

Minutes of Regular Meeting March 14, 2018

PRESENT: Commissioners Murray, Daly and Chairman Woehrle

Also Present: Chief Lingenfelter, Chief Fritz, 1st Asst. Chief Luft, Treasurer Splendido Secretary Versocki, Attorney Hayner, Captain Vena and Lt. Griffiths.

The Meeting was called to order at 7:00 p.m. by Chairman Woehrle.

Commissioner Murray attended via video link at address:
11993 Heatherwood Court Naples, Florida 34120

Commissioner Nappi was absent and excused.

Commissioner Weitz was absent and excused.

Motion/ Daly, 2nd/ Murray: To approve the February 14, 2018 monthly meeting minutes as read.
Passed 3-0.

CORRESPONDENCE:

- A thank you note & \$100 check from Thomas Varno of 1036 Vrooman Ave. Niskayuna, NY 12309 for medical assistance and transport on December 7, 2017.
- A letter from Lt. Sweet requesting medical leave for an estimated 4-6 weeks beginning on March 19, 2018; for an off-duty injury.
- The 2018 1st quarter bulletin from The NYS Insurance Fund Workers Compensation Advisor.
- A letter from The Grand Blvd. Fire Co. indicating receiving a letter of resignation from Louis Solano of 1197 Hillside Ave. #A20 Niskayuna, NY 12309. Please remove Mr. Solano's name from the fire district rolls. The chief's will ensure all fire company and fire district uniforms and equipment are collected.
- A notice to Chief Lingenfelter from BOFC Chairman Woehrle stating that the commissioners were e-mailed seeking approval to allow FF/P Seiden to attend the annual Fire & Life Safety Education Conference at The NYS Fire Academy in Montour Falls from March 12 -16, 2018. Registration is \$164.00 which includes meals and lodging. Furthermore 48 hours of overtime will be incurred. The use of a district vehicle is also requested. Commissioners Woehrle, Murray, Nappi & Weitz have responded and the commissioners authorize approval for FF/P Seiden to attend. This action will be re-affirmed at the next district business meeting.
- A certificate indicating the Commissioner Daly completed The Commissioner Training Course approved by The NYS Comptroller's Office on March 3, 2018.

PRIVILEGE OF THE FLOOR: No Report.

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

Motion/ Weitz, 2nd / Daly: To pay bills for corresponding check #'s 16144 – 16185 From February 13, 2018 thru March 14, 2018 totaling \$85,553.07 as reviewed. Passed 3-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of February were reviewed.
- The comparison sheets for February 2018 vs. 2017 were reviewed.
- Budget versus actual expenses through February 2018 were reviewed. We are 16% thru the year and have spent 23% of the budget due to certain bills due in the first part of the year, overall we are on target.
- We have received the tax levy.
- The auditors have all Fire District No. 1 paperwork and are working on them.

ATTORNEY'S REPORT:

Attorney Hayner Reported:

- In January the Procurement Policy and Purchasing Policy were adopted. Since then changes were made which need to be approved by the Commissioners.
- I am now working on the Computer Policy and Social Media Policy.

COMMITTEE REPORTS:

FINANCE: No Report.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- The Silverado was damaged during plowing. An estimate of \$2698.50 has been obtained and forwarded to the insurance company for approval. The unit is still in service.
- Three storage units were constructed by FF/Paramedic Persons and installed in the chief's vehicles. The total cost was less than \$600 which is an estimated savings of approximately \$6,000 to \$8,000 versus purchasing of similar units.
- Bed cover for U-421 has been received and installed. Running boards are in at SVU. Awaiting arrival of console to schedule completion of installations.
- The new 5 gas meter has been received and will be put in service on Truck 405.
- I am requesting that the board declare 12 sets of turn out gear surplus and authorize the chief to dispose of same. Most of the gear is from 2001 and has outlived its useful life.

COMMUNICATIONS & INFORMATION SERVICES:

Chief Lingenfelter Reported:

- New England Systems and Software initiated on-boarding of our computer systems on Tuesday, February 13, 2018. So far, there has been a rapid response from them on issues presented.

EMS & EQUIPMENT:

Chief Lingenfelter Reported:

- All three EMS training simulators have been received.

HEALTH & FITNESS: No Report.

FACILITIES:

Chief Lingenfelter Reported:

- The replacement opener unit for the large overhead door at the Balltown Road station has been installed and is working well.

Commissioner Woehrle Reported:

- Lloyd Hale has completed the records room shelving. We are allowing the paint to fully cure before reloading shelving.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS: No Report.

SERVICE AWARDS PROGRAM:

Commissioner Woehrle Reported:

- The 2017 LOSAP summary has been posted for 30 days. We will be voting to accept the corrected version of the 2017 LOSAP awards program.

INSPECTION & INSTALLATION:

Commissioner Woehrle Reported:

- The Installation dinner for 2019 has been booked at The Lighthouse Restaurant, "At Rivers Edge" for January 26, 2019.

