

## Minutes of Regular Meeting September 14, 2011

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**PRESENT:** Commissioners: Daly, Weitz, Nappi and Chairman Woehrle.

**Also Present:** Treasurer Splendido, Secretary Versocki, Attorney Hayner, Chief Lingenfelter  
1<sup>st</sup> Assistant Chief Elliott, Lt. J. Vena, Cpt. T. Congdon and Dave Pacheco.

The Meeting was called to order at 7:04 p.m. by Chairman Woehrle.

Motion/ Weitz, 2<sup>nd</sup>/ Nappi: To approve the minutes of the August 10, 2011 Regular Monthly Meeting  
As Read. Passed 4-0.

Motion/Nappi, 2<sup>nd</sup>/ Weitz: To approve the minutes of the September 7, 2011 Special Meeting  
As Read. Passed 4-0.

### **CORRESPONDENCE:**

- A printout of Grand Blvd. Fire Company members calls percentages through August 2011.
- The August-September 2011 Fire District Affairs bulletin for Fire District Officers.
- A letter of explanation and two (2) copies of the 2011-2012 Capital EAP renewal contract.
- A letter from The NYS Department of Transportation listing dates of a roadwork project on Route 7 between Wade Rd (Colonie, NY) and St. David's Lane (Niskayuna, NY).
- A letter from The Grand Blvd. Fire Company stating that at their regular monthly meeting on September 12, 2011 the fire company was given notice that probationary member Linda Finkle had resigned. The Fire Company asks that Ms. Finkle be removed from The District roles.
- A letter from The Grand Blvd. Fire Company stating that at their regular monthly meeting on September 12, 2011 the fire company dropped probationary member Mark Cavanaugh-O'Keefe from The Fire Company roles based on a recommendation from the Chief's due to non participation in drills, calls and meetings. The Fire Company asks that Mr. Cavanaugh-O'Keefe be removed from The District roles.
- A thank you card for medical services rendered to The Vazzana Family of 1370 Myron St. Niskayuna, NY 12309 on July 28, 2011.
- A letter from Board of fire Commissioner's Chairman Woehrle to Chief Lingenfelter stating that change order BGC-COR-#037 for waterproofing and drain tie in on the north wall of the original station in the amount of \$15,945.00 was approved by all 5 of The Niskayuna Consolidated Fire District No.1 Commissioners. (The approval will be reaffirmed at the September 14, 2011 monthly meeting.

- A letter from Board of Fire Commissioner's Chairman Woehrle to Chief Lingenfelter stating that change order BGC-COR-#030 for ceramic tiles in place of VCT tiles in the 1<sup>st</sup> floor corridor, lobbies, dayroom, console room and office area as requested by the commissioners. This change order was approved by all 5 of The Niskayuna Consolidated Fire District No.1 Commissioners. (The approval will be reaffirmed at the September 14, 2011 monthly meeting.

**PRIVILEGE OF THE FLOOR:** Nothing.

**BILLS:**

Motion Nappi 2<sup>nd</sup>/Weitz: To pay bills for corresponding check #'s12132 – 12199

From August 11, 2011 thru September 14, 2011- totaling \$383,087.39 as reviewed. Passed 4-0.

**TREASURER'S REPORT:**

- The reserve accounts were reviewed
- The comparison sheet for August 2010 & 2011 were reviewed by each line item.
- Budget versus actual expenses through August 2011 were reviewed. John stated that we are 66% through the budget year with 57% of the expense budget spent.
- We are still seeing an increase in gasoline costs with over 100% of the gasoline budget spent thus far.
- The break out for "The Renovation/Addition project expenses" was reviewed and as of September 14, 2011 \$2.721 million dollars of the bond have been spent and the balance is \$2.077 million dollars.
- I am currently working with Chief Lingenfelter on the 2012 budget.

**ATTORNEY'S REPORT:**

- I recently sent a summons for a complaint against Mr. Apa regarding reimbursing the Fire District for paramedic schooling.
- Regarding change orders, these should be utilized for unforeseen circumstances and should be used judiciously. Keep in mind competitive bidding in your decision process.
- I investigated the potential costs pertaining to the Military Leave policy.
- I drafted a letter to Bunkoff General Construction as requested by this board. The letter was reviewed by Dennis Ross prior to being sent and was received by Bunkoff on September 12, 2011.

