

## Minutes of Regular Meeting February 13, 2019

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

**Also Present:** Chief Lingenfelter, 1<sup>st</sup> Assist. Chief Luft, Attorney Hayner,  
Treasurer Splendido and Secretary Versocki.

The Meeting was called to order at 7:03 p.m. by Chairman Woehrle.

Commissioner Murray and Commissioner Daly were excused from tonight's meeting.

**Motion/ Pacheco, 2<sup>nd</sup> / Weitz:** To approve the January 9, 2019 monthly meeting minutes. As amended. Passed 3-0.

### **CORRESPONDENCE:**

- A letter addressed to Schenectady County Civil Service from Commissioner Woehrle requesting Niskayuna Fire District No. 1 be included in the next Firefighter/Paramedic exam scheduled in 2019.
- A letter from The Commissioners of Fire District No. 1 to Treasurer Splendido stating the commissioners being emailed by the Chief that the permissive referendum has passed without being contested, therefore he would like to pick up the 2019 Chevrolet Tahoe and needs authorization to have the Treasurer draft a check in the amount of \$40,163.50. Commissioners Woehrle, Murray, Daly, Weitz and Pacheco responded affirmatively to authorize this action. The board will re-affirm approval at the next board meeting on February 13, 2019.
- An announcement from Pinsky Law Firm of the 11<sup>th</sup> annual Fire & EMS Law and Management Conference at the Turning Stone Casino March 28 -31, 2019.
- An invitation from The Association of Fire Districts of the Capital Area for the 9<sup>th</sup> annual Officers Reception at the Lighthouse Restaurant "At water's edge" on March 9, 2019.
- A letter from The Grand Blvd Fire Company stating that at their January 2019 monthly meeting they voted to add the following person as a Probationary EMS member: Darlene Shafran of 46 Bluff Rd. Rexford, NY 12148. They ask that she be approved pending a complete physical and background checks.

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

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

**Motion/ Pacheco, 2<sup>nd</sup> / Weitz:** To pay bills for corresponding check #'s 16632 – 16690 From January 9, 2019 thru February 12, 2019 totaling \$183,173.60 as reviewed. Passed 3-0.

## **TREASURER'S REPORT:**

### **Treasurer Splendido Reported:**

- The reserve accounts as of the end of January were reviewed.
- The comparison sheets for January 2019 vs.2018 were reviewed.
- Budget versus actual expenses through January 2019 were reviewed. We are 8% thru the year and have spent 17% of the budget the percentage due to certain bills due in the first part of the year
- I will be working on the audit next week.
- I am requesting that the annual report to The NYS Comptroller's Office be filed late.

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

## **COMMITTEE REPORTS:**

**FINANCE:** No Report.

## **INSURANCE:**

### **Commissioner Woehrle Reported:**

- We received correspondence today from OFPC concerning the Enhanced Volunteer Firefighter Cancer Program. There is a first time list of potentially affected members. We have 15 volunteer firefighters on this list with insurance at \$137.00 per person. The total is \$2,055.00.

## **MEDIA RELATIONS:**

### **Chief Lingenfelter Reported:**

- A big thank you to FF/P Wessels has volunteered to take care of the Face book web page.

## **APPARATUS & EQUIPMENT:**

### **Chief Lingenfelter Reported:**

- The new Tahoe was picked up and is registered. Waiting on parts arrival at SVU for up-fitting to begin.
- Parts are on order for installation of a clutch fan on Engine 401. The current full time fan does not allow the engine to warm up enough to provide adequate heating in cab and pump panel during the extreme cold periods.

## **COMMUNICATIONS & INFORMATION SERVICES:**

### **Chief Lingenfelter Reported:**

- The County is working toward upgrading the radio system to 800 MHZ. The tower and antennas have been erected. The system completion is approximately 2-3 years out.

