

## Minutes of Regular Meeting April 13, 2011

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**PRESENT:** Commissioners: Murray Daly, Weitz and Chairman Woehrle.  
(Commissioner Murray left the meeting at 8:08 p.m.)

Also Present: Treasurer Splendido, Secretary Versocki, Attorney Hayner, Chief Lingenfelter  
1<sup>st</sup> Assistant Chief Elliott, 2<sup>nd</sup> Assistant Chief Dietrich, FF/P J. Congdon  
LOSAP Trustee R. Hull, John Fitzmorris, Katrina Pacheco and David Pacheco.

The Meeting was called to order at 7:02 p.m. by Chairman Woehrle.

Motion/ Daly, 2<sup>nd</sup>/Nappi: To approve the minutes of the March 9, 2011 Regular Monthly Meeting  
As Amended. Passed 4-0.

### **CORRESPONDENCE:**

- An announcement from The Association of Fire Districts of NYS for an EMS & Management conference for July 29 – 31, 2011 at The Turning Stone Casino & Resort.
- A Labor Dispute Letter from the Empire State Regional Council of Carpenters.
- A payroll certification letter for Niskayuna consolidated Fire District No. 1 from The Schenectady county Civil Service Commission.
- An announcement from The Schenectady County Civil Service Commission for an exam for Fire Lieutenant/Paramedic to be held June 4, 2011.
- An announcement from The Schenectady County Civil Service Commission for an exam for Fire Captain/Paramedic to be held June 4, 2011.
- The Fire District Affairs Bulletin for February – March 2011.
- A letter from The Grand Blvd. Fire Company stating that Firefighter Matthew Bushnell resigned as a fire company member and asks that he be removed from The Fire District rolls.
- A letter from The Grand Blvd. Fire Company stating that Firefighter/Paramedic Joshua Colvin was given a leave of absence for up to 1 year.
- A letter from Lieutenant Shane Sweet requesting extended sick leave.
- A conference request from Firefighter/Paramedic Shannon powers to attend the “Medium Structure Collapse Operations” class being held July 9 – 10, 2011 and the “Rope Rescue - Operations” class being held July 11 - 14, 2011 at The Montour Falls Fire Academy to include the use of a district vehicle at a cost not to exceed \$222.00.
- A conference request from Captain Ted Congdon to attend The Instructors Conference at The NYS Training Academy in Montour Falls, NY on October 10 - 16, 2011 and the use of a district vehicle at a cost not to exceed \$250.00.

- A letter from Chairman Woehrle to Treasurer Splendido authorizing payment of \$150.00 for liability insurance coverage required by NYS DOT. Payment was authorized via e-mail by Commissioners Murray, Nappi, Weitz and Woehrle.
- A letter from Chairman Woehrle to Treasurer Splendido authorizing payment of \$11,000.00 for a change order by Bunkoff Construction Company to demolish the existing 2X4 supporting structure on the 2<sup>nd</sup> floor ceiling of the original fire station and replace it with approximately sized lumber and supporting structure. Payment was authorized via e-mail by Commissioners Nappi and Weitz. Payment was also authorized via telephone call by Commissioners Murray, Daly and Woehrle.

**PRIVILEGE OF THE FLOOR:** Nothing.

**BILLS:**

Motion Daly 2<sup>nd</sup>/Murray: To pay bills for corresponding check #'s 11835 – 11899 From March 10, 2011 thru April 13, 2011 - totaling \$300,263.20 as reviewed. Passed 4-0.

**TREASURER'S REPORT:**

- The reserve accounts were reviewed
- The comparison sheet for March 2010 & 2011 were reviewed by each line item.
- Budget versus actual expenses through March 2011 were reviewed. John stated that we are on target being 25% through the budget year. A few exceptions include a slight rise in overtime for March and an increase in gasoline costs.
- The break out for "The Renovation/Addition project expenses" was reviewed. John reported that the first interest payment of the bond for \$56,000.00 was made.

**ATTORNEY'S REPORT:**

**Tom Hayner reported:**

- Last month I was directed by The Board of Fire Commissioners to send letters to two (2) people for a breach of contract regarding the Paramedic Education Program. In each case the parties have contacted me and a more detailed report will follow next month.

