

## **Minutes of Regular Meeting September 12, 2012**

---

**PRESENT:** Commissioners: Daly, Nappi and Chairman Woehrle.  
(Commissioner Murray arrived at 7:45 pm.)

**Also Present:** Treasurer Splendido, Secretary Versocki, Chief Lingenfelter,  
Attorney Hayner, 1<sup>st</sup> Assistant Chief Elliott, Lt. J. Vena, Lt. Sweet, Dr. McHugh  
and GBFC President A. Connelly.

The Meeting was called to order at 7:08 p.m. by Chairman Woehrle.

**Motion Nappi/Second/ Daly:** To approve the minutes of the August 8, 2012 regular monthly meeting  
as amended. Passed 3-0.

### **CORRESPONDENCE:**

- An announcement from The Association of Fire Districts of the Capital Area for the annual fall workshop being held September 29, 2012 at the West Crescent Fire Department in Halfmoon, NY.
- A thank you letter from The Breault family of Vly Point Dr. Niskayuna, NY 12309 for services rendered.
- A letter sent to Nancy Mennillo of Schenectady County Civil Service requesting a certified list for Fire Lieutenant/Paramedic effective September 17, 2012.
- A certified list for Fire Lieutenant/Paramedic from The Schenectady County Civil Service with the following eligible's: FF/P Baker, FF/P Joseph Congdon and FF/P Griffiths.
- A letter sent to Nancy Mennillo of Schenectady County Civil Service requesting a certified list for Fire Captain/Paramedic effective September 17, 2012.
- A certified list for Fire Captain/Paramedic from The Schenectady County Civil Service with the following eligible's: Lt. /P Sims, Lt. /P Sweet and Lt. /P Vena.
- A letter from The Grand Blvd. Fire Company asking the commissioners to approve Jennifer Vena of 2056 Baker Ave. Niskayuna, Ny 12309 as a probationary EMS member.
- A letter from The NYS Department of Civil Service acknowledging receipt of Documentation amending and updating Niskayuna Fire District No. 1 deferred Compensation Model plan.
- A letter to Nationwide Retirement Solutions stating Attorney Hayner has sent the original documents adopted by The Board of Fire Commissioners who act as The Deferred Compensation Committee.
- A letter addressed to Chief Lingenfelter from Captain Richard C. Fritz Jr. stating his intent to retire from the career division of Niskayuna Fire District No. 1 effective October 15, 2012. He further states his intent to remain a volunteer of The Grand Blvd. Fire Company.
- The incident participation statistics through August 2012 were reported.

**PRIVILEGE OF THE FLOOR:** Nothing.

**BILLS: Motion Nappi 2<sup>nd</sup>/ Daly: To pay bills for corresponding check #'s 12858 – 12899 & 12900 - 12909 from August 9, 2012 thru September 12, 2012 totaling \$79,388.43 as reviewed. Passed 3-0.**

### **TREASURER'S REPORT:**

#### **Treasurer Splendido Reported:**

- Of the \$4.8 million dollar bond a balance of \$181,290.35 is remaining.
- The reserve accounts were reviewed with a total balance of \$1,148,918.40.
- The comparison sheet for August 2011 & 2012 were reviewed by each line item.
- Budget versus actual expenses through august 2012 were reviewed. We are 66% through the year with 59.8% of the budget spent.
- In October there is a bond and interest payment due of \$330,000.00
- A check for \$4,500.00 was received from NYSERDA for energy efficient equipment installed during the renovation/addition project.

### **ATTORNEY'S REPORT:**

#### **Attorney Hayner Reported:**

- I am still working on the Exercise Room policy.
- I have issues to discuss pertaining to property acquisition and building renovation/addition litigation that should be brought up during an executive session.

### **COMMITTEE REPORTS:**

#### **FINANCE:**

##### **Commissioner Woehrle Reported:**

- We need to set up a budget workshop. We will meet on October 1, 2012 beginning at 7 pm at the Balltown Rd. commissioners meeting room.
- The public budget meeting will be held on October 16, 2012 at The Balltown Rd. station beginning at 7 pm.

