

## **Minutes of Regular Meeting May 8, 2013**

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

**Also Present:** Treasurer Splendido, Secretary Versocki, Chief Lingenfelter, Attorney Hayner, Lt. Griffiths and Captain Jim Vena.

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

**Motion/ Nappi, 2<sup>nd</sup> / Weitz:** To approve the minutes of the April 10, 2013 regular monthly meeting as amended. Passed 4-0.

### **CORRESPONDENCE:**

- An email correspondence from LOSAP Trustee Ray Hull giving a summary of a meeting with McNeil & Co. and investment recommendations.
- Grand Blvd. Fire Company call statistics through April 2013.
- A certificate stating that Commissioner Woehrle has fulfilled the requirements of training given by The Association of Fire Districts of the Capital Area. On April 13, 2013.
- Plan sponsor documents from Nationwide Retirement Solutions.

**PRIVILEGE OF THE FLOOR:** No Report.

**BILLS:** Commissioner Woehrle stated that he has reviewed all the bills.

**Motion/ Daly, 2<sup>nd</sup>/ Weitz:** To pay bills for corresponding check #'s 13331-13367 from April 11, 2013 thru May 8, 2013 totaling \$203,774.78 as reviewed. Passed 4-0.

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

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

- The \$4.81 million dollar bond has a (0) zero balance and the project have been paid in full. There are still items that need to be purchased for the station and landscaping is still needed. These funds will be taken from the building reserve account.
- The reserve accounts were reviewed.
- The comparison sheets for April 2012 vs. 2013 were reviewed.
- Budget versus actual expenses through April 2013 were reviewed. We are 33% through the year and have spent 42% of the budget with utilities and fuel overages being the main culprit.
- The New York State AUD report was filed.
- The financial audit is complete and I am just awaiting the results.

- In the NYS Comptrollers report it was determined that we should have a separate account for payroll. By doing so it eliminates access to the general fund.

**ATTORNEY'S REPORT:** No Report.

**COMMITTEE REPORTS:**

**FINANCE:** No Report.

**INSURANCE:** No Report.

**MEDIA RELATIONS:** No Report.

**APPARATUS & EQUIPMENT:**

**Chief Lingenfelter Reported:**

- Preventive engine maintenance on the Engines and Truck has been completed.
- Delivery of the 2013 Tahoe is expected either Friday or early next week.  
**I am requesting that the Treasurer be authorized to cut a check for payment on delivery in the amount of \$28,862.20 payable to Hoselton Chevrolet Inc.**

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

**EMS & EQUIPMENT:**

**Commissioner Weitz Reported:**

- The Health & Safety Committee has been researching the possibility of purchasing electric stretchers for each of the (3) three ambulances. These stretchers would help eliminate lifting injuries and assist in the loading and unloading of patients which would help eliminate pushing and pulling injuries as well. I am asking that at our next commissioners meeting a demonstration take place to help the commissioners envision the use and operation of these stretchers.

**HEALTH & SAFETY:**

**Commissioner Weitz Reported:**

- The Health & Safety committee met recently to review the current layout of the gym area. As a result the following recommendations are being made to reduce clutter:
  - 1. Install a quick release pulley to move the heavy bag when not in use.**
  - 2. Surplus older dumbbells and rack with YORK labels.**
  - 3. Acquire shelving for music.**
  - 4. Increase floor space for stretching.**
- **The committee will investigate pricing for the heavy bag pulley system and shelving.**

## **FACILITIES:**

### **Chief Lingenfelter Reported:**

- Warren Panzer has completed the asbestos survey of 1071 Balltown Road and has obtained estimates based on the survey from three vendors.
  - Neoplanta Restoration - \$9,990
  - Enviro-Tech Environmental Services - \$12,100
  - Edgeco Environmental Inc. \$10,888
- I received a quote from Hobson Alarms for the fire alarm installation at the River Road station of \$1359.74. Price includes addition of 4 pull stations and a digital communicator.
- Window treatments for the Balltown Road station have been installed with the exception of two which were miss-ordered. The two treatments will be re-ordered and installed.
- Road Runner service to Balltown Road has been discontinued.
- Electrical service to 1071 Balltown Road has been disconnected.

### **Commissioner Woehrle Reported:**

- I will be working on getting quotes to pave the driveway, pavilion and fitness sidewalk.