**COMMITTEE REPORTS:**

**FINANCE:**

**Commissioner Woehrle** discussed increasing the limit on our district credit card through Bank of America. It was suggested that since all our banking is done through TD Bank that we apply for a credit card with them. Treasurer Splendido will research the idea.

**INSURANCE:**

**Commissioner Daly** discussed a proposal from Schenectady Insuring for Builder's Risk Insurance. I recommend that the board adopt the Builder's Risk Insurance to put coverage in place as soon as possible.

## **MEDIA RELATIONS:**

**Commissioner Weitz** discussed the District web page with the letter to district residents and the pictures. He commented that it is good material to keep residents posted about the progress of the Building Addition/Renovation project. Commissioner Weitz gave positive feedback about the article in The Sunday Times Union recently.

## **APPARATUS & EQUIPMENT:**

### **Chief Lingenfelter Reported:**

- The 2002 blazer, C-428 required repair to the engine for fuel injection issues estimated at \$1100. Repairs have been completed. This vehicle is scheduled for replacement this year. We will be investigating NYS contract for availability.
- Annual engine and pump service was completed on Truck 405, Engine 401, and Engine 402. Brakes on Truck 405 will need replacement this year. Batteries on E-402 and T-405 are nearing their life expectancy. No other major issues were identified.
- Mounting boards have been installed in Engine 401 and Truck 405. Hand lights and equipment have been mounted.
- SFD is still interested in purchasing Engine 403. They are working on city approval.
- Ambulance A-941, the 1998 Ford, is due for replacement this year.

**I Recommend that the board accept the proposal from Northeastern Emergency Equipment for the purchase of a 2010 GMC ambulance per our specification and initiate a permissive referendum for utilization of the apparatus reserve account funds in the amount of \$134,799.**

There was an extensive discussion regarding the purchase of a 2010 Wheeled Coach Industries Type III, Chevrolet G4500 Diesel Ambulance with a pre-emission chassis (159" wheel base).

Chief Lingenfelter explained that this new ambulance would be the exact duplicate of the 2010 ambulance, built to Niskayuna Fire District No. 1 bid specifications dated May 29, 2009. The new ambulance could be purchased at an additional cost of \$1,419.00 over the ambulance purchased in 2010.

As was pointed out, the 2009 competitive bid process for the current 2010 ambulance yielded two (2) bids with Northeastern Rescue Vehicles Inc. being the lowest bid at \$133,380.00. The Chief explained that this new ambulance could be purchased at a lower price than the second bidder and there would be a financial benefit to buy this 2010 pre-emission chassis since there would be an estimated \$7,500.00 savings over ambulances being sold now which are subject to current emission requirements. It was also outlined that there is a potential to trade in the Fire District's 1998 Ford Type III ambulance and receive a credit of \$7,100.00 with would be subject to a further resolution by the Fire Commissioners.

Also, this ambulance would provide efficiencies in maintenance and operation for Fire Department personnel due to the fact that there would be two exact of the same vehicles. A recommendation was made to standardize this piece of equipment for the benefits that would be obtained. It was also discussed that the purchase through Northeastern Rescue Vehicles Inc. would be a sole source situation based upon the regional set-up of Wheeled Coach distributors.

Motion Daly/Second Weitz, that The Board of Fire Commissioners, for the reasons of efficiency and economy, determined that there is a need for standardization of ambulances and established that the 2010 Wheeled Coach Type III, Chevrolet G4500 Diesel , pre-emission chassis (159" wheel base) Ambulance is the standard for purchase. The Secretary called the roll:

**Commissioner Daly – Yes, Commissioner Weitz – Yes, Commissioner Woehrle – Yes**

The standardization resolution was adopted. 3 – 0.

### **COMMUNICATIONS & INFORMATION SERVICES:**

Commissioner Woehrle discussed on-going problems with pagers & pager volume.

