

Minutes of Regular Meeting September 9, 2026

PRESENT: Commissioners Pacheco (excused at 9 pm), 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, FF/P Bob Wessels, Captain Nicholas Persons

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

Motion/ McGill, Second/ Poupore: To approve the August 12, 2026 meeting minutes. As Read. Passed 4-0.

CORRESPONDENCE:

- 08/2026 letter announcing partnership between Family Pest Solutions and JP McHale Pest Management
- 08/2026 appreciation cards from Town residents, the Ness family
- 08/27/26 email from Town resident Robbie Roessle expressing appreciation for NFD1's response to a gas leak in her neighborhood. Responders included Chief Vena, Lt. Smith, and FF/Ps Agans, Wessels, Seiden, and Vinehout.
- 06/16/26 letter of appreciation from Town resident Harry Salavantis which accompanied a gift of an Echo Core Stethoscope.
- 09/08/26 letter of appreciation from Town resident Harry Salavantis in remembrance of September 11, 2001

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

Motion/ Poupore, Second/ McGill: To pay bills for corresponding check #'s 23536-23566 and QuickCheck103-104 from August 13, 2026 through September 9, 2026 totaling \$150,962.88 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-Modified Since Last Meeting were provided for review.
- The reserve accounts as of the end of August 2026 were reviewed.
- The YTD comparison sheets for August 2026 vs. 2025 were reviewed.
- Budget versus actual expenses through August 2026 were reviewed.
- We are 66.7% through the year and have spent 65.8% of the budget.
- Treasurer Splendido noted that he will be working with Chief Vena over the next month on the 2027 budget.

ATTORNEY'S REPORT: No Report

COMMITTEE REPORTS:

FINANCE: No Report

INSURANCE: No Report

MEDIA:

Commissioner Poupore Reported:

- Received historical documents from Commissioner Pacheco and is working on scanning them and adding them to the website.

APPARATUS & FIRE EQUIPMENT:

Commissioner Woehrle and Chief Vena Reported:

Apparatus:

- 4021 – The motor developed a significant oil leak from the head gasket requiring repair. Cummins of Albany has the vehicle now and is working on repairs. It is expected back early next week. The cost estimate is \$6,592.00.
 - New issues came to light today: during teardown, Cummins found an intake pipe that had a hole rubbed through which caused dirt/debris ingestion. This dirt ingestion caused cylinders to polish. This led Cummins to revise the quote to \$17,108.06 to include an overhaul of the engine to address the polishing.
 - Commissioner Pacheco recommended inquiring about any other repairs that should be made while the engine is opened up (specifically, replacement of the timing belt)
- 4022 – Involved in a minor single vehicle collision while returning from a fire alarm. No damage to the object that was struck and minor damage to 4022 that will be buffed out and repaired in-house. I defer anything further to the Accident Investigation Committee Chair, Commissioner McGill.
- 4082 – The new ambulance had a leak in the Liquid Spring Suspension. VCI is at the station repairing it as I write this.
- OxiFresh provided a quote of \$900 to clean the upholstery in all 10 vehicles.

Equipment:

- Bryx Fire Station Alerting returned a quote to upgrade Balltown Road Station. The cost estimate is \$31,460. This includes complete speaker replacement, lighting, Station Kiosks, Installation and the first Year of Annual Service and Maintenance. I recommend acceptance of this quote and defer to Commissioner Woehrle for more.
- Balltown Road Security Cameras fully migrated from Axis to Taylor Techs LTS system.

TECHNOLOGY SERVICES:**Commissioner Pacheco Reported:**

- Recent training did not allow completion after the due date; setting was fixed and notifications will go out
- Most recent phishing campaign did not have any failures

Chief Vena Reported:

- Network – Server migration – planning by RBS is ongoing and migration is expected to begin in October. Plan is to run our on-premise server concurrently with the cloud until support expires server and we are comfortable with the change.
- ESO –Department activity reports: Ongoing and will give a verbal report as there are near daily updates on this.

