inferior workmanship/interior finishes, some programming not done, several issues with liquid spring, battery broke open on original transport to NFD1, alternator failed today
 - Attorney Snyder requested to review the contract/specs.

Chief Vena Reported:**Apparatus:**

- 4082 – As of this writing (7/7) it is not back from VCI for the multitude of repairs. It is expected back by noon on 7/8. I'll let you know the status at the Board Meeting.
 - Update at Board Meeting: ambulance broke down today (alternator failure) on the way to NFD1 from VCI and is back at VCI
- I am holding off on selling the old 4082. With all the issues with the new 4082 and VCI, the ambulance spec committee is reviewing the feasibility of remounting the box on a new chassis vs a completely new ambulance. In the two years since the order and build of the new ambulance, different chassis have become available. North Eastern Rescue Vehicles (NERV) has 70+ ambulances and chassis available on their lot and displays of options. They offered to bring ambulances to the station to show us, but said it will take multiple trips over months. Instead, the recommendation is to go to their shop in Syracuse for a day to walk around, climb through and test drive all they have available. I feel this is the best option and recommend we send up to four members of the committee to do this.

Equipment:

- 6/22/26 – MES serviced the Hydraulic Tools on both Engines – We are awaiting parts to arrive for the older model tools on E-4022.
- Four of our old Indian Tanks for brush fires have exceeded their useful life. The rubber has deteriorated and dry rotted at the seams and were disposed of. Recommend purchasing replacements at a cost of \$1,700 plus freight. This would come out of the Fire/Rescue Equipment Budget Line.
- FYI – As reported last month, I am in the very early stages of looking at the Bryx Fire Station Alerting System. I have a meeting and station walkthrough set for Monday 7/20. This meeting should help determine what options are available to us if they were to install a system and the components potentially reusable from our existing system.

TECHNOLOGY SERVICES:**Commissioner Pacheco Reported:**

- Commissioner Pacheco commended Chief Vena for greatly improved percentage of individuals completing training
- Phishing training is going well – we are in the low-risk category

Chief Vena Reported:

- Network –
 - Server migration – RBS is working out the migration mapping and will be setting up a project kick-off meeting with us later this month or in August.
- ESO –When you look at the department activity, you will see Duty Crew Hours, but call attendance remains intentionally blank. FF/P Ruth has made progress with an ESO software engineer on the report design, but it is not fully ready yet. We are not alone in this problem. Chief Fritz and I learned at the last Town Chief's meeting the NFD 2 and SHFD are having similar difficulties.

EMS & EQUIPMENT: No Report

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle and Chief Vena Reported:

- 6/11/26 –JD Warren –The components for the controls system upgrade are on order.
- 7/2/26 – Kitchen Hood fire suppression systems were inspected and tested. On site the tech stated the upstairs hood was good but on the downstairs hood, the contactor shuts down the fan which causes the system to fail the test. They recommended an electrician be hired to look at the wiring. We received the reports on July 6th, and they do not reflect this information. Above & Beyond was contacted about the discrepancy and they are looking into it and will get back to me.
- 7/6/26 – Adirondack Overhead Door completed T-4075's door repair and replaced the broken springs on the ambulance bay overhead door.
 - Due to the lead time it takes to get these springs, ADK Overhead Door recommends we purchase a set to have on hand to limit downtime. They are usable on all three doors facing Balltown Road. The cost is \$2,450 plus freight.
 - Still awaiting the parts for the Brink Alert Door indicating system. The last component is expected to ship next week.
- 7/7/26 – SRI performed the sprinkler system repairs and inspections. Awaiting the report but the technician verbally indicated that all systems passed the 3-year air test and the 5-year internal pipe assessment.
- Chairman Woehrle and I met with an IT consultant regarding the training room and 2nd floor conference rooms ongoing difficulties with our current setup for instructor media presentations and web conferencing. Upgrades are suggested and I defer to Chairman Woehrle for further.
- New cameras were installed and remaining work includes replacing a damaged monitor, moving a pavilion camera, migrating the old cameras onto the new system, and setting up conference room and Chief's office monitors.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- Committee met on 06/25/26; next meeting 09/24/26
- Committee discussed that substantial staffing changes that were planned for this year are falling behind the planned schedule; committee is strategizing
- SWOT analysis to be performed in 2027 (last was in 2022)

ELECTIONS:

Commissioner Daly Reported:

- Chairman Woehrle is up for reelection in December; no other candidates at this time

PERSONAL PROTECTIVE EQUIPMENT & UNIFORMS:

Commissioner McGill Reported:

- Meeting with the Quartermaster and a member of GBFC to update the Uniform Manual

SERVICE AWARDS PROGRAM:

Chief Vena Reported:

- Chief Vena would like to explore the possibility of replacing the LOSAP program with another program that gives the Board authority over how it is administered and who is eligible.
 - Attorney Snyder was asked for guidance on whether this is possible and if so, are there better options available. Attorney Snyder will report back to the Board at the August meeting.
 - Commissioner McGill suggested that if the plan to replace the LOSAP program proceeds, the Board should solicit Fire Company Member input as to what they would like to see in a new program.