**COMMITTEE REPORTS:**

**FINANCE:**

**Commissioner Woehrle:**

- There will be a budget workshop on Tuesday September 20, 2011 at 7 pm and is tentatively scheduled to be held in The Schaefer Room of The Town Hall.

**INSURANCE:** No Report.

**MEDIA RELATIONS:**

**Commissioner Weitz:**

I am recommending that an article be placed in The Gazette to update our residents about what has been going on in relation to the building renovation/addition project.

### **APPARATUS & EQUIPMENT:**

#### **Chief Lingenfelter Reported:**

- The new ambulance is undergoing final inspection, lettering, striping, and mounting of equipment.
- NYS contract Diesel fuel supplier has changed as of Saturday 9/10/11. An account has been established with the new NYS Contract vendor.
- Annual hose testing should be complete by end of September.
- Annual pump testing is scheduled for October.
- A need for some additional equipment was identified during the response to tropical storm Irene such as additional pumps, hose, rain gear, and boots. Cost should be well within normal operating budget.
- A discussion took place about trading in the old ambulance (A-941; 1998 Ford Type 3) to North Eastern Rescue Vehicles Inc. (NERV) at the quoted price of \$7,100.00.

**COMMUNICATIONS & INFORMATION SERVICES:** No Report.

**EMS & EQUIPMENT:** No Report.

### **FACILITIES:**

#### **Chief Lingenfelter Reported:**

- Quotes have been obtained for seal coating and striping of the parking lot and driveway at the River Road station. Details of the proposals and work schedule need to be verified before the work can be awarded.
- Black Dog Seal Coating – \$2,218.10
- J&J Seal Coating – \$2,750.00
- Smiths Seal Coating - \$2,100.00
- Empire Seal Coating - \$1,991.00

I am Requesting authorization to award the work upon verification of terms not to exceed \$2,750.

- After a discussion, Commissioner Woehrle volunteered to contact National Grid about an energy audit for lighting at The River Rd. station.

### **ELECTIONS:**

#### **Commissioner Weitz Reported:**

- Commissioner Woehrle's term ends this year.
- November 23, 2011 is the last day to file petitions for candidates of office.
- December 13, 2011 is the date of The Commissioner's election.

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

**SERVICE AWARDS PROGRAM:** No Report.

## **INSPECTION & INSTALLATION:**

### **Commissioner Weitz Reported:**

- The date of the Inspection Dinner is January 28, 2012.

## **FIRE STATION ADDITION/RENOVATION:**

### **Chief Lingenfelter Reported:**

#### Facility Renovation/Addition Project Status:

- Bunkoff has provided an updated schedule that puts the final completion date at 1/27/11. Justification for extension is yet to be received.
- Roof decking in process
- Sprinkler system risers for both wet and dry systems has been installed
- Water service has been connected
- Storefronts are being installed in existing building
- Backup Generator is on site
- Masonry work is well under way
- Awaiting further word from National Grid on relocation of power service
- Will be meeting with phone/data service vendors for options, availability, and pricing
- Proposals are being obtained for:
  - Phone system
- POTS configuration - \$19,294.00
- T-1 configuration - \$21,737.00
  - Office furniture
  - Exercise equipment
  - Turnout Gear Racks
- *I am requesting Board authorization to execute necessary contracts for the following services and related equipment related to the renovation/addition of 1079 Balltown Road. All amounts are based on New York State contract pricing through approved vendors.*
  - Door security system including wiring, controls and labor to install – \$50,225.62 through Adirondack Security, 10 Petra Lane, Albany, NY 12205. NYS Contract #PT60458
  - Voice and data cabling to include cable racks, plates, Cat6 cable and labor to install – \$12,731.43 through Northeast Information Systems, 680 Watervliet-Shaker Road, Albany, NY 12205. NYS Telecommunications Contract
  - Paging System including amplifier, speakers, volume controls, wiring, and labor to install - \$9,329.97 through Northeast Information Systems.
  - CATV cable installation labor - \$1,360.00 through Northeast Information Systems. (Cable provided by Time Warner at no charge)
  - Security camera cable installation to include cable and installation labor, and patch panel - \$1,798.00 through Northeast Information System.