##### **Treasurer Splendido Reported:**

- I have sent the updated budget worksheets to Chief Lingenfelter.
- I have received The NYS Retirement costs for 2013 with a 16% increase and 2014 with an additional 13% increase.

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

- A check for \$10,014.63 was received from FEMA for tropical storm Irene expense re-imburement.

### **INSURANCE:**

##### **Commissioner Nappi Reported:**

- Commissioner Daly and I will be investigating a life insurance policy for volunteer members. We have heard one proposal and are awaiting a second. Once this is done we will be in a position to give a detailed report.

**MEDIA RELATIONS:** No Report.

**APPARATUS & EQUIPMENT:**

**Chief Lingenfelter Reported:**

- No activity on the advertisement of Engine 403. One potential contact made directly.
- Quotes have been obtained for paint repair work on Truck 405 as follows:
  - Frank & Sons Body Works Inc. \$6,189.29
  - Roberts & Nichols Fire Apparatus \$17,430.00
  - Arrowhead Equipment Inc. \$18,125.00
  - KME Fire Apparatus \$31,275.00

I recommend having the paint repair work completed by Frank & Sons Body Works Inc. at a cost of \$6,189.29 and authorization of additional work if needed as outlined in districts purchasing policy thresholds.

- With the difficulties involving finding a CITGO gas station for which we have fuel credit cards for; I am requesting authorization to enter in an agreement with FLEET Express Credit Cards with a set limit for fuel and oil purchases for district vehicles.

**COMMUNICATIONS & INFORMATION SERVICES:**

**Commissioner Woehrle Reported:**

- The central dispatch resolution has been approved. The county has yet to determine where this central dispatch location will be.

**EMS & EQUIPMENT:** No Report.

**FACILITIES:**

**Commissioner Woehrle Reported:**

- The outside light's at The River Road Station being on 24/7 has been resolved. Thank you Chief Lingenfelter.
- There are some holes and uneven surfaces under the pavilion area. Captain Fritz will do temporary patch work.
- We need estimates to re-surface the Balltown Rd. driveway and pavilion area. Additionally, we need an estimate for roof work at The River Rd. Station.

**Chief Lingenfelter Reported:**

- River Road station seal coating has been completed.
- Remaining surplus items have been cleaned out of River Road.

**ELECTIONS:** No Report.

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

**SERVICE AWARDS PROGRAM:** No Report.

**INSPECTION & INSTALLATION:** No Report.

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

### **Commissioner Nappi Reported:**

- A walk through was conducted with Pacheco Ross Architects and Bunkoff General Contractors on to review the outstanding punch list items on July 26<sup>th</sup>. Since then there has not been any activity from Bunkoff.
- With the exception of Bunkoff General Contracting, all other contractors have addressed issues identified on the July 26<sup>th</sup> walk through.

## **REPORT OF THE CHIEFS:**

### **Chief Lingenfelter Reported:**

- I am requesting authorization for myself and Captain Congdon to attend the NYS Instructor's conference at the Montour Falls Fire Academy from October 14<sup>th</sup> thru 19<sup>th</sup> 2012 at a cost not to exceed \$500.
- Chief Dietrich is attending Hazardous Materials Specialist training in Montour Falls this week.
- I am requesting authorization to send up to four EMS providers to the 2012 Vital Signs Conference in Syracuse, NY from October 18<sup>th</sup> – 24<sup>th</sup> at a total cost not to exceed \$3000, registration, lodging, transportation, and meals inclusive.
- I am requesting authorization for the treasurer to cut four checks in the amount of \$50.00 each payable to the four elementary schools to defray material expenses of the 2012 poster show.
- Members of NFD 1 along with neighboring agencies attended a 911 remembrance ceremony at the town hall this morning. An article is anticipated in the Gazette.
- Lt. Sweet was evaluated for an injury while lifting a patient resulting in two lost work days. Worker's compensation paperwork has been filed.
- Dr. Robert McHugh has agreed to serve as the fire district's medical director pending the board's approval. He will be in attendance at the 9/12 board meeting to meet with the board.
- Probationary firefighters May and Plakas have completed 3 of the 13 week probationary training program at the Utica Fire Academy.