INSTALLATION BANQUET:

Commissioner Pacheco Reported:

- Commissioner Pacheco requested that the policies for Inspection and Installation Banquet be separated in PolicyBuilder. Commissioner Woehrle confirmed that this was completed.

INSPECTION OF FACILITIES & APPARATUS: No Report

ACCIDENT INVESTIGATION: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- Clinical Laboratory Evaluation Program (CLEP/CLIA) – We received the renewed registration certificate on June 18th extending us to 2028. The certificate has been posted as required and the State also refunded us the \$200 fee. We are unclear why it was refunded when they were very specific about not processing the renewal without receiving the fee.
- PolicyBuilder – Progress has picked up momentum. Eighteen District Policies were completed and provided to the Chair, Vice-Chair and Attorneys to review/edit. Five of the GBFC's Policies were also provided to GBFC Board of Directors Chair Ray Hull and the President S. Vena for the same. The operational SOP/SOG's are a heavier lift due to how outdated they are and the quantity. Capt. Griffiths and I are about 15% through them.
- The canvas list for Firefighter Paramedic and Firefighter Paramedic-Trainee was received June 12th without email addresses. This delayed contacting candidates until email addresses were received on Monday the 15th. A total of 24 candidates were provided to us between the two lists. Contact was made or attempted with all 24. Eighteen candidates have submitted interest in taking the CPAT. On July 1st, ten candidates attended the CPAT Orientation in Utica. The CPAT itself is scheduled for August 4th.
- Our EMS billing company Emergency Management Resources (EMR) reached out requesting I sign an Electronic Data Interchange Provider Trading Partner Agreement. This agreement is part of the enrollment process with Tricare East so they can process claims through their clearing house, ZirMed Inc. When Billing began, the Board gave Retired Chief Lingenfelter authority to execute agreements. After reading through this one, I was not comfortable signing without an

attorney review and Board authorization. The agreement was sent to Attorneys Snyder and Serio, and I defer to them for further.

Operations:

- 6/24/26 – Recruit FF/P's Adams and Bullock graduated from the Utica Fire Academy and are back on shift working.
- Volunteer Firefighter V. Nicchi has completed NYS Apparatus Operator-Pump, the Firefighter 2 Mod 1 and is signed up for Module 2.
- The Technical Rescue Rope Committee has determined the sheer number of options is too great to make recommendations based on webinars and vendor presentations. A TEAMS meeting was held with Capital Tech Rescue (CTR), a highly regarded local company. They do not sell any equipment, but have all of it from the across manufacturer spectrum available at their Albany Training Center. I feel it would be best to attend a training session at their facility where we can trial the various systems to determine what would meet our needs. I will be requesting up to six members attend at a cost of \$750 plus OT.
- FF/P's Backman-Grottoli and Kilmartin are interested in the NYSAFC Fire Behavior on the Inside course at the Guilderland Fire Training Center in November. This is the same course taken by several members last fall that received favorable reviews. The cost is \$245 for registration and 9 hours OT per firefighter. This is budgeted for in the fire training budget line.
- Capt. Persons is working on setting up a combination drill at the Saratoga County Fire Training Center. This is to teach water mapping, stream application and hoseline management tactics. The cost is budgeted for in the Training Budget Line. We need approval to take the apparatus out of the county.
- FLSTP School became available for Lt. Anderson 08/10/6 – 08/21/26.

Notable incidents:

- July 3rd – 1149 S Country Club Dr. – Tractor fire threatened a residence
- July 3rd – 1133 Highland Park Road – Electrical fire in a wall.
- July 5th – 1805 Providence Ave, Pathways – Uni-vent heat/AC Unit caught fire in an unoccupied patient room.

Department Activity	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
June Incidents	197	205	228	206
EMS	152	134	168	156
Fire/MVC/Other	45	71	60	50
Total YTD (6/30)	1262	1360	1317	1093

- Mutual Aid Requested 14
- Mutual Aid Denied 01
- Actual Mutual Aid Given 13
- Mutual Aid Received 09

Other Activities:

Emergency Callback	74.76 Staff Hours
Department Training	340.50 Staff Hours
Duty Crew	138.25 Staff Hours

Chief Fritz Reported: No Report

- Commissioner Pacheco recognized the significant number of duty crew hours and expressed appreciation to Chief Fritz for the Duty Crew reports and updates.

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

REPORT OF THE GRAND BOULEVARD FIRE COMPANY:

GBFC President Vena Reported:

- GBFC President Vena reiterated what Chief Vena said about the LOSAP Program and feels the Company members would be wholeheartedly in favor of change
- GBFC President Vena requested that Commissioner Pacheco restate his appreciation of Duty Crew hours at the GBFC meeting on Monday.

