

Minutes of Regular Meeting May 14, 2014

PRESENT: Commissioners Murray, Daly, Nappi and Chairman Woehrle.

Also Present: Secretary Versocki, 1st Assistant Chief Fritz, Chief Lingenfelter, Captain Vena D. Pacheco, D. Elliott and Attorney Hayner and Treasurer Splendido (7:40 pm)

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

Motion/ Daly, 2nd/ Murray: To approve the minutes of the April 9, 2014 regular monthly meeting as read. Passed 4-0.

CORRESPONDENCE:

- A correspondence letter from The Grand Blvd. Fire Company stating that on April 14, 2014 member Adam Henery of 2629 Aqueduct Rd. Niskayuna, NY 12309 resigned effective March 28, 2014. Please remove Mr. Henery's name from the Fire District rolls.
- A correspondence letter from The Grand Blvd. Fire Company stating that at their monthly meeting on May 12, 2014 the members voted to add the following person as a probationary firefighter pending the results of a full physical and arson background check. They ask the commissioners to approve their choice of Beth Jacobs of 1131 Van Antwerp Rd. Niskayuna, NY 12309.
- The spring 2014 bulletin, "Employer Forum" from the NYS Retirement division of The NYS Comptroller's office was received.
- The April/May 2014 Fire District Affairs bulletin was received and copies were distributed to all commissioners.
- A thank you card was received for medical services rendered on April 8, 2014 from The Shelmandine Family of 2004 Clifton Park Rd. Niskayuna, NY 12309.
- A thank you card was received from Chief Dietrich and his wife Gail for help & donations to the Niskayuna District # 2 fundraiser on May 1, 2014.

PRIVILEGE OF THE FLOOR: No Report.

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

Motion/ Nappi, 2nd/ Daly: To pay bills for corresponding check #'s 13889 – 13899 & 13900 - 13934 From April 9, 2014 thru May 14, 2014 totaling \$183,195.29 as reviewed. Passed 4-0.

TREASURER'S REPORT:

Commissioner Murray Reported:

- The reserve accounts were reviewed.
- The Building Addition/Renovation project was reviewed.
- The comparison sheets for April 2013 vs.2014 were reviewed.
- Budget versus actual expenses through April 2014 were reviewed. We are 33% through the year and have spent 45% of the budget. This is due to up front expenses that should equalize throughout the year.

ATTORNEY'S REPORT: No Report.

COMMITTEE REPORTS:

FINANCE:

Commissioner Murray Reported:

- The final report of the audit from the Cusack & Company has been received and there appears to be nothing out of the ordinary.
- I want to commend Treasurer Splendido for doing such a great job with our financial records and day-to-day business.

INSURANCE: No Report.

MEDIA RELATIONS: There was some positive public relations media based on T-405 being used in the Union College Hockey Team victory parade.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Ambulances are scheduled to have the new stretchers installed at Northeast Emergency Response Vehicles in Syracuse starting on May 27th. Expectation is for completion approximately one week from the 27th.

COMMUNICATIONS & INFORMATION SERVICES:

Commissioner Woehrle Reported:

- The Town of Niskayuna will be the first to transfer dispatching operations to the new central dispatch facility. May 21st is the projected date for the startup.
- The commissioners also discussed Central Dispatch procedures and staffing.

EMS & EQUIPMENT:

Chief Lingenfelter Reported:

- Stretchers have been received at NERV awaiting installation.

HEALTH & SAFETY: No Report.

FACILITIES:

Commissioner Nappi Reported:

- I contacted Monolith Solar in reference to installing a solar system at The River Rd. station. Apparently the contractor from Monolith has an issue with the roof. I am attempting to get a hold of him for clarification.
- It was reported to me that the soffit at River Rd. is peeling and needs to be re-painted. Chief Lingenfelter will investigate.
- Where are we with the landscaping in the memorial park area? Also, we need to discuss possibly utilizing the lot next to the park for overflow parking. David Pacheco discussed some options for parking and will send information about pricing.

Commissioner Woehrle Reported:

- In reference to the drainage problem in the front of the building and the runoff, I contacted David Pacheco and I would like him to explain what the best possible plan is to correct this.
- David Pacheco discussed the plan for sealing and completely coating the apron from the windows out to prevent water, snow and ice build-up from leaking into the GBFC recreation room. The approximate cost for materials and labor is \$5,000.

Chief Lingenfelter Also Reported:

- The memorial park is not complete, some dirt needs to be leveled and grass seed needs to be planted. The back area needs to be thinned out and trees need to be planted.
- Chief Lingenfelter discussed the inspection of the roof drain by way of a scope camera for potential problems with that system. A larger camera was used and a smaller camera was also needed.
- The state contract pricing for audio visual and computer equipment for the station to facilitate monitoring of station cameras, upgrading of computers currently using Windows XP operating system, and visual displays in conference room and offices comes in at \$16,806.41. I am requesting authorization to purchase the AV and IT equipment from CDW through NYS contract as specified for an amount not to exceed \$17,500.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS:

Commissioner Daly Reported:

- Fire Company uniforms for new members are being utilized from stock at the River Rd. station and new patch switchovers are being accomplished with the help of FF Elliott.