### **Incidents of Interest:**

- NFD1 crews responded to support the Niskayuna Police and police special teams at an armed standoff on Cunningham Court on Monday evening. The incident lasted over 8 hours and ended with a peaceful surrender of the armed suspect. No injuries were sustained by NFD 1 personnel. Assistance was received from NFD 2 and Lifeguard Helicopter.
- During an EMS incident this month a potential exposure to meningitis was identified upon arrival at the emergency room. Fortunately it was later determined that an exposure did not occur. Until that determination was made, crews did an outstanding job in taking appropriate steps to protect themselves and others from further contamination. It was the first such incident since moving into the renovated facility and proved to be a valuable learning experience which utilized our new decontamination and laundry areas.

- Department Activity

	<u>2012</u>	<u>2011</u>
August Incidents	166	285*
EMS	122	98
Fire/Other	44	187*
YTD Incidents	1166	1330* (8/31)

\* reflects tropical storm Irene response numbers

Other Activities:

Emergency Callback	38	Hours
Fire Company Drill	N/A	Hours
Fire/EMS/Codes In-Service Training	34	Hours

**Chief Elliott:** No Report.

**Report of the Niskayuna Permanent Fireman’s Association:**

**Lieutenant J. Vena Reported:**

- On behalf of the NPFA membership I want to thank the Board of Commissioners for settling our contract in a timely manner with favorable results.

**Report of the Grand Boulevard Fire Company:**

**President Connelly Reported:**

- The GBFC Clambake will be held on September 29, 2012 beginning at 3 pm in The Balltown Rd. pavilion area.

**OLD BUSINESS:** No Report.

**NEW BUSINESS:**

**Motion/ Murray /SecondNappi:** To authorize Chief Lingenfelter and Captain Congdon to attend the NYS Instructor’s conference at the Montour Falls Fire Academy from October 14<sup>th</sup> thru 19<sup>th</sup> 2012 at a cost not to exceed \$500 and involved overtime pay for Captain Congdon. Passed 4-0.

**Motion/ Daly/Second Nappi:** To authorize the treasurer to cut four checks in the amount of \$50.00 each payable to the four elementary schools to defray material expenses of the 2012 poster show. Passed 4-0.

**Motion/ Daly/Second Nappi:** To authorize paint repair work for T-405 completed by Frank & Sons Body Works Inc. at a cost of \$6,189.29 and authorization of additional work if needed as outlined in districts purchasing policy thresholds. Passed 4-0.

**Motion/ Daly/Second Nappi:** To authorize to send up to six (6) EMS providers to the 2012 Vital Signs Conference in Syracuse, NY from October 18<sup>th</sup> – 24<sup>th</sup> at a total cost including registration, lodging, transportation, and meals inclusive. Passed 4-0.

**Motion/ Nappi /Second Daly:** To approve Grand Blvd. Fire Company probationary EMS member Jennifer Vena of 2056 Baker Ave. Niskayuna, NY 12309. Passed 4-0.

**Motion/ Nappi /Second Daly:** To approve Dr. Michael McHugh as Niskayuna Fire District No. 1 medical director for the remainder of 2012. Passed 4-0.

**Motion/ Nappi /Second Daly:** To allow up to three (3) commissioners to attend the Association of Fire Districts of the Capital Area fall workshop on September 29, 2012 for \$35 per attendee. Passed 4-0.

**Motion/ Murray/Second Daly:** To allow The Grand Blvd. fire Company to utilize district apparatus as determined by need and operations for the Schenectady Holiday parade. Passed 4-0.

**Motion/ Nappi /Second Murray:** To adjourn to executive session at 8:07 p.m. Passed 4-0.

**Motion/ Murray /Second Nappi:** To return to regular session at 8:43 p.m. Passed 4-0.

**Motion Nappi /Second Daly:** To adjourn the meeting at 8:44 p.m. Passed 4-0.

**The next Regular Meeting will be held on Wednesday October 17, 2012 at 7:00 p.m.**

Respectfully submitted,

*William J. Versocki*

Fire District No. 1 Secretary