EMS & EQUIPMENT: No Report**HEALTH & SAFETY:** No Report**FACILITIES:****Commissioner Woehrle & Chief Vena Reported:**

- JD Warren –controls system upgrade expected to begin the week of 9/14.
- Kitchen hood systems: Issue is ongoing and NO CHANGE from last month (kitchen Hood fire suppression systems do not activate upon discharge of the Ansul system in accordance with NFPA 96).
- Adirondack Overhead Door – conducted the PM for the overhead doors at Balltown Road. They need to order new door seal gaskets for two doors and a switch for the safety reverse system in the South Door. The wrong parts for the Brink Alert Door indicating system were received and they are working to correct it. River Road's PM's were not done due to their vehicle breaking down. We are awaiting communication to reschedule.
- Media Components for the Training and Conference rooms: Installation has begun. The 98" TV screen was found broken upon opening the package. It has been returned and a replacement is expected to arrive on 9/18. Also awaiting delivery of longer HDMI cables. The 30' cables ordered were too short when running through the available conduit and cable trays.
- Balltown Road Security Cameras fully migrated from Axis to Taylor Tech's LTS system.
- OxiFresh provided a quote of \$625 for cleaning of Balltown Rd Station carpeting.

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 Chief Vena in near future to discuss upcoming PPE

SERVICE AWARDS PROGRAM: No Report

INSTALLATION BANQUET: No Report

INSPECTION OF FACILITIES & APPARATUS:

Commissioner Woehrle Reported:

- Lloyd Hale has been working on things
- Commissioner Pacheco recommended replacing rotted door frame with a fiberglass frame

ACCIDENT INVESTIGATION:

- The Committee met to review a reportable incident that occurred on 09/03/26 and will provide recommendations to the BoFC during Executive Session.

REPORT OF THE CHIEFS:

Chief Vena Reported:

Finance/Admin:

- PolicyBuilder – SOP/SOG reviews are ongoing.
- 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 – Ongoing and not yet received.
- The three candidates given conditional offers of employment last month have successfully completed the pre-requisite background, medical and psychological screenings. Official start dates established by the Board will stand.
 - Swearing in of new FF/P Trainees will take place on Thursday 09/24/26 at 7 pm.
- EMR-LLC has advised we need to re-validate our Medicaid information with the state. They have switched from paper to an online system and despite re-validating in May, we need to do it again. This includes a new EFT form be completed and Board Resolution authorizing an “Authorized Official” to make changes to the account.
- EMR-LLC is also in the process of on-boarding us to a HIPAA compliant AI powered QA system to assist with patient care, documentation and billing. The advantage is minimizing manually completed tasks to improve compliance standards and document validation. There will be more to come as this gets rolled out.

- We are getting FOIL Requests from a company called TAVRN.ai. It appears they are a company engaged by law firms to assist with obtaining medical records on their behalf. The validity of these requests are being investigated by EMR-LLC and our Attorneys.
 - Attorney Snyder reported that the attorneys will be reaching out to the law firm listed on the TAVRN.ai FOIL requests to ensure the legitimacy of the requests.

Operations:

- On 8/24/26, members trained on FSRI/UL suppression tactics, focusing on water mapping and air entrainment, with additional sessions provided for new members. On 8/31/26, NFD1 trained with NFD2 and SHFD at the Saratoga County Fire Training Center, conducting hands-on evolutions that included flow-and-go, hit-and-move, transitional attack, basement fire suppression, and 2½-inch line operations. NFD1 supplied hose and nozzles, while NFD2 provided an engine. The drill also gave SHFD members experience with our Chief XD and Indy Stack Tip nozzles and allowed NFD2 to evaluate our hose and nozzle package. Despite minor pump and water supply issues, all objectives were met, reinforcing the tactics introduced during the 8/24 training.
- Capt. Baker is requesting to attend the Fire and Emergency Services Instructor II course at the NYS Fire Academy. This is budgeted for in account .14.
- In support of our Driver Training Program, I am requesting to send FF/P Kevan Seiden to a NYS Instructor Authorization for Apparatus Operator – EVOC. The earliest available is 9/25-9/26 in Batavia, NY. This is budgeted for in accounts .14 and .484.
- A regional delivery of the NYSAFC Flashover training is being hosted in Berne, NY on September 27th. I'd like to send 3 firefighters and an officer. This is budgeted for in accounts .14 and .484.