SERVICE AWARDS PROGRAM:

LOSAP Trustee Solano Reported via e-mail:

- The LOSAP census report is complete and the insurance company should have it soon. Once they received it they will be billing The Fire District.

INSPECTION & INSTALLATION: No Report.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- Request executive session for update on firefighter medical status.

- No further comments have been received on the mission statement, values statement, and vision statement draft provided to the board at last month's meeting. **Board adoption is requested.**
- Volunteer response continues to gradually improve with the development of newer membership. The mentoring program and volunteer duty crew time appears to be contributing to the trend.
- Niska-Day preparations are under way for the May 17th event activities.
- I am requesting authorization to attend the NYSAFC Conference from June 12 - 14, 2014 in Verona at a cost of \$566 for lodging & meals.
- I also request authorization for use of district vehicles as needed and approved by me for transportation of department members to the NYSAFC Conference from June 11 – 15, 2014.
- I am requesting authorization to purchase 3 "Indian Tanks" at a cost not to exceed \$500.
- I am requesting authorization to purchase 45 Minute SCBA cylinders on NYS contract not to exceed the budgeted amount of \$3600.

Department Activity	<u>2014</u>	<u>2013</u>
April Incidents	175	157
EMS	115	100
Fire/Other	60	57
YTD	624	666 (4/30)

Other Activities:

Emergency Callback	16	Hours
Fire Company Drill	109	Hours
Fire/EMS/Codes In-Service Training	80	Hours

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

Report of the Grand Boulevard Fire Company:

Chief Fritz Reported:

- The Fire Company is requesting permission to install a natural gas Barbeque Grill for use in the pavilion area.
- The GBFC recruitment / retention committee has earmarked money to utilize and evaluate a babysitting program for single parents and parents who could not otherwise attend 2 hours of drills. I asked Attorney Hayner to investigate this possibility and find out if there are any legal concerns.

Attorney Hayner Reported:

- I contacted the district insurance company and we are fully covered. The agent did say they would follow-up with their carrier and contact me.
- In my opinion there are no legal concerns, however from a risk management view a back ground check may be in order to prevent the hiring of a felon or pedophile.
- Additionally, having the parent of the child should fill out a form to leave with a sitter. This information could include but is not limited to allergies, medications, contact numbers etc. A discussion of the Board of Fire Commissioners followed this information.

OLD BUSINESS: NONE

NEW BUSINESS:

Motion/ Murray, Second/ Daly: To authorize the expenditure of up to \$400 (food, lodging and class - registration) for Commissioner Nappi to attend Commissioners training in Verona, NY during the NYS Chief's Convention. Passed 4-0.

Motion/ Nappi, Second/ Daly: To adopt the mission statement, values statement, and vision statement as drafted last month by Chief Lingenfelter. Passed 4-0.

Motion/ Murray, Second/ Daly: To authorize the purchase of AV and IT equipment from CDW through NYS contract as specified for an amount not to exceed \$17,500. Passed 4-0.

Motion/ Daly, Second/ Murray: To authorize Chief Lingenfelter to attend the NYSAFC Conference from June 12 - 14, 2014 in Verona at a cost of \$566 for lodging & meals. Passed 4-0.

Motion/ Daly, Second/ Nappi: To authorize the use of district vehicles as needed and approved by Chief Lingenfelter for transportation of department members to the NYSAFC Conference from June 11 – 15, 2014. Passed 4-0.

Motion/ Murray, Second/ Daly: To authorize the purchase of three (3) "Indian Tanks" at a cost not to exceed \$500. Passed 4-0.

Motion/ Daly, Second/ Murray: To authorize the purchase of 45 Minute SCBA cylinders on NYS contract not to exceed the budgeted amount of \$3600. Passed 4-0.

Motion/ Nappi, Second/ Daly: To remove GBFC member Adam Henery of 2629 Aqueduct Rd. Niskayuna, NY 12309 from the district rolls. Passed 4-0.

Motion/ Murray, Second/ Nappi: To accept Beth Jacobs of 1131 Van Antwerp Rd. Niskayuna, NY 12309 as a GBFC probationary firefighter member pending the results of a complete physical and arson background check. Passed 4-0.

Motion/ Daly, Second/ Murray: To authorize The GBFC to proceed with their proposed drill night babysitting program for fire company members as outlined by Chief Fritz. Passed 4-0.

Motion/ Nappi, Second/ Murray: To adjourn the meeting to Executive Session at 8:14 pm. Passed 4-0.

Motion/ Murray, Second/ Nappi: To return the meeting to regular session at 8:17 pm. Passed 3-0.

Motion/ Nappi, Second/ Daly: To authorize FF/P John Baker advanced sick leave from May 14, 2014 Until June 11, 2014. Passed 4-0.

Motion/ Nappi, Second/ Murray: To adjourn the meeting at 8:19 p.m. Passed 4-0.

The next Regular Meeting will be held on Wednesday June 11, 2014 at 7:00 p.m.

Respectfully submitted,

William J. Versocki

Fire District No. 1 Secretary