## **REPORT OF THE CHIEFS:**

### **Chief Lingenfelter's Reported:**

- Military Leave Policy – I worked with Attorney Hayner on revisions to the original draft.

- I am Requesting an executive session for brief update on two personnel matters.
- Firemen’s Association of the State of New York has developed a Higher Education Learning Plan (HELP) to aid in recruiting volunteers by paying for college tuition. Funding was obtained through the US Department of Homeland Security’s SAFER grant program. We will be evaluating its potential application here.
- I will be working on applications for reimbursement from FEMA and New York State for costs related to Tropical Storm Irene. Project kick-off meetings are being scheduled for late September.
- The NYS Office of Emergency Management Instructor’s Workshop in Lake Placid, NY from September 13<sup>th</sup> – 15<sup>th</sup>, 2011 was canceled due to the storm recovery occurring statewide.
- In a three day period from August 28, 2011 thru August 30, 2011 which included tropical storm Irene and the following two days Niskayuna Fire District No. 1 responded to 146 calls for service including 93 cellar pumps, 17 power wires down, and one structure fire. One minor injury was reported by responders.
- On 9/11/2011, fire district personnel attended two ceremonies in recognition of the 10<sup>th</sup> anniversary of the 9/11/01 terrorist attacks. The first ceremony was held at the Niskayuna Reformed Church on Troy Road and the second as part of the annual Carrot Festival at the Agudat Achim synagogue. A certificate of appreciation was presented to the department from the Congregation Agudat Achim.

<b>Department Activity</b>	<u>2011</u>	<u>2010</u>	
August Incidents:	285	115	
EMS	98	84	
Fire/Other	187	31	
YTD Incidents	1330	1171	(8/31)
Other Activities:			
Emergency Callback		68	Hours
Fire Company Drill		75	Hours
Fire/EMS/Codes In-Service Training		159	Hours

**Chief Elliott:** The second portion of the NYS course “effective fire department leader” will be held November 3, 2011 at The Shaker Rd. fire station. I would like the commissioners to approve 10 seats at \$30.00 each.

**Report of the Niskayuna Permanent Fireman’s Association:** Cpt. T. Congdon contacted Denise about the health insurance policy and possible changes upcoming. It seems that vendors will be changed for a multi-year policy. Commissioner Woehrle reported that this will be brought up at The October Commissioner’s meeting.

**Report of the Grand Boulevard Fire Company:** Commissioner Woehrle reported that Grand Blvd. Fire Company Vice-President Steve Vena will be researching the possibility of replacing the sign at River Rd. with an electronic sign with the Fire Company and Board of Fire Commissioners splitting the cost.

**OLD BUSINESS:**

- The Military Leave draft was once again discussed at length. The Military Leave document was re-written in a Policy format. And the final draft has had the necessary changes made to it.

**NEW BUSINESS:**

**Motion Weitz/ Second Nappi:** To approve the Military Leave Policy as drafted and presented effective September 14, 2011 with the understanding that once initially approved, must be re-approved each January like all our other policies and procedures.

The Secretary called the roll for a vote:

- Commissioner Daly – Yes
- Commissioner Weitz – Yes
- Commissioner Nappi – Yes
- Commissioner Woehrle – Yes

**Passed 4-0**

**Motion/ Daly/ Second Weitz:** To execute necessary contracts for the following services and related equipment related to the renovation/addition of 1079 Balltown Road.  
(The amount is based on New York State contract pricing through approved vendors.)

Door security system including wiring, controls and labor to install – \$50,225.62 through Adirondack Security, 10 Petra Lane, Albany, NY 12205. NYS Contract #PT60458

The Secretary called the roll for a vote:

- Commissioner Daly – Yes
- Commissioner Weitz – Yes
- Commissioner Nappi – Yes
- Commissioner Woehrle – Yes

**Passed 4-0**

**Motion/ Weitz/Second Nappi:** To execute necessary contracts for the following services and related equipment related to the renovation/addition of 1079 Balltown Road.  
(The amount is based on New York State contract pricing through approved vendors.)