### **EMS & EQUIPMENT:**

Chief Lingenfelter reported:

**Authorization is requested to purchase the following equipment and services utilizing the Winnie Estate funds held in the equipment reserve account:**

- Two - 4 gas meters and calibration station for detecting CO, oxygen, combustible gas and hydrogen sulfide. \$5,750.00
- Thermal imager training services. Working with NFD2 and SHFD to share cost. \$5,300.00
- GPS units for ambulances. \$600.00
- AED trainer units for outreach and internal CPR training. \$1,200.00

**A permissive referendum to utilize funds from the equipment reserve account in the amount of \$12,850.00 will be needed.**

This would bring the total of expenditures from the Winnie Estate Funds to \$34,415.61.

**I am also requesting authorization to add two wireless access points to the ambulances in lieu of continuing the EMS Charts mobile service at a cost of \$40.00/month each.**

Hardware is free. The reduction in fees for EMS charts will cover the cost for 2011.

The access points will allow charting in the field as well as internet functionality for other applications.

### **FACILITIES:**

Commissioner Woehrle Reported:

- New molding was installed to the tiled floor at The River Rd. Station by Boulevard Rug.
- A shower valve was replaced.
- New hose reels have been installed.

**ELECTIONS:** No Report.

**PROTECTIVE GEAR & UNIFORMS:** No Report.

### **SERVICE AWARDS PROGRAM:**

Trustee Ray Hull Reported:

- I am passing around copies of the 2010 Service Award summary for 2010. This report was posted for 30 days. Two (2) minor changes were made regarding training course points.

Review Analysis:

1. Thirty Six (36) Fire Company Members were evaluated for 2010.
2. Thirteen (13) members earned fifty (50) points or more to qualify for benefits.
3. Five (5) members did not qualify due to lack of service time, two (2) members are on leave and five (5) members resigned during 2010.

Summary:

The total cost for 2010 is \$9,100.00 plus approximately \$900.00 in administrative fees for a total of \$10,000.00.

**INSPECTION & INSTALLATION:** No Report.

**FIRE STATION ADDITION/RENOVATION:**

**Chief Lingenfelter Reported:**

- A repair is needed to the waste pipe near the western edge of the property which may require a minor excavation into the neighbor's yard. Attorney Hayner is researching the deed for an easement.
- The opening in the south bay roof will be made this week for the elevator. The elevator foundation has been poured and structural steel for elevator shaft is expected to be installed soon.
- We have had some plumbing coordination issues with the town however I believe this has been resolved.
- Special Inspection contract with ATL has been executed and filed with the secretary.
- Additional asbestos was located and abated in the basement area. A summary of abatement costs is shown in the latest project budget update.
- The project sign has been erected on site and the site has been fenced in by the general contractor.
- Site excavation has started and the demolition contractor for the 1073 structure has returned to do a final cleanup of the demolition debris.
- The web page has been updated with additional images and notes.
- I received a request from Standard & Poor for a copy of our 2010 financial audit. The request was forwarded to the treasurer.
- A water issue was identified along the east basement wall. PRA will be consulting with the engineers to develop a solution to the issue which will likely involve a change order for excavation and waterproofing that was not part of the original specifications. Details will be forwarded to the board when they become available.
- Formal approval of the change order addressing the 2<sup>nd</sup> floor ceiling/attic floor support framing (BGC\_007) is recommended by counsel.
- The following change orders were approved by the project team:
  - BGC\_006 – Floor epoxy removal (additional) - \$563.00
  - BGC\_007 – 2<sup>nd</sup> Floor/Attic Framing - \$11,000.00
  - BGC\_008 – Up-charge for replacement of discontinued Paralam product - \$1,097.00
  - BGC\_009 – West wall window frame in-fills - \$4,965.00
  - BGC\_010 – Furnish & Install lintels not specified - \$820.00

***The following change orders have been reviewed by the project team and will need board approval:***

- ***BGC\_009 – West wall window frame in-fills - \$4,965.00***
- ***SRI Proposal - Additional modifications to basement kitchen hood system - \$13,200***
- ***The project team is requesting authorization to approve change orders proposed at \$10,000 or less.*** This is in an effort to minimize delays in construction that might translate into additional cost liabilities on the fire district. Board to be notified via email upon authorization of all change orders via cc of approvals sent to architect.

