

## **Minutes of Regular Meeting November 14, 2012**

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

**Also Present:** Treasurer Splendido, Secretary Versocki, Chief Lingenfelter, Attorney Hayner, Chief Dietrich and Captain Congdon.

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

**Motion Weitz/ Second/ Daly:** To approve the minutes of the October 10, 2012 regular monthly meeting as read. Passed 3-0.

**Motion Weitz/ Second/ Daly:** To approve the minutes of the October 16, 2012 public budget meeting as read. Passed 3-0.

**Motion Daly/ Second/ Weitz:** To approve the minutes of the October 16, 2012 adoption of 2013 budget as read. Passed 3-0.

### **CORRESPONDENCE:**

- A letter from Capital EAP along with 2 copies of the 2013 contract renewal.
- A thank you letter from Niskayuna CO-OP Nursery School for firefighter Nick & Rob who attended their school and did a fire safety demonstration.
- A thank you letter for EMS services by The Kerr family after their son was revived from a near drowning.
- A letter of thanks from The Aqueduct Rowing Club for EMS stand by's.
- A thank you card for EMS services rendered from Sarah & Ernest Pierotti of 1109 Coplon Ave. Niskayuna, NY 12309.
- A letter from The Grand Blvd. Fire Co. stating that firefighter Tony Casso of 1089 Waverly Rd. Schenectady, NY 12309 resigned from The GBFC. Please remove Mr. Casso's name from the fire district rolls.
- The incident participation statistics through October 2012 were reported.

**PRIVILEGE OF THE FLOOR:** Nothing.

**BILLS: Motion Daly 2<sup>nd</sup>/ Weitz:** To pay bills for corresponding check #'s 12966-12999 and 13000-13022 from October 11, 2012 thru November 14, 2012 totaling \$126,760.42 as reviewed. Passed 3-0.

## **TREASURER'S REPORT:**

### **Treasurer Splendido Reported:**

- Of the \$4.8 million dollar bond a balance of \$105,296.39 is remaining.
- The reserve accounts were reviewed with a total balance of \$1,149,109.90.
- The comparison sheet for October 2011 & 2012 were reviewed by each line item.
- Budget versus actual expenses through October 2012 were reviewed. We are 83% through the year and we remain under budget at 80.5%.

## **ATTORNEY'S REPORT:**

### **Attorney Hayner Reported:**

- The exercise policy is pending. Once it is reviewed with the commissioners it will be brought up.
- The grievance procedure is on track.

## **COMMITTEE REPORTS:**

**FINANCE:** No Report.

**INSURANCE:** No Report.

**MEDIA RELATIONS:** No Report.

## **APPARATUS & EQUIPMENT:**

### **Chief Lingenfelter Reported:**

- One interested party came to look over engine 403. An offer was received and a counter offer provided. After further consideration they opted to go with a different solution to address their needs.
- Truck 405 brakes were repaired. Some minor damage occurred to the rear of the apparatus and an estimate for \$1644.70 was received to complete repairs. Our insurance company has been notified.

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

## **EMS & EQUIPMENT:**

### **Chief Lingenfelter Reported:**

- Dr. McHugh is settling in as a medical director and has begun signing recertification paperwork.
- The controlled substances lock box had security mechanism repairs done and a bill has been submitted.

## **FACILITIES:**

### **Chief Lingenfelter Reported:**

- A proposal from Monolith Solar Associates, LLC for the installation of a solar PV system under a NYSERDA incentive program has been received for the board's review.

## **ELECTIONS:**

### **Commissioner Weitz Reported:**

- Commissioner Daly's term ends this year.
- The last day to file petitions for candidates of the office of Fire Commissioner for a 5 year term is November 21, 2012.
- The election is set for December 11, 2012 from 6-9 pm at The Balltown Rd. station.

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

**SERVICE AWARDS PROGRAM:** No Report.

**INSPECTION & INSTALLATION:** No Report.

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

### **Chief Lingenfelter Reported:**

- Bunkoff General Contracting began work on the final punch list on November 1<sup>st</sup> and to date has completed a majority of the items.
- Semi-annual elevator inspection was completed with no deficiencies noted.
- We are having some issues with the temperature controls in the duty offices and duty quarters. Contractors have been notified. Adjustments to the controls system have been made and we are evaluating performance of the system.

