

Minutes of Regular Meeting August 12, 2026

PRESENT: Commissioners Pacheco, Daly, Poupore, McGill, and Chairman Woehrle

Also Present: Chief Vena, Attorney Alyssa Snyder, Treasurer John Splendido, Secretary Anne Heller, Chief's Administrative Assistant Michelle Mazuryk, NPFA President John Baker, GBFC President Steve Vena, GBFC Auxiliary President Lynne Daly, Captain Nicholas Persons, FF/P Kevan Seiden, FF/P James Adams

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

Motion/ Poupore, Second/ Pacheco: To approve the July 8, 2026 meeting minutes. As Read. Passed 5-0.

CORRESPONDENCE:

- 07/15/26 email to Chief Vena from FF/P James Warner announcing his resignation effective 08/01/26
- 07/15/26 email to Chief Vena from Susan Polsinelli expressing appreciation for hosting the young college student group on 07/14/26 and the presentation by Capt. Persons, Lt. Nolan, and Commissioner Woehrle
- Letter of appreciation from Kayla Gollmer, Blatnick Park Supervisor, for the presentation given to the Blatnick Park Summer Camp on 07/22/26 by Lt. Nolan and Volunteer FFs Dave Dietrich and Matt Grygiel
- 08/11/26 article from The Daily Gazette highlighting NFD1's training with Bring on the Spectrum ("Niskayuna FD 1 first to train with Bring on the Spectrum")
- 08/03/26 invitation from the NYS Office of Fire Prevention and Control to the 29th New York State Fallen Firefighters Memorial Ceremony to be held on Tuesday, 10/06/26 at 11 am at the New York State Fallen Firefighters Memorial located at the Empire State Plaza Convention Center.
- Advertisement from Pinsky Law Group for Board of Director & Executive Officer Training

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 23476-23483, 23486, 23488-23495, 23497-23535, QuickCheck100-102, and QuickCheck94-95 from July 9, 2026 through August 12, 2026 totaling \$191,055.00 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 July 2026 were reviewed.
- The YTD comparison sheets for July 2026 vs. 2025 were reviewed.
- Budget versus actual expenses through July 2026 were reviewed.
- We are 58% through the year and have spent 60% of the budget.

ATTORNEY'S REPORT: No Report

COMMITTEE REPORTS:

FINANCE:

Commissioner McGill Reported:

- Funds were moved to the NYCLASS accounts and are earning significantly more each month
- Employee Health Insurance renewal coming up in the fall

INSURANCE: No Report

MEDIA:

Commissioner Poupore Reported:

- Great media coverage of the Bring on the Spectrum training

Commissioner Pacheco Reported:

- Re: website – noted a deadline of 04/26/28 to meet requirements of Title II of the Americans with Disabilities Act. Commissioner Poupore will be contacting Humble Roots Marketing.
- Recommended adding references on our website to the various accessibility features of the fire station, such as the elevator.

APPARATUS & FIRE EQUIPMENT:

Commissioner Woehrle and Chief Vena Reported:

Apparatus:

- 4082 – Is back and in service.
- 4053 – Rear Bumper has been repaired by Walter's Autobody from the hit and run incident earlier this year while it was parked at an EMS call.

Chief Vena Reported:

Equipment:

- Indian Tanks approved last month have been received and are in-service on the fire apparatus.
- FYI – Commissioner Woehrle, Capt. Griffiths and I met with a rep from Bryx Fire Station Alerting Systems. They are working on a quote.
- Firefighter bailout systems – Requesting our original 40 systems that are out of date be declared surplus and authorize the purchase of 10 more systems to meet the demand of our GBFC

members working toward Interior Firefighter Status and to outfit new employees. The cost is \$564 each and is in budget line A3410.24.

- SCBA facepieces –we are in need of 8 additional facepieces due to our newer GBFC firefighters working towards Interior qualifications and for any new hires. The cost is \$405/each.

TECHNOLOGY SERVICES:

Chief Vena Reported:

- Network – Server migration – planning by RBS is ongoing.
- 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:

Chief Vena Reported:

- EMS – Dr. McHugh has requested for the past two years that we implement Video Laryngoscopes for advanced airway management. We held off last year due to emerging technology at a more advantageous price point. We agreed to give that tech time to prove it was worth the wait. Now it has and I will be requesting authorization for funds already budgeted for this purchase. In accounts A3410.22 & A3410.493.