**David and Kate Pacheco Reported:**

- The project team’s insistence on pushing the project to start immediately has added greatly to keeping the current schedule moving along.
- There is currently an exploration of plumbing lines being done.
- The traffic signal issue has not yet been resolved.
- Pacheco Ross Architects has been involved in many projects with Fire Departments and we must say that Chief Lingenfelter has been, by far, the best chief we’ve ever worked with. His commitments to the thoughts, processes and communication have been an outstanding asset to all involved. AKW associates Tony Ward & John Fitzmorris concur.

**Commissioner Weitz** – I want to thank Chief Dale Lingenfelter for his excellent communication and for fully involving the Board of Fire Commissioners with all aspects of the current project.

**Commissioner Woehrle** – I am very impressed with the effort of Chief Lingenfelter and Commissioner Nappi and how they have handled the process thus far.

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter:**

- Personnel response, retention, and recruitment have been trending downward steadily over the years. While this situation is not unique to our agency, the impact is reaching a point where our response capabilities and level of personnel safety are generating concern within the department. In the coming months we will be working to further analyze the issues surrounding these changes in our staffing characteristics and formulate potential solutions to minimize the impact of this nationwide trend on our response capabilities and service to the community. It is important that the board be aware of these trends and concerns as they can directly impact our service to the citizens we are sworn to protect. The board should also be aware that the analysis and discussion of the issues and potential solutions surrounding this situation may generate concern or anxiety amongst individuals or groups of individuals within the department. Should concerns be raised to members of the board or you have concerns of your own, please convey them to me as soon as possible so they may be addressed in an appropriate and timely fashion.
- We have two employees who are members of the military and as such must be granted leave for military duty as outlined in Section 242 of the NYS Military law. The law does not cover beyond the 30 day annual requirement. It is anticipated that one of the two will be called to active duty overseas. I have been working with the attorney to draft a policy to address military leave beyond that which is outlined in section 242.
- The Career Fire Chiefs meeting scheduled for March was cancelled due to the death of Chief Robert Mauro, Fairview Fire District in Westchester County.

**Department Activity:**

	<u>2011</u>	<u>2010</u>
March Incidents:	185	131
EMS	113	91
Fire/Other	72	40
YTD Incidents	503	447 (3/31)

Other Activities:

Emergency Callback	13	Hours
Fire Company Drill	82	Hours
Fire/EMS/Codes In-Service Training	112	Hours

**Chief Elliott:** No Report.

**Chief Dietrich** – No Report.

**Report of the Niskayuna Permanent Fireman’s Association:** FF/P Joe Congdon thanked the Board for clearing up pay and payroll issues. Everything has been running smooth with Treasurer Splendido and Chief Lingenfelter’s help.

Joe also thanked Dave Pacheco for going above and beyond expectations in relation to the design & building of our New Fire Station.

**Report of the Grand Boulevard Fire Company:** Secretary Versocki discussed the GBFC Executive Committee’s meeting to hold all active members to the standards of our Constitution & Bylaws. Commissioner Woehrle reiterated that if there is anything that the Commissioners can do to help the Fire Company should not hesitate to ask for our assistance.

**OLD BUSINESS:** No Report.

**NEW BUSINESS:**

Motion Weitz/ Second Daly, that the Board of Fire Commissioners, after being advised that this is a sole source purchase, awards a contract to Northeastern Rescue Vehicles Inc. in the amount of \$134,799.00 to purchase said standardized ambulance to be delivered in accordance with the aforesaid May 29, 2009 specifications.

The Secretary called the roll:  
 Commissioner Daly – Yes  
 Commissioner Weitz - Yes  
 Commissioner Woehrle – Yes

The resolution to purchase the 2010 Wheeled Coach Type III, Chevrolet G4500, diesel pre-emission Ambulance at a cost not to exceed \$134,799.00. was adopted 3-0.

Motion/Daly, 2<sup>nd</sup>/ Weitz: To have the Secretary initiate a permissive referendum authorizing funds for 2010 Wheeled Coach Type III diesel pre-emission Ambulance from the Apparatus Reserve Account in the amount of \$134,799.00. Passed 3-0.