Notable incidents:

- August 25th – Ruptured Natural Gas Main Incident
- August 27 – Child stuck in bike

Department Activity	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>
August Incidents	176	205	216	185
EMS	110	130	153	144
Fire/MVC/Other	66	75	53	41
Total YTD (8/31)	1639	1812	1756	1491

- Mutual Aid Requested 11
- Mutual Aid Denied 01
- Actual Mutual Aid Given 10
- Mutual Aid Received 03

Other Activities:

Emergency Callback	62.75 Staff Hours
Department Training	259.45 Staff Hours
Duty Crew	98.25 Staff Hours

Chief Fritz Reported: No Report

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

REPORT OF THE GRAND BOULEVARD FIRE COMPANY: No Report

REPORT OF THE AUXILIARY:

Commissioner Woehrle Reported:

- The Auxiliary sent a list of event dates to Commissioner Woehrle and Chief Vena

OLD BUSINESS:

Attorney Snyder Reported:

- Recommendation from the attorneys is to use the existing format for District policies – insignia at the top, with policy description in narrative form. Outdated policies will be reviewed and brought up to date.

NEW BUSINESS:

Motion/ McGill, Second/ Pacheco: to declare as surplus the training room projector, associated cables, and the large screen and authorize the Chief to dispose of the above items. Passed 4-0.

Motion/ Poupore, Second/ McGill: to approve Capt. Baker to attend the Fire and Emergency Services Instructor 2 course at the NYS Fire Academy at a cost of up to \$400 and 50 hours overtime for attendance and shift coverage (this includes mileage, registration fee, daily lodging and meals). Passed 4-0.

Motion/ Pacheco, Second/ Poupore: to approve FF/P Seiden to attend the NYS Instructor Authorization for Apparatus Operator-EVOC in Batavia, NY on 9/25-9/26. Cost for registration, travel, lodging and meals not to exceed \$755 plus 24 hours of Overtime. Passed 4-0.

Motion/ McGill, Second/ Pacheco: to send up to three firefighters and one officer to the NYSAFC Flashover regional hands-on training in Berne NY on 9/27. Total cost is \$500 for student registration and 20 hours of overtime plus use of the District Utility Vehicle. Passed 4-0.

Motion/ Poupore, Second/ McGill: to approve Chief Vena to attend the Capital District NYSBOC conference in Albany from October 13 to October 15 at a cost of \$465. Passed 4-0.

Motion/ Pacheco, Second/ McGill: to issue a permissive referendum for \$31,500 from the Building Reserve Account for Bryx Fire Station Alerting System. Passed 4-0.

Motion/ Pacheco, Second/ Poupore: to approve OxiFresh quote of \$900 to clean the upholstery in all 10 vehicles. Passed 4-0.

Motion/ Poupore, Second/ Pacheco: to approve OxiFresh quote of \$625 for cleaning of Balltown Rd Station carpeting. Passed 4-0.

Motion/ Pacheco, Second/ McGill: Resolved that James S. Vena, Chief of Niskayuna Fire District No. 1, is authorized to execute and submit all applications, agreements, certifications, revalidations,

and related documents on behalf of the District in connection with the New York State Medicaid Program. Resolved that this authorization is effective immediately and supersedes and replaces the authority previously granted to Chief Dale Lingenfelter.

ROLL CALL:

Commissioner Pacheco – YES

Commissioner Poupore – YES

Commissioner McGill – YES

Chairman Woehrle – YES

Passed 4-0.

ADDITIONAL BUSINESS BROUGHT BEFORE THE BOARD: None

Motion/ Pacheco, Second/ Poupore: to adjourn to Executive Session to discuss accident investigation at 8:21 pm. Passed 4-0.

Motion/ McGill, Second/ Poupore: to return to Regular Session at 9:29 pm. Passed 3-0.

Commissioner Woehrle noted that Commissioner Pacheco was excused at 9:00 pm.

Motion/ Poupore, Second/ McGill: to issue a permissive referendum for \$18,000 from the Apparatus Reserve Account for emergency repairs to Engine 4021. Passed 3-0.

Motion/ McGill, Second/ Poupore: to adopt the recommendations of the Accident Investigation Committee. Passed 3-0.

Motion/ McGill, Second/ Poupore: To adjourn the meeting at 9:36 pm. Passed 3-0.

The Budget Workshop Meeting will be held on Wednesday, September 30, 2026 at 7:00 pm.

The next regular business meeting will be held on Wednesday, October 14, 2026 at 7:00 pm.

Respectfully submitted by:

Anne Heller

Secretary

Niskayuna Fire District No. 1