HEALTH & SAFETY: No Report

FACILITIES:

Commissioner Woehrle Reported:

- JD Warren will begin work on the controls system upgrade in September
- Adirondack Overhead Door will be here the week of 08/17/26
- Camera work is complete except for the transition of the old cameras onto the new system
- Lloyd Hale will be here the week of 08/17/26

Chief Vena Reported:

- 8/10/26 –JD Warren –Still awaiting components for the controls system upgrade. They anticipate all will be in by the end of the month and work will commence in September.
- 7/21/26 – Kitchen Hood fire suppression systems in the GBFC kitchen was repaired to allow the fan to continue operating when the Ansul system activates. However, it was discovered if the fan was not already on, it would not activate upon discharge of the Ansul system in accordance with NFPA 96. Sanders was unable to repair this condition and so far, neither is Above & Beyond Fire Safety. We are checking with SRI and other companies for service and repair options and integration into the FACP.
- Adirondack Overhead Door - installation of the Brink Alert Door indicating system and PM's on the doors for both stations is anticipated the week of 8/17.

- Media Components for the Training and Conference rooms have been received. Installation should occur over the next few weeks.

STRATEGIC PLANNING:

Commissioner Pacheco Reported:

- Next committee meeting will be on 09/24/26

ELECTIONS: No Report

PERSONAL PROTECTIVE EQUIPMENT & UNIFORMS:

Commissioner McGill Reported:

- Meeting with the Quartermaster to discuss some new options for the career staff
- Commissioner Pacheco shared a draft "Niskayuna Fire District No. 1 Fire Commissioner Class "A" Uniform Standard". Commissioner McGill will look into pricing to include in 2027 budget.

SERVICE AWARDS PROGRAM: No Report

INSTALLATION BANQUET: No Report

INSPECTION OF FACILITIES & APPARATUS: No Report

ACCIDENT INVESTIGATION: No Report

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- PolicyBuilder – SOP/SOG reviews are ongoing.
- August 4th - The CPAT was held at the Utica Fire Academy. Of the 24 candidates eligible from both Canvas Lists:
 - 10 withdrew from consideration for various reasons.
 - 9 Passed the CPAT
 - 4 failed the CPAT
 - 1 was removed from the Trainee list and maintained only on the FF/P list because of his paramedic qualifications. The FF/P List was considered by Civil Service the most favorable position for his candidacy and made him reachable. Staying on the Trainee list would have eliminated the candidate from consideration.
- August 5th – The Certified Lists were received from Schenectady County Civil Service.
- August 9th, Interviews were held by and amongst the field of candidates, three were unanimously selected by the committee for BOFC employment consideration. The official recommendation letter to the Board is contained in a separate letter.
- 8/11/26 – Reimbursement submitted to Schenectady County Emergency Management Office for the purchase of two Cyanokits. The reimbursement is expected to total \$3,339.98.

Operations:

- Volunteer Firefighter Etwaru has completed Class 1A Driver Training.

- FF/P's Adams and Bullock are interested in the NYSAFC Fire Behavior on the Inside course at the Guilderland Fire Training Center in November. As this will make for a total of four probationary members to attend, I would also like to send an officer. The cost is \$245 for registration and 9 hours OT per firefighter. This is budgeted for in the fire training budget line.
- We currently have three volunteer firefighters in the IFO (interior Fire Operations) course.
- August 11 – Bring on The Spectrum – gave a 1.5 hour training on interacting with Neuro Divergent patients. This was their very first delivery of the class and was very informative. The news media came in and recorded part of the training and interviewed Lt. Smith. We received kits for all our apparatus with various items curated to assist with communication and deescalation with Neuro Divergent personalities experiencing Crisis. They have also offered to bring their sensory van and participate in outreach training we conduct as well as our open house in the fall.

Notable incidents:

- August 3rd – Vehicle fire that largely consumed the vehicle at the Rivers Ledge Apartments.
- August 5th – Complex patient removal from a residence requiring the use of technical rescue rope skills.
- August 6th – M/A to NFD 2 for a structure fire on Pearse Road.