REPORT OF THE CHIEFS:

Chief Lingenfelter Reported:

- Provided data to the Treasurer to aid in the Workers Compensation carrier audit.
- Received an email from John White of One Group anticipating an insurance premium increase of less than \$200 for our 3/1/2018 renewal. They are reviewing the quotes from Utica National for accuracy and will be sending an invoice once completed.

- Volunteer firefighter Daquan Pontoon has completed his Basic Exterior Firefighter Operations class and will be going on to complete the second component of his firefighter 1 requirement.
- A volunteer firefighter suffered minor injuries during ice rescue training last week. He has been treated and necessary forms are being filed with worker's compensation through our carrier.
- Captain Congdon, Lt. Griffiths, FF/Paramedic Wessels, and Chief Fritz attended the "Firefighter Best Practices Seminar" sponsored by the New York State Association of Fire Chiefs. As discussed in prior meetings the "Recommended Best Practices For Fire Department Training Programs" were developed by a consortium which included the NYS Department of Labor's Public Employee Safety and Health Bureau (PESH), the NYS Office of Fire Prevention and Control, the NYS Association of Fire Chiefs, the Firefighters Association of the State of New York, and the Association of Fire Districts of New York State. Since their inception in January of 2015, fire departments across the state have implemented these "Best Practices" since they identify the minimum recommended training for various positions in the fire service.

Implementation of the Best Practices is recognized by PESH as a training baseline for firefighters, instructors, apparatus operators, and officers in the fire service. They were cited in a recent NIOSH line of duty death reports involving the death of a 19 year old volunteer firefighter in New York State.

As training requirements are the responsibility of the local Authority Having Jurisdiction (AHJ) which in our case is the Board of Fire Commissioners, I am recommending that the Board of Fire Commissioners formally adopt the "Recommended Best Practices For Fire Department Training Programs" as issued by the NYS Division of Homeland Security and Emergency Services Office of Fire Prevention and Control.

- Legislative efforts continue on allowing fire departments to bill for ambulance service. This is the top priority of the fire service organization's legislative agendas.
- New legislation has been proposed to modify the first line supervisors training requirement for career officers to allow for approved training programs outside of New York City. Currently FDNY is not able to meet the demand for training and has had issues with certifications in the program.
- **Request authorization to attend the NYS Association of Fire Chiefs Conference (FIRE 2018) in Verona, NY at a cost not to exceed \$872.00 and use of the district vehicle. Conference Attendance Request has been submitted.**
- 2018 year to date incident participation report is attached. Approximately 15% of the incidents had no volunteer response.

Department Activity	<u>2018</u>	<u>2017</u>
February Incidents	158	142
EMS	117	106
Fire/Other	41	36
Total Incidents	344	337 (2/28)

Other Activities:

Emergency Callback	7 Staff Hours
Department Training	112 Staff Hours

Chief Fritz: No Report.

Chief Luft: Niska-day is being held on May 19, 2018.

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

Report of the Grand Boulevard Fire Company: No Report.

OLD BUSINESS: No Report.

NEW BUSINESS:

Motion/ Daly, Second/ Murray: To adopt the “Recommended Best Practices For Fire Department Training Programs” as issued by the NYS Division of Homeland Security and Emergency Services Office of Fire Prevention and Control. Passed 3-0.

Motion/ Daly, Second/ Murray: To grant Lt. Sweet medical leave for an off-duty injury until April 11, 2018. Passed 3-0.

Motion/ Murray, Second/ Daly: To declare 12 sets of turn out gear surplus and authorize the chief to dispose of same. Passed 3-0.

Motion/ Daly, Second/ Murray: To authorize Chief Lingenfelter to attend the NYS Association of Fire Chiefs Conference (FIRE 2018) in Verona, NY at a cost not to exceed \$872.00 and use of the district vehicle. Passed 3-0.

Motion/ Daly, Second/ Murray: To remove Mr. Louis Solano’s name from The Fire District Rolls. Passed 3-0.

Motion/ Murray, Second/ Daly: To approve the corrected version of the 2017 LOSAP point summary. Passed 3-0.

Motion/ Murray, Second/ Daly: To re-affirm FF/P Seiden attending the annual Fire & Life Safety Education Conference at The NYS Fire Academy in Montour Falls from March 12 -16, 2018. Registration is \$164.00 which includes meals and lodging. Furthermore 48 hours of overtime will be incurred. The use of a district vehicle is also requested. Passed 3-0.

Motion/ Murray, Second/ Daly: To approve the corrected version of the Procurement Policy. Passed 3-0.

Motion/ Daly, Second/ Murray: To approve the corrected version of the Purchasing Policy. Passed 3-0.

Motion/ Murray, Second/ Daly: To adjourn the meeting at 7:28 p.m. Passed 4-0.

Motion/ Daly, Second/ Murray: To replace 6 chairs in the console& duty office at a cost of up to \$1,000.00. Passed 3-0.

The next Regular Meeting will be held on Wednesday March 14, 2018 at 7:00 p.m.

Respectfully submitted by Fire District No. 1 Secretary,

William J. Versocki