**EMS & EQUIPMENT:** No Report.

**HEALTH & FITNESS:** No Report.

## **FACILITIES:**

### **Chief Lingenfelter Reported:**

- The Balltown Road station roof leak recurred during a snow melt period two weeks ago. The roof has been repaired under warranty. The insurance company was notified and Belamy Builders was called to initiate damage repairs. Waiting on Belamy to start work repairing ceilings and walls on the first floor, as well as kitchen cabinets, walls, and the fire protection system in the basement.
- Drain line from Duty Quarters became obstructed. An additional cleanout was installed in the drain piping and the drain was snaked and cleaned out. Underground grease trap was also pumped out. Going forward we will be scheduling periodic cleaning of drain line and grease trap to avoid recurrence.

**ELECTIONS:** No Report.

## **PROTECTIVE GEAR & UNIFORMS:**

### **Chief Lingenfelter Reported:**

- Turnout pants purchased last year were sent back for a modification of the escape system pocket that was not sewn correctly. Will be placing order soon to continue our gear replacement program.

**SERVICE AWARDS PROGRAM:** No Report.

**INSPECTION & INSTALLATION:** No Report.

## **REPORT OF THE CHIEFS:**

### **Chief Lingenfelter Reported:**

- VFIS Enrollment form for Volunteer Firefighter Cancer Coverage submitted to One Group.
- The Staffing for Adequate Fire and Emergency Response (SAFER) grant period opens on February 15<sup>th</sup>, 2019. As discussed during our budget process, it would be advantageous for us to apply for 2 additional firefighters through the grant process who combined with a new hire this fall and our two firefighters assigned to the day shift would allow us to provide a 4<sup>th</sup> firefighter/paramedic on duty 24/7. Request the board's authorization to proceed with the SAFER grant application. The basic cost share requirements are as follows:
  - **Hiring of Firefighters Activity**
  - **Recipients of SAFER Hiring of Firefighters Activity grants are required to contribute non-federal funds subject to a Position Cost Limit and a Cost Share, as described below.**
  - **All recipients should ensure that they are thoroughly familiar with FEMA's cost sharing requirements identified below, as well as the appropriate cost principles as identified at 2 C.F.R. § 200.101(b)(1).**
  - **FEMA does not require the recipient to have the cost share at the time of application. However, before FEMA awards a grant, it may contact potential awardees to determine whether the recipient has the funding in hand or if the recipient has a viable plan to obtain the funding necessary to fulfill the cost-sharing requirement.**
  - **Position Cost Limit (Waiver Available)**
  - **The amount of federal funding provided to a recipient under the SAFER Hiring of Firefighters Activity for hiring a new firefighter in any fiscal year may not exceed:**
    - **□ in the first and second years of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and**

- □ in the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted.
- “Usual annual costs” includes the base salary (excluding non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year (i.e. entry-level) firefighters. Please refer to Appendix B: Programmatic Information and Priorities regarding eligible and ineligible costs for SAFER Hiring of Firefighter Activity grants.
- The eGrants system automatically calculates the Position Cost Limit in the Budget section of the application.
- Cost Share (Waiver Available)
- Under the SAFER Hiring of Firefighters Activity, grant recipients are required to contribute a Cost Share toward the actual cost of hiring firefighters under this program. The Federal portion of the costs of hiring firefighters under this grant may not exceed:
  - □ 75 percent of the actual costs incurred in each of the first and second years of the grant; and
  - □ 35 percent of the actual costs incurred in the third year of the grant.
- Therefore, the recipient is required to contribute at least the following in non-Federal funds:
  - □ 25 percent of the actual costs incurred in each of the first and second years of the grant; and
  - □ 65 percent of the actual costs incurred in the third year of the grant.
- Request authorization to attend the Career Fire Chiefs of NYS meeting in Oswego on March 19<sup>th</sup> and 20<sup>th</sup> at a cost not to exceed \$200.00 and use of C-409.
- Request authorization for Captain Vena to attend the EMS Charts user conference in Charlotte, NC from May 14<sup>th</sup> – 16<sup>th</sup> at an approximate cost of \$1300.00 and 32 hours of overtime. Conference Attendance Request form has been submitted.
- Request authorization for Ayla Goronkin to attend the Basic EMT training program at Montour Falls Fire Academy from August through October 2019 at a cost of \$1421 including registration, mileage, lodging, and meals.
- Request authorization to attend the NYS AFC combined board and committee meeting in Syracuse on March 29<sup>th</sup> and 30<sup>th</sup> at a cost of \$250 and use of the district vehicle.
- Request authorization for Lieutenant Griffiths to attend the 2019 Code enforcement train the trainer program at the Fire Academy on 2/13/19 at a cost of \$250 and 14 hours of overtime.
- Controlled substance plan and agreement with Ellis pharmacy was updated to reflect the restock location change from the McClellan street campus to the Nott street campus.
- 11 members are scheduled for the Active Attacker Integrated Response training in Watervliet in April.
- 2019 year to date incident participation report is attached. Approximately 15% of the incidents had no volunteer response.

