

Minutes of Regular Meeting August 14, 2013

PRESENT: Commissioners Murray, Daly and Chairman Woehrle.

Also Present: Treasurer Splendido, Secretary Versocki, Attorney Hayner
K. Holmes and Lt. Griffiths.

The Meeting was called to order at 7:06 p.m. by Chairman Woehrle.

Motion/ Murray, 2nd Daly: To approve the minutes of the July 10, 2013 regular monthly meeting as read. Passed 3-0.

CORRESPONDENCE:

- Grand Blvd. Fire Company call statistics through July 2013.
- A letter from The Grand Blvd. Fire Company stating that on August 12, 2013 the members voted to add Anders K. Olsen of 1940 Dean St. Niskayuna, NY 12309 as a probationary firefighter/EMS member. They ask that the commissioners add him to the fire district rolls pending the results of an arson background check.
- A letter from The Grand Blvd. Fire Company stating that on August 12, 2013 Chris Lonergan of 532 Florence St. Schenectady, NY 12308 resigned as a fire company member. They ask that the commissioners remove him from the fire district rolls.
- A letter from The Grand Blvd. Fire Company stating that on August 12, 2013 Michael Leonard of 207 Sumner Ave. Schenectady, NY 12308 resigned as a fire company member. They ask that the commissioners remove him from the fire district rolls.
- An announcement and registration forms for The Association of Fire Districts of the State of New York's mid-year workshop being held October 31 – November 3, 2013 in Ellenville, NY.
- An e-mail communication from Treasurer Splendido letting the commissioners know of a change of home address.
- A thank you card from Jim Gaffney of B-21 Van Antwerp Village for medical services rendered on June 15, 2013.
- A letter of commendation to paramedics who responded to a medical emergency on July 23, 2013.
- A letter of thanks for prompt & professional services rendered for a medical call on May 23, 2013.

PRIVILEGE OF THE FLOOR: Nothing.

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

Motion/Murray, 2nd/Daly: To pay bills for corresponding check #'s 13474 -13531
From July 11, 2013 thru August 14, 2013 totaling \$111,293.95 as reviewed. Passed 3-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- \$68,847.57 of the building reserve account remains.
- The reserve accounts were reviewed.
- The comparison sheets for July 2012 vs.2013 were reviewed.
- Budget versus actual expenses through July 2013 were reviewed. We are 58% through the year and have spent 60% of the budget.

ATTORNEY'S REPORT:

Attorney Hayner Reported:

- I have drafted a Procurement Policy and it has been sent out to all The Commissioners and Chief Lingenfelter. I have not heard any negative comments. If the commissioners approve of the policy it should be voted upon.

COMMITTEE REPORTS:

FINANCE:

Commissioner Murray Reported:

- Treasurer Splendido & Chief Lingenfelter have begun reviewing finances for the 2014 budget.
- There will be a budget workshop on September 16, 2013 at the Balltown Rd. station Beginning at 7 pm.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

In Chief Lingenfelter's Written Report:

- The passenger side front outrigger on Truck 405 is leaking slightly. Garrison is working on repairing the hydraulic cylinder. I anticipate the truck aerial operations being out of service for a day or two however it will remain in service with engine capability.

Commissioner Woehrle Reported:

- Testing of electric stretchers has concluded. There was a discussion about the load systems for Stryker and Ferno.

COMMUNICATIONS & INFORMATION SERVICES: No Report.

EMS & EQUIPMENT:

In Chief Lingenfelter's Written Report:

- The I-PAD application for EMS charts is now available to agencies. Our providers are currently working with a demonstration version of the application to assess its impact on our EMS documentation practices. Attached to this report is an overview of the product put together by Captain Vena for Commissioners Nappi and Weitz earlier this month. There are one-time set up costs as well as recurring usage costs which are detailed. There would also be the one time cost of the three (3) I-pads to fully implement the capability. My recommendation would be to authorize the implementation of the I-pad charting option should the provider evaluation prove it beneficial. This would allow us to take advantage of the \$1000 credit for signing up before August 31st. The I-pads could be purchased at the September meeting if the evaluation is favorable.

I am requesting authorization to add the I-pad charting capability to our EMS Charts service pending completion of our evaluation. One time setup cost of \$2000 (\$1000 if completed by 8/31/13) and an annual fee of approximately \$1540/year (based on actual call volume).

HEALTH & SAFETY: No Report.

FACILITIES:

In Chief Lingenfelter's Written Report:

- I met with town and school officials regarding a storm drainage concern in the Regent/Plum street area that was communicated to town officials. Our building project was questioned by the complainant as a contributing factor to the situation. The Hillside School project was also questioned. Town engineers will be monitoring storm water discharge in an attempt to quantify the situation. I will keep the board posted on any developments.
- As of this date, the demolition of 1071 Balltown Road has been completed and the basement is being back-filled. The invoice is included in this month's bills and the check should be held until I can verify the work completion on 8/19/13.
- The new copier has been installed.
- Quotes for preventive maintenance of our HVAC systems are being solicited.
- Quotes for camera systems are being solicited.