REPORT OF THE AUXILIARY: No Report

OLD BUSINESS: None

NEW BUSINESS:

Motion/ Daly, Second/ Pacheco: to approve up to 6 members of The Tech Rescue committee to attend a Focus Group Equipment Evaluation and Training Session at the CTR Facility in Albany. Cost is \$750 plus 6 hours overtime per member. Passed 5-0.

Motion/ McGill, Second/ Daly: to send up to four members of the Ambulance Specification Committee to NERV, Inc. in Syracuse to research new ambulance options. The cost would be approximately 40 hours overtime and use of the district vehicle. Passed 5-0.

Motion/ Pacheco, Second/ Daly: to approve FF/P Backman-Grottoli and FF/P Kilmartin to attend the NYSAFC Fire Behavior on the Inside Course in Guilderland in November at a cost of \$245 and 9 hours OT per person. Passed 5-0.

Motion/ McGill, Second/ Daly: to take one Engine out of town to the Saratoga County Fire Training Center for the purpose of a combination drill using Saratoga's training tower. The date is TBD and the cost is approximately 48 hours OT. Passed 5-0.

Motion/ Poupore, Second/ Daly: to purchase spare overhead door springs at a cost of \$2,450 plus freight. Passed 5-0.

Motion/ McGill, Second/ Poupore: to purchase six Indian Smokechaser Pro 5-Gallon tanks with Standard Pump at a cost of up to \$1,800. Passed 5-0.

Motion/ Daly, Second/ McGill: to approve Stripe King to restripe vehicle striping in bays at a cost of \$750. Passed 5-0.

Motion/ McGill, Second/ Poupore: to approve Fire Lt./Paramedic Matthew Anderson to attend FLSTP School in NYC 08/10/26-08/21/26 at a cost of 96 hours of OT plus mileage and tolls. Passed 5-0.

Motion/ Daly, Second/ Pacheco: to change the civil service status of Fire Captain-Paramedic John Baker from Fire Captain-Paramedic Probationary to Fire Captain-Paramedic Permanent.

ROLL CALL:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 5-0.

Motion/ Poupore, Second/ Daly: to change the civil service status of Fire Captain-Paramedic Nicholas Persons from Fire Captain-Paramedic Probationary to Fire Captain-Paramedic Permanent.

ROLL CALL:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 5-0.

Motion/ Daly, Second/ Poupore: to approve the New Hires and Promotion Interview Panel Policy. Passed 5-0.

Motion/ Daly, Second/ Pacheco: to approve the following AV equipment for the Conference Room and Training Room at a total cost of \$4,150:

- Two Halo 4K AI Video bars at \$899 each = \$1,800
- Samsung 98-inch 4K TV = \$1,700
- Samsung 50-inch 4K TV = \$300
- Mounting brackets = \$200
- HDMI cables = \$100
- HDMI splitters = \$50

Passed 5-0.

Motion/ McGill, Second/ Poupore: to authorize Chief Vena to sign EMS billing agreements after attorney approval. Passed 5-0.

Motion/ McGill, Second/ Daly: to appoint Chief's Administrative Assistant Michelle Mazuryk as Records Access Officer for the District.

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:

- Commissioner Daly thanked NFD1 for responding quickly to help his visiting 102-year-old father-in-law after a fall and noted FF/P Ruth calmed his father-in-law. Appreciation was also expressed for NFD2's response to a separate fall.
- Commissioner Pacheco proposed purchasing a used vehicle to be used as a rehab vehicle to be outfitted with the necessary rehab items and sent out to response locations as needed.
 - Chief Vena noted that the pickup truck is scheduled for replacement in 2027 and proposed keeping the old truck to use as the rehab vehicle. This idea was acceptable to the Board and will be brought to the Apparatus Committee.

Motion/ McGill, Second/ Pacheco: to adjourn to Executive Session to discuss a personnel legal matter and a career personnel matter at 8:45 pm. Passed 5-0.

Motion/ Poupore, Second/ McGill: to return to Regular Session at 9:35 pm. Passed 5-0.

Motion/ Pacheco, Second/ McGill: based on discussion in Executive Session, to extend paid administrative leave at current pay scale to a FF/P until the next Commissioner Meeting in August. Passed 5-0.

Motion/ Pacheco, Second/ Poupore: to change the Chief's Vehicle and On Call Vehicle Policy to increase the allowed radius for the Chief's vehicle from 25 miles from the District to 40 miles from the District. Passed 5-0.

Motion/ McGill, Second/ Poupore: To adjourn the meeting at 9:40 pm. Passed 5-0.

The next regular business meeting will be held on Wednesday, August 12, 2026 at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary
Niskayuna Fire District No. 1