**1<sup>st</sup> Assistant Chief Luft:** There will be a wake detail for Richard C. “Mike” Fritz this Thursday. We will meet at the Balltown Rd. station at 6 pm and drive to St. Kateri. Dress code is civilian attire.

Department Activity	<u>2019</u>	<u>2018</u>
January Incidents	190	186
EMS	118	130
Fire/Other	72	56
Total YTD	190	186 (1/31)

Other Activities:

Emergency Callback  
Department Training

26 Staff Hours  
177 Staff Hours

**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/ Weitz, Second/ Pacheco:** To authorize Chief Lingenfelter to attend the Career Fire Chiefs of NYS meeting in Oswego on March 19<sup>th</sup> and 20<sup>th</sup> at a cost not to exceed \$200.00 and use of C-409. Passed 3-0.

**Motion/ Pacheco, Second/ Weitz:** To authorize Captain Vena to attend the EMS Charts user conference in Charlotte, NC from May 14<sup>th</sup> – 16<sup>th</sup> at an approximate cost of \$1300.00 and 32 hours of overtime. Passed 3-0.

**Motion/ Weitz, Second/ Pacheco:** To authorize FF Ayla Goronkin to attend the Basic EMT training program at Montour Falls Fire Academy from August through October 2019 at a cost of \$1421 including registration, mileage, lodging, and meals. Passed 3-0.

**Motion/ Pacheco, Second/ Weitz:** To authorize Chief Lingenfelter to attend the NYS AFC combined board and committee meeting in Syracuse on March 29<sup>th</sup> and 30<sup>th</sup> at a cost of \$250 and use of the district vehicle. Passed 3-0.

**Motion/ Weitz, Second/ Pacheco:** To authorize Lieutenant Griffiths to attend the 2019 Code enforcement train the trainer program at the Fire Academy on 2/13/19 at a cost of \$250 and 14 hours of overtime. Passed 3-0.

**Motion/ Pacheco, Second/ Weitz:** To re-affirm authorization to have the Treasurer draft a check in the amount of \$40,163.50 for purchase of a 2019 Tahoe. Passed 3-0.

**Motion/ Weitz, Second/ Pacheco:** To authorize proceeding with the SAFER grant application. Passed 3-0.

**Motion/ Weitz, Second/ Pacheco:** To allow the Treasurer to extend submission of the annual report to The NYS Comptroller's Office to March 31, 2019. Passed 3-0.

**Motion/ Pacheco, Second/ Weitz:** To accept Darlene Shafran of 46 Bluff Rd. Rexford, NY 12148 as an EMS member pending: full background checks and a complete physical. Passed 5-0.

**Commissioner Pacheco** – I am enquiring about a new district map for The Balltown Rd. & River Rd. Stations.

Chief Lingenfelter will research information about type and pricing.

**Commissioner Woehrle** – As discussed in earlier meetings, I am collecting information to purchase long or short sleeve shirts for Commissioners and Staff. The color will be black with the Fire District/Company logo design. I also need sizing and whether or not to add names and/or titles.

**Motion/ Weitz, Second/ Pacheco: To adjourn the meeting at 8:07 p.m. Passed 3-0.**

The next Regular Meeting will be held on Wednesday March 13, 2019 at 7:00 p.m.

Respectfully submitted by:  
Fire District No. 1 Secretary,

*William J. Versocki*