Commissioner Woehrle Reported:

- Paving of the pavilion has been postponed until next week due to weather.
- The memorial park has a plan and proposal in mind. Commissioner Woehrle asked Firefighter Kevin Holmes to discuss those plans and the proposal to the commissioners present.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS:

Commissioner Daly Reported:

- I have been in contact with the chief's about turnout gear. With the influx of new members we will purchase gear as needed.

SERVICE AWARDS PROGRAM: No Report.

INSPECTION & INSTALLATION: No Report.

REPORT OF THE CHIEFS:

In Chief Lingenfelter's Written Reported:

- Our student intern from SCCC has completed his course requirements.
- Request authorization to attend the Career Fire Chiefs meeting in Geneva, NY on September 16th and 17th at a cost not to exceed \$200. Conference Request form has been submitted.
- As part of our public outreach program I would like to request authorization of offer a free CPR class to residents of the fire district. The cost would be approximately \$400 or less in overtime for instructors. One or more volunteer instructors will be utilized if available. Cards and materials would amount to approximately \$15.00 per student.
- Request authorization for Captain Vena to attend an Active Shooter Training Program being offered on October 15th – 17th, 2013 at the Homeland Security Training Center in Oriskany, NY. The course and lodging is free. Anticipate approximately 24 hours in overtime cost for Captain Vena. This training is consistent with recent planning efforts under way between School, Town, and Fire District officials. Based on the experience of Captain Vena and myself with last week's training at the Oriskany facility, it will be well worth the expenditure.

Department Activity

	<u>2013</u>	<u>2012</u>
July Incidents	137	152
EMS	86	110
Fire/Other	51	42
YTD Incidents	1171	1000 (7/31)

Other Activities:

Emergency Callback	14	Hours
Fire Company Drill	N/A	Hours
Fire/EMS/Codes In-Service Training	143	Hours

Report of the Niskayuna Permanent Fireman's Association: Lt. Griffiths reported that because of a funeral for a Schenectady Firefighter, we will be put on mutual aid standby on Saturday.

Report of the Grand Boulevard Fire Company: Secretary Versocki reported that the issue involving former member Nick Turner has been dealt with by The Fire Company.

OLD BUSINESS: NONE

NEW BUSINESS:

Motion/ Murray, Second/ Daly: To authorize Chief Lingenfelter to attend the Career Fire Chiefs meeting in Geneva, NY on September 16th and 17th at a cost not to exceed \$200. Passed 3-0.

Motion/ Daly, Second/ Murray: To authorize adding the I-pad charting capability to our EMS Charts service pending completion of our evaluation. At a onetime setup cost of \$2000 (\$1000 if completed by 8/31/13) and an annual fee of approximately \$1540/year (based on actual call volume). Passed 3-0.

Motion/ Daly, Second/ Murray: To authorize CPR class to residents of the fire district at a cost of \$400 or less in overtime for instructors. Cards and materials would cost \$15 per student. Passed 3-0.

Motion/ Daly, Second/ Murray: To authorize Captain Vena to attend an Active Shooter Training Program being offered on October 15th – 17th, 2013 at the Homeland Security Training Center in Oriskany, NY. With anticipated cost of 24 hours in overtime. Passed 3-0.

Motion/ Murray, Second/ Daly: To accept Anders Olsen of 1940 Dean St. Niskayuna, NY 12309 as a volunteer firefighter/EMS member pending the results of an arson background check. Passed 3-0.

Motion/ Murray, Second/ Daly: To drop Chris Lonergan of 532 Florence St. Schenectady, NY 12308 from the fire district rolls. Passed 3-0.

Motion/ Murray, Second/ Daly: To drop Michael Leonard of 207 Sumner Ave. Schenectady, NY 12309 from the fire district rolls. Passed 3-0.

Motion/ Murray, Second/ Daly: To spend up to \$26,000 from the building reserve fund to build the firefighters memorial park as outlined in the proposal. Passed 4-0.

Motion/ Murray, Second/ Daly: To approve the procurement policy as drafted by Attorney Hayner. Passed 3-0.

Motion/ Murray, Second/ Daly: To adjourn the meeting to executive session at 7:50 p.m. Passed 3-0.

Motion/ Murray, Second/ Daly: To return the meeting to regular session at 7:55 p.m. Passed 3-0.

Motion/ Murray, Second/ Daly: To adjourn the meeting at 8:56 p.m. Passed 3-0.

The next Regular Meeting will be held on Wednesday September 11, 2013 at 7:00 p.m.

Respectfully submitted,

William J. Versocki

Fire District No. 1 Secretary