**ELECTIONS:** No Report.

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

**SERVICE AWARDS PROGRAM:** No Report.

**INSPECTION & INSTALLATION:** No Report.

## **REPORT OF THE CHIEFS:**

### **Chief Lingenfelter Reported:**

- Firefighter/Paramedic Powers has returned to full duty.
- Lieutenant/Paramedic Sweet will be cleared for duty effective 5/9/13.
- One volunteer firefighter is currently enrolled in the Firefighter I program.
- Internet hot spot service was suspended on two ambulances. Laptops have been taken out of service and are not worth repairing or replacing. Awaiting roll out of EMS charts application for I-pads to evaluate for field documentation of patient care reporting.
- The open house was held on April 27<sup>th</sup>. An estimated 30 members of the public attended. The displays and demonstrations were well received. We plan to make it an annual event and put a stronger focus on advertising the day.
- **I am requesting authorization to utilize chief's vehicles for transportation to the NYS Association of Fire Chiefs Conference in Verona, NY from June 12<sup>th</sup> – 15<sup>th</sup>.**
- Planning continues for the upcoming Niska-Day support activities.
- I have been invited by the town officials to meet with the Town's public safety committee on a regular basis.
- Dr. McHugh has requested the opportunity to ride along with the Ambulance to work with field providers on skill development and evaluation. This request is consistent with the Medical Directors responsibilities but is not specifically covered in the Medical Director's job description. The concept was forwarded to our insurance company who noted that he would be covered for liability as

secondary coverage to his own malpractice insurance. After discussing with Attorney Hayner he felt a board resolution authorizing the “ride along” would be appropriate. **I request that the Board authorize the Fire District Medical Director to ride along with EMS crews to evaluate, train, and assist EMS providers as necessary.**

- We have received a request from a member of Niskayuna Fire District No. 2 to complete their 10 hour EMT internship with our agency. This individual is not part of an area college program. **I am requesting board authorization for Kari Norton to complete her EMT observation time with Niskayuna Fire District No. 1.**

Department Activity

	<u>2013</u>	<u>2012</u>
April Incidents	157	120
EMS	100	90
Fire/Other	57	30
YTD Incidents	666	535 (4/30)

Other Activities:

Emergency Callback	14	Hours
Fire Company Drill	96	Hours
Fire/EMS/Codes In-Service Training	106	Hours

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

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

**GBFC Director Capt. Vena Reported:**

- There appears to be water in the Grand Blvd. fire Company back room. The chest freezer was suspected to be leaking and there is possible floor tile damage as a result.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**Motion/ Weitz, Second/ Nappi:** To authorize the Treasurer to cut a check for payment on delivery in the amount of \$28,862.20 payable to Hoselton Chevrolet Inc. Passed 4-0.

**Motion/ Nappi, Second/ Weitz:** To authorize Chief Lingenfelter, Dietrich and/or Fritz to utilize chief’s vehicles for transportation to the NYS Association of Fire Chiefs Conference in Verona, NY from June 12<sup>th</sup> – 15<sup>th</sup>. Passed 4-0.

**Motion/ Weitz, Second/ Nappi:** To authorize Fire District Medical Director Dr. McHugh to ride along with EMS crews to evaluate, train and assist EMS providers as necessary. Passed 4-0.

**Motion/ Nappi, Second/ Weitz:** To authorize Niskayuna District # 2 EMT Trainee Kari Norton to complete her EMT observation time with Niskayuna Fire District No. 1. Passed 5-0.

**Motion/ Nappi, Second/ Weitz:** To hire Neoplanta Restoration to complete the asbestos abatement of 1071 Balltown Rd. as detailed from the survey done by Warren Panzer at a cost not to exceed \$9,990.00. Passed 4-0.

**Motion/ Nappi, Second/ Weitz:** To authorize Treasurer Splendido to open a dedicated account for payroll purposes at TD Bank. Passed 4-0.

**Motion/ Nappi, Second/ Weitz:** To surplus duplicate dumb bells with YORK labels. Passed 4-0.

**Motion/ Weitz, Second/ Nappi:** To mount a shelf in the weight room. Passed 4-0.

**Motion/ Nappi, Second/ Weitz:** Install a quick release pulley to move the heavy bag when not in use. Passed 4-0.

**Motion/ Nappi, Second/ Murray:** To authorize The GBFC to replace the kitchen window with the same window style and wood frame with prior approval from the Facilities Committee. Passed 5-0.

Commissioner Nappi discussed staffing of personnel at The River Rd. station.

Chairman Woehrle set the date for the Board of fire Commissioners and staff **2013 picture** for 6 pm on June 12, 2013.

**Motion/ Nappi, Second/ Weitz:** To adjourn the meeting at 7:56 p.m. Passed 4-0.

**The next Regular Meeting will be held on Wednesday June 12, 2013 at 7:00 p.m.**

Respectfully submitted,

*William J. Versocki*

Fire District No. 1 Secretary