Voice and data cabling to include cable racks, plates, Cat 6 cable and labor to install – \$12,731.43 through Northeast Information Systems, 680 Watervliet-Shaker Road, Albany, NY 12205. NYS Telecommunications Contract

The Secretary called the roll for a vote:

- Commissioner Daly – Yes
- Commissioner Weitz – Yes
- Commissioner Nappi – Yes
- Commissioner Woehrle – Abstained

**Passed 3-0-1**

**Motion/ Nappi /Second Daly:** To execute necessary contracts for the following services and related equipment related to the renovation/addition of 1079 Balltown Road.  
(The amount is based on New York State contract pricing through approved vendors.)

Paging System including amplifier, speakers, volume controls, wiring and labor to install - \$9,329.97 through Northeast Information Systems, 680 Watervliet-Shaker Road, Albany, NY 12205.

The Secretary called the roll for a vote:

Commissioner Daly – Yes  
Commissioner Weitz – Yes  
Commissioner Nappi – Yes  
Commissioner Woehrle – Abstained

**Passed 3-0-1**

**Motion/Weitz /Second Nappi:** To execute necessary contracts for the following services and related equipment related to the renovation/addition of 1079 Balltown Road.

(The amount is based on New York State contract pricing through approved vendors.)

CATV cable installation labor - \$1,360.00 Northeast Information Systems, 680 Watervliet-Shaker Road, Albany, NY 12205 (Cable provided by Time Warner at no charge).

The Secretary called the roll for a vote:

Commissioner Daly – Yes  
Commissioner Weitz – Yes  
Commissioner Nappi – Yes  
Commissioner Woehrle – Abstained

**Passed 3-0-1**

**Motion/ Nappi /Second Weitz:** To execute necessary contracts for the following services and related equipment related to the renovation/addition of 1079 Balltown Road.

(The amount is based on New York State contract pricing through approved vendors.)

Security camera cable installation to include cable and installation labor, and patch panel - \$1,798.00 through Northeast Information Systems, 680 Watervliet-Shaker Road,

The Secretary called the roll for a vote:

Commissioner Daly – Yes  
Commissioner Weitz – Yes  
Commissioner Nappi – Yes  
Commissioner Woehrle – Abstained

**Passed 3-0-1**

Motion Nappi/ Second Daly: To authorize Chief Lingenfelter to award the driveway sealing and striping work at The River Rd. station upon verification of terms not to exceed \$2,750. Passed 4-0.

Motion/Nappi/Second Weitz: To approve Captial EAP services from November 1, 2011 thru October 31, 2012 at a cost of \$325.00. Passed 4-0.

Motion Nappi/Second Daly: To drop Mark Cavanaugh-O'Keefe from the Fire District rolls. Passed 4-0.

Motion Nappi/Second Daly: To drop Linda Finkle from the Fire District rolls. Passed 4-0

Motion /Weitz/Second Nappi: To declare the 1998 Ford Type 3 ambulance (A-941) surplus. Passed 4-0

Motion /Weitz/Second Nappi: To trade-in the 1998 Ford Type 3 ambulance (A-941) to North Eastern Rescue Vehicle Inc. (NERV) per the written proposed credit of \$7,100.00. Passed 4-0

Motion/Nappi/Second Weitz: To approve up to 10 Grand Blvd. Fire Company members to attend the second portion of the NYS course “effective fire department leader” held November 3, 2011 at The Shaker Rd. fire station. At a cost of \$30.00 each. Passed 4-0.

On behalf of The Niskayuna Paid Firefighters Association, Representative Ted Congdon wanted to thank the Board of Fire Commissioners for the time and effort it took to investigate the Military leave policy. Ted expressed his appreciation for the excellent communication while the process was developing.

Motion Nappi /Second Daly: To adjourn the meeting to executive session at 8:17 p.m. Passed 4-0.

Motion Weitz /Second: Nappi to return the meeting to regular session at 8:22 p.m. Passed 4-0.

Motion Nappi/Second Daly: To adjourn the meeting at 8:23 p.m. Passed 4-0.

**The next Regular Meeting will be held At the Craig Elementary School Conference Room on Wednesday October 12, 2011 at 7:00 p.m.**

Respectfully submitted,

*William J. Versocki*

District Secretary