## **REPORT OF THE CHIEFS:**

### **Chief Lingenfelter Reported:**

- Probationary firefighters May and Plakas have completed 12 of the 13 week probationary training program at the Utica Fire Academy.
- One career firefighter suffered an ankle injury during training and was out of work for approximately 2 weeks. He has returned to duty and workers compensation paperwork has been filed.
- Capital EAP will be conducting mandatory training for all members and commissioners on December 3<sup>rd</sup>, 2012 for workplace harassment & violence. Training begins at 7:00 pm in the meeting room.
- A recruitment and retention committee has been established and is working on a number of ideas and initiatives in an effort to increase volunteer ranks, participation, and response.
- Kevin McGill and I attended a train the recruiter class offered by FASNY. Louis Solano is scheduled to attend later this month. Material and ideas to support volunteer recruitment and retention were provided to attendees.
- 2013 career duty shift assignments have been established and duty assignments are being updated.
- The grievance procedure development has been completed with the NPFA and is under final review by their attorney. Final draft should be available for board review and consideration at the December board meeting.

- The 2012 poster show assemblies were completed in all of the elementary schools. Some of their work is posted in the station.
- NFD 1 personnel are mentoring 5 interns from the Niskayuna High School Career Exploration Internship Program (CEIP). In the past this program has generated future volunteers and/or career members.
- We will be supporting the Marine Corp's annual "Toys for Tots" campaign by filling the truck with toys on December 1<sup>st</sup>, 2012 from 9:00 am thru 3:00 pm. This will be the fourth year with each year surpassing the last in toys.
- **I am requesting authorization to attend the Career Fire Chief's meeting in Johnstown, NY on November 19<sup>th</sup> and 20<sup>th</sup>.** Vehicle usage and meeting cost of \$35.00.
- **I am requesting authorization for the fire company to use Truck 405 for the Schenectady Holiday Parade.**
- **I am requesting authorization for the purchase of firefighting nozzles and hydrant gate valves at a cost not to exceed \$6500.**
- Usage of the "I am responding" system is increasing gradually; however, available staffing for incidents remains below what is necessary to meet minimum standards.
- Department Activity

	<u>2012</u>	<u>2011</u>
October Incidents	144	182
EMS	100	124
Fire/Other	44	58
YTD Incidents	1478	1664* (10/31)

\* reflects tropical storm Irene response numbers

Other Activities:

Emergency Callback	9	Hours
Fire Company Drill	69	Hours
Fire/EMS/Codes In-Service Training	56	Hours

**Chief Dietrich:** I am working closely with the retention and recruitment committee. An example of loss of personnel is firefighter/EMT Kevin Holmes joined the GBFC in 1992 and Firefighter/EMT Kevin - McGill joined in 2007. Between 1992 and 2007 - 75 members have come and gone.

**Chief Elliott:** No Report.

**Report of the Niskayuna Permanent Fireman's Association:** No Report.

**Report of the Grand Boulevard Fire Company:** No Report.

**OLD BUSINESS:**

**Commissioner Woehrle Reported:**

- The 30 day time period for the permissive referendum to withdraw \$72,000 from the building reserve account for the purchase of the 1071 Balltown Rd. property ends on November 15, 2012. The secretary reports that no one has contested the referendum. If no one contests the permissive referendum we are choosing a target date of November 26, 2012 to close on the property.

**NEW BUSINESS:**

**Motion/ Weitz /Second Daly:** To remove firefighter Tony Casso of 1089 Waverly Rd. Schenectady, NY 12309 from The Fire District rolls. Passed 3-0.

**Motion/ Daly /Second Weitz:** To authorize Chief Lingenfelter to attend the Career Fire Chief's meeting in Johnstown, NY on November 19<sup>th</sup> and 20<sup>th</sup> at a cost of \$35.00 and the use of a district vehicle for transportation. Passed 3-0.

**Motion/ Daly /Second Weitz:** To spend up to \$6,500.00 for the purchase of firefighting nozzles and hydrant gate valves. Passed 3-0.

**Motion/ Weitz /Second Daly:** To authorize the renewal of Capital EAP services for 2013 at a cost of \$325.00. Passed 3-0.

**Motion/ Daly /Second Weitz:** To authorize the Grand Blvd. Fire Company to use Truck 405 for the Schenectady Holiday Parade. Passed 3-0.

**Motion/ Daly/Second Weitz:** To authorize Chief Lingenfelter to turn off key fob security access to The Balltown Rd. and River Rd. station for anyone (Grand Blvd. Fire Company members, Ladies Auxiliary members, District Employees, District Contractors and Commissioners) who fails to take the Workplace Violence & Harassment class which will be given between the dates of December 3, 2012 and February 4, 2013. Passed 3-0.

**Motion Daly /Second Weitz:** To adjourn the meeting at 7:45 p.m. Passed 3-0.

**The District Commissioner election will be held Tuesday December 11, 2012 from 6 – 9 pm.**

**The next Regular Meeting will be held on Wednesday December 12, 2012 at 7:00 p.m.**

Respectfully submitted,

*William J. Versocki*

Fire District No. 1 Secretary