

# DRAFT

## Minutes of Regular Meeting November 14, 2018

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**PRESENT:** Commissioners Murray, Weitz, Pacheco and Chairman Woehrle

**Also Present:** Chief Lingenfelter, 1st Asst. Chief Luft, Secretary Versocki, Attorney Hayner and Treasurer Splendido.

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

Commissioner Daly was absent and excused from this meeting.

**Motion/ Murray, 2<sup>nd</sup>/ Weitz:** To approve the October 10, 2018 monthly meeting minutes. Passed 4-0.

**Motion/ Murray, 2<sup>nd</sup>/ Pacheco:** To approve the October 16, 2018 public budget meeting minutes. Passed 4-0.

**Motion/ Weitz, 2<sup>nd</sup>/ Pacheco:** To approve the October 16, 2018 budget approval meeting minutes. Passed 4-0.

### **CORRESPONDENCE:**

- A thank you card for a fire safety class given by to Craig Elementary School by FF/P Persons.
- An e-mail message from a motorist who received help with her disabled vehicle from Shannon Powers.
- A letter from David J. Pacheco of 1377 Dean St. Niskayuna, NY 12309 requesting his name be placed on the ballot for Niskayuna Fire District No. 1 Commissioner; 5 year term beginning January 2019.

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

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

**Motion/ Murray, 2<sup>nd</sup>/ Pacheco:** To pay bills for corresponding check #'s 16494 – 16532 From October 11, 2018 thru November 14, 2018 totaling \$113,796.86 as reviewed. Passed 4-0.

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

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

- The reserve accounts as of the end of October were reviewed.

- The comparison sheets for October 2018 vs.2017 were reviewed.
- Budget versus actual expenses through October 2018 were reviewed. We are 83% thru the year and have spent 89.6% of the budget.

**Commissioner Woehrle Reported:**

- The bank signature card needs to be updated. We need to remove former Commissioner Nappi.

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

**COMMITTEE REPORTS:**

**FINANCE:** No Report.

**INSURANCE:**

**Chief Lingenfelter Reported:**

- I updated and returned the "Private Employees Practices" form.

**MEDIA RELATIONS:**

**Chief Lingenfelter Reported:**

- Lt. Sweet and his crew won first place with their chili in the second annual Chili Cook-off sponsored by the Niskayuna Coop on October 20<sup>th</sup>. Funds raised went to benefit the NYS Fallen Firefighters Memorial Committee.
- I was interviewed by WGY on the Sunday morning talk show regarding fire prevention week.

**APPARATUS & EQUIPMENT:**

**Chief Lingenfelter Reported:**

- Cornering lights installed on Engine 401.
- The 2013 Tahoe was declared totaled by the insurance company. They are in the process of evaluating the emergency lighting for serviceability. Vehicle is being transported to Niskayuna Tire for emergency lighting removal and testing.
- New 5" and 1.75" hose was delivered and put in service on Engine 401.

**COMMUNICATIONS & INFORMATION SERVICES:**

**Chief Lingenfelter Reported:**

- Our email server was experiencing frequent down time over the past month. New Key media put us on another server which appears to be working fine. Account information has been sent to those email accounts to re-establish email service.

**EMS & EQUIPMENT:** No Report.

**HEALTH & FITNESS:**

**Commissioner Pacheco Reported:**

- At a seminar hosted by The Association of Fire Districts of the Capital Area; there was an in depth discussion about Firefighter Cancer coverage. All Fire Districts are required to provide a membership list of “active members” as of January 2019. Afterward, the list will be compiled from members as they join. The term “active members” is very loose and if there is a question whether a members should or should not be added; they recommend adding the member(s) now. Once the list is compiled and someone was left off and meets the active member criteria, legal action may be taken.

**FACILITIES:**

**Commissioner Woehrle Reported:**

- Drain on northeast corner of River Road station leaking. I contacted Lloyd Hale to repair.

**Chief Lingenfelter Reported:**

- There is a leak in roof at River Road station over shop area. Roofing company notified for warranty repair service.