Motion/Weitz, 2<sup>nd</sup>/ Daly: To authorize the purchase the following equipment and services utilizing the Winnie Estate funds in the amount of \$12,850.00 held in the Equipment Reserve Account:

- Two - 4 gas meters and calibration station for detecting CO, oxygen, combustible gas and hydrogen sulfide.
- Thermal imager training services (working with NFD2 and SHFD to share cost).
- GPS units for ambulances.
- AED trainer units for outreach and internal CPR training.

The Secretary called the roll:  
Commissioner Daly – Yes  
Commissioner Weitz - Yes  
Commissioner Woehrle – Yes

The Resolution was adopted 3 – 0.

Motion/Weitz, 2<sup>nd</sup>/ Daly: To have the Secretary initiate a permissive referendum authorizing funds from the Equipment Reserve account in the amount of \$12,850.00 to purchase the following equipment: Two (2) - 4 gas meters and calibration station for detecting CO, oxygen, combustible gas and hydrogen sulfide, Thermal Imager Training Services (working with NFD2 and SHFD to share cost), GPS units for ambulances & E-402 and AED trainer units for outreach and internal CPR training. Passed 3-0.

Motion/Daly, 2<sup>nd</sup>/ Weitz: To authorize payment to Commissioner Murray of \$100 for the on-line version of the commissioner training. Passed 3-0.

Motion/Weitz, 2<sup>nd</sup>/ Daly: To authorize to adding two wireless access points to the ambulances in lieu of continuing the EMS Charts mobile service at a cost of \$40.00/month each. Passed 3-0.

Motion/Weitz, 2<sup>nd</sup>/ Daly: To authorize Firefighter/Paramedic Powers to attend the “Medium Structure Collapse Operations” class being held July 9 – 10, 2011 and the “Rope Rescue - Operations” class being held July 11 - 14, 2011 at The Montour Falls Fire Academy to include the use of a district vehicle at the estimated cost of \$222.00. Passed 3-0.

Motion/Daly, 2<sup>nd</sup>/ Weitz: To authorize Captain Ted Congdon to attend The Instructors Conference at The NYS Training Academy in Montour Falls, NY on October 10 - 16, 2011 and the use of a district vehicle at the estimated cost of \$250.00. Passed 3-0.

Motion/Daly, 2<sup>nd</sup>/ Weitz: To authorize extended sick leave time to Lt. Shane Sweet from May 5, 2011 until the June 8, 2011 monthly Commissioner’s board meeting. Passed 3-0.

Motion/Daly, 2<sup>nd</sup>/ Weitz: To authorize payment of the Service Awards program for \$10,000.00 as outlined by LOSAP Trustee R. Hull. Passed 3-0.

Motion/Weitz, 2<sup>nd</sup>/ Daly: To accept the resignation of Grand Blvd. Fire Company member Matthew - Bushnell and have his name removed from the Fire District rolls. Passed 3-0.

Motion Daly/Second Weitz: To approve change order BGC 009 – West wall window frame in-fills –at the cost of \$4,965.00. Passed 3-0.

Motion Daly/Second Weitz: To approve the SRI Proposal - Additional modifications to basement kitchen hood system – at a cost of \$13,200. Passed 3-0.

Motion Weitz/Second Daly: To re-affirm the authorization for change order BGC 007 – 2<sup>nd</sup> Floor/Attic Framing at the cost of \$11,000.00. Passed 3-0.

Motion Daly/Second Weitz: authorizing The Building Renovation/Addition Project Team to approve change orders proposed at \$10,000 or less in an effort to minimize delays in construction that might



translate into additional cost liabilities on the fire district. Furthermore, the entire Board of Fire Commissioners will notified via email upon authorization of all change orders via cc of approvals sent to the architect. Passed 3-0.

Commissioner Daly asked that signs be made to hang from the fence surrounding the Balltown Rd. Station & property.

Commissioner Woehrle recommended the Board hold off until the May Commissioner meeting to decide what to do with reserve engine E-403.

Motion Daly/Second Weitz: To adjourn the meeting at 9:10 p.m. Passed 3-0.

**The next Regular Meeting will be held At the Craig Elementary School Conference Room on Wednesday, May 11, 2011 at 7:00 p.m.**

**Respectfully submitted,**

*William J. Versocki*

District Secretary