Department Activity	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
July Incidents	201	247	226	213
EMS	134	162	165	149
Fire/MVC/Other	67	85	61	64
Total YTD (7/31)	1463	1607	1540	1306

- Mutual Aid Requested 11
- Mutual Aid Denied 01
- Actual Mutual Aid Given 10
- Mutual Aid Received 09

Other Activities:

Emergency Callback	45.75 Staff Hours
Department Training	359.75 Staff Hours
Duty Crew	104.25 Hours

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

REPORT OF THE GRAND BOULEVARD FIRE COMPANY:

GBFC President Vena Reported:

- Office computer keyboard not working; Chief Vena will locate a replacement

REPORT OF THE AUXILIARY: No Report

OLD BUSINESS: None

NEW BUSINESS:

Motion/ Poupore, Second/ Daly: to authorize up to \$9,000 for the purchase of three Uescope Video Laryngoscopes (1 per ambulance) and all necessary sizes of adult and pediatric blades. Passed 5-0.

Motion/ McGill, Second/ Pacheco: to approve two firefighters to attend the Fire and Emergency Services Instructor 1 course in Albany at a cost of 40 hours overtime per firefighter for attendance and shift coverage. Passed 5-0.

Motion/ Pacheco, Second/ Poupore: to approve FF/P Adams, Bullock and one officer to attend the NYSAFC Fire Behavior on the Inside training in Guilderland at a cost of \$245/person registration fee and 9 hours OT each. Passed 5-0.

Motion/ McGill, Second/ Pacheco: to purchase 8 SCBA Facepieces from Dival Safety under the NYS Hires Contract at a cost of \$3,240. Passed 5-0.

Motion/ McGill, Second/ Daly: to purchase 10 Firefighter Bailout escape systems from Dival Safety under the NYS Hires Contract at a cost of \$5,640. Passed 5-0.

Motion/ Pacheco, Second/ Daly: to declare as surplus the original 40 firefighter bailout systems that are out of date and authorize Chief Vena to dispose of them. Passed 5-0.

Motion/ Poupore, Second/ McGill: to authorize Chief Vena to replace the Balltown Road Station push lawn mower at a cost not to exceed \$1,000. Passed 5-0.

Motion/ Pacheco, Second/ McGill: to rescind the appointment of Michelle Mazuryk as Records Access Officer for the District. Passed 5-0.

Motion/ Pacheco, Second/ McGill: to appoint the Fire Chief as the Records Access Officer for the District. Passed 5-0.

Motion/ Pacheco, Second/ McGill: to declare as surplus the old push lawn mower. Passed 5-0.

ADDITIONAL BUSINESS BROUGHT BEFORE THE BOARD: None

Motion/ Pacheco, Second/ Poupore: to adjourn to Executive Session to discuss the conclusion of a personnel matter, the candidates interviewed for employment, and suspending a portion of Article D Compensation, Section 2 Work Schedules for 2026 at 7:42 pm. Passed 5-0.

Motion/ McGill, Second/ Poupore: to return to Regular Session at 7:55 pm. Passed 5-0.

Motion/ Pacheco, Second/ Daly: to hire Shane Bracken as a Firefighter/Paramedic Trainee pending passing pre-employment medical exam, background check, psychological screening, criminal background check, and arson and sex offender checks. Effective September 16, 2026.

ROLL CALL:

Commissioner Pacheco – YES

Commissioner Daly – YES

Commissioner Poupore – YES
Commissioner McGill – YES
Chairman Woehrle – YES
Passed 5-0.

Motion/ Pacheco, Second/ Daly: to hire Michael Manning as a Firefighter/Paramedic Trainee pending passing pre-employment medical exam, background check, psychological screening, criminal background check, and arson and sex offender checks. Effective September 17, 2026.

ROLL CALL:

Commissioner Pacheco – YES
Commissioner Daly – YES
Commissioner Poupore – YES
Commissioner McGill – YES
Chairman Woehrle – YES
Passed 5-0.

Motion/ Pacheco, Second/ Daly: to hire Patrick McKay as a Firefighter/Paramedic Trainee pending passing pre-employment medical exam, background check, psychological screening, criminal background check, and arson and sex offender checks. Effective September 18, 2026.

ROLL CALL:

Commissioner Pacheco – YES
Commissioner Daly – YES
Commissioner Poupore – YES
Commissioner McGill – YES
Chairman Woehrle – YES
Passed 5-0.

Motion/ Pacheco, Second/ Daly: at the request of the NPFA, to suspend the Article D Compensation, Section 2 Work Schedules deadline of October 15 for 2026.

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 adjourn the meeting at 7:58 pm. Passed 5-0.

The next regular business meeting will be held on Wednesday, September 9, 2026 at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary
Niskayuna Fire District No. 1