**ELECTIONS:**

**Commissioner Weitz Reported:**

- Everything is on track for the commissioner election on December 11, 2018 from 6-9 pm. Former Commissioner Nappi’s term; currently held by Commissioner Pacheco is up.

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

**SERVICE AWARDS PROGRAM:** No Report.

**INSPECTION & INSTALLATION:** No Report.

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter’s Report:**

- Request executive session for medical updates on personnel.
- Our Firehouse software subscription is due for renewal. Our 2017 invoice was never received so we owe for both 2017 & 2018. I am requesting authorization to execute the agreement with ESO (formerly Firehouse Software – pending approval by Attorney Hayner) to continue our subscription through December 31, 2019 at a cost of \$5180.00.
- Continued meetings with Niskayuna school district safety committee. Captains Congdon and Vena also attended.
- The Annual Halloween Party/Open House in conjunction with Fire District 2 was held. Estimated that over 400 people were in attendance. All members of the fire company and auxiliary put forth a great effort to make it the most successful to date.
- Outstanding effort on fire prevention activities over the last two months by FF Persons, FF Seiden, the duty crews, FF Pontoon, Chief Luft, and a handful of others. I received many positive comments from parents and school personnel.
- I attended the NYSAFC Board and Committee meeting in Syracuse
- I also attended the Volunteer and Combination Officer Symposium in Florida.

- 2018 year to date incident participation report is attached. Approximately 20% of the incidents had no volunteer response.

**1<sup>st</sup> Asst. Chief Luft:** No Report.

• Department Activity	<u>2018</u>	<u>2017</u>
October Incidents	229	212
EMS	144	138
Fire/Other	85	74
Total YTD	1936	1785 (10/31)

Other Activities:

Emergency Callback	23 Staff Hours
Department Training	208 Staff Hours

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

**Report of the Grand Boulevard Fire Company:** Commissioner Woehrle reported that The Auxiliary has asked for approval to utilize the shown logo for their jackets and uniforms.

**OLD BUSINESS:** No Report.

**NEW BUSINESS:**

**Motion/ Murray, Second/ Pacheco:** To authorize Chief Lingenfelter to execute the agreement with ESO (formerly Firehouse Software – pending approval by Attorney Hayner) to continue our subscription through December 31, 2019 at a cost of \$5180.00. Passed 4-0.

**Motion/ Weitz, Second/ Murray:** To authorize the GBFC Auxiliary to utilize the logo as shown. Passed 4-0.

**Motion/ Pacheco, Second/ Weitz:** To task District Secretary Versocki with establishing a list of active firefighter members for the initial Firefighter cancer coverage. Passed 4-0.

**Motion/ Murray, Second/ Pacheco:** To authorize expanding the current list of career firefighter/paramedic positions up to twenty-two (22). Passed 4-0.

**Commissioner Woehrle:**

- I want to acknowledge The Career and Volunteer department for the excellent participation in fire prevention activities during the month of October.
- I also want to say, a job well done to the entire fire department, including the Auxiliary’s
- Participation making the Halloween Open House a success.

**Motion/ Weitz, Second/ Pacheco:** To adjourn the meeting to executive session at 8 pm. Passed 4-0.

**Motion/ Murray, Second/ Weitz:** To return the meeting to regular session at 8:08 pm. Passed 4-0.

- **Commissioner Woehrle reminded everyone that Monday November 15 photos will be taken for the 5-year picture. Peter Barber will be taking them in the mezzanine at 6 pm.**
- **The 2019 Organizational meeting will be held January 2, 2019 at 6 pm.**

**Motion/ Murray, Second/ Weitz: To adjourn the meeting at 8:09 p.m. Passed 4-0.**

The Commissioner election will be held December 11, 2018 from 6-9 p.m.

The next Regular Meeting will be held on Wednesday December 12, 2018 at 7:00 p.m.

Respectfully submitted by:  
Fire District No. 1 Secretary,

*William J. Versocki*