

DRAFT

Minutes of Regular Meeting August 14, 2019

PRESENT: Commissioners Daly, Pacheco and Chairman Woehrle

Also Present: Chief Lingenfelter, Chief Fritz, Captain T. Congdon, Lt. Griffiths
Attorney Hayner, Treasurer Splendido, Secretary Versocki, FF/P Baker
FF/P J. Congdon, FF/P Plakas, FF Dietrich, P. Barber, Probationary FF/P
Anderson & family.

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

Commissioners Murray and Weitz were excused from tonight's meeting.

Motion/ Daly, 2nd/ Pacheco: To approve the July 10, 2019 monthly meeting minutes. As Read.
Passed 3-0.

CORRESPONDENCE:

- A thank you card from Girl Scout Troop 2081 for teaching them first-aid.
- A letter from The Grand Blvd. Fire Company stating that on August 12, 2019 the chiefs notified the fire company that they have decided to remove the following probationary member for failure to meet requirements – Changho Kim of 807 Union St. Schenectady. NY 12308. Please remove Mr. Kim's name from the Fire District rolls.
- A letter from The Grand Blvd. Fire Company stating that on August 12, 2019 the chiefs notified the fire company that they have decided to remove the following probationary member for failure to meet requirements – Ray Adepegba of 1430 Van Antwerp Rd. NY 12309. Please remove Mr. Adepegba's name from the Fire District rolls.
- A letter from One Group indicating that The Employers Practice Liability Policy with Philadelphia Indemnity Insurance Co. has modified the policy with the term, "not for profit".
- A notice from The NYS Local Retirement System stating that retiree Charles Lester was removed from their payroll due to his death.

PRIVILEGE OF THE FLOOR:

At this time Probationary FF/P Matthew Anderson was sworn in as a Career Firefighter Paramedic with Niskayuna Fire District No.1.

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

Motion/ Daly, 2nd / Pacheco: To pay bills for corresponding check #'s 16918 – 16924 & 16926 - 16966
From
July 11, 2019 thru August 14, 2019 totaling \$64,516.30 as reviewed. Passed 3-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of July were reviewed.
- The comparison sheets for July 2019 vs.2018 were reviewed.
- Budget versus actual expenses through July 2019 were reviewed. We are 50% thru the year and 56.5% of the budget has been spent.
- The annual report has been finalized and everything looks good.
- I am currently working on the 2020 budget.

ATTORNEY'S REPORT:

Attorney Hayner Reported:

- The final draft of the unlawful workplace harassment policy was sent to everyone with changes.

COMMITTEE REPORTS:

FINANCE:

Commissioner Woehrle:

- I would like to add my thanks to Treasurer John Splendido for his work with the District Finances. Excellent Job!!

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Engine 402 had all brakes replaced.
- Truck 405 Aerial ladder control issues are being worked on by Garrison. The truck is still in service.

COMMUNICATIONS & INFORMATION SERVICES: No Report.

EMS & EQUIPMENT:

Chief Lingenfelter Reported:

- Annual testing of rescue tools has been completed.
- Ballistic vests and associated equipment is in the process of being ordered.

HEALTH & FITNESS:

Lieutenant Griffiths Reported:

- FF/P Powers completed The Peer Fitness Training Program in Gates, NY, and is awaiting her grades.

FACILITIES:

Commissioner Pacheco Reported:

- The Auxiliary storage room (which was a temporarily being used for district/fire company uniforms) needs to be cleared out. A new district/Fire company storage room needs to be estimated.

Chief Lingenfelter's Report:

- A relay was replaced on the rooftop HVAC unit at Balltown Rd. and is now working properly.
- The ductless AC unit covering the ALS storage area has a bad compressor and no replacement is available. We are evaluating the actual temperatures to determine if it is actually needed to maintain appropriate temperatures.
- Belts on two (2) circulation fans were replaced by staff.
- Town anticipates putting the River Rd. station gas pump project out to bid in August.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS: No Report.

SERVICE AWARDS PROGRAM: No Report.

INSPECTION & INSTALLATION: No Report.

REPORT OF THE CHIEFS:

Chief Lingenfelter's Report:

- Probationary Firefighter/Paramedic Matthew Anderson's first day of work was August 5th. He is working through our internal probationary training process until the 9/4/2019 fire academy start in Utica.
- Volunteer firefighters Andrew Cloutier and Riaz Rao have completed the BEFO training delivered in house and are currently working through the IFO course to complete their Firefighter 1 certification.
- **Request authorization to attend Career Chiefs of NYS meeting in Westchester on September 17 & 18 at a cost not to exceed \$200.00 and the use of a district vehicle.**
- **Request authorization for Lt. Sims and Sweet to attend the Fire Marshalls and Inspectors Seminar at The Montour Falls Fire Academy from October 22 – 25, 2019 at an approximate cost of \$610.00 and 80 hours of overtime.**
- **Request authorization to purchase fire prevention materials and customized "file of Life" pouches totaling &1,850.00. The funds are from the public outreach budget line.**
- **Request authorization for Lt. Griffiths to attend the National Fire Academy Weekend on September 28 & 29 at a cost not to exceed \$750.00 and approximately 24 hours of overtime.**

- Upcoming events:
 - Food Truck Festival – 9/15/2019
 - Carrot Festival – 9/8/2019
 - Joint Halloween Party/Open house – 10/26/2019
- 2019 year to date incident participation report is attached. Approximately 16% of the incidents had no volunteer response.

Chief Fritz Reported: No Report.

Department Activity	<u>2019</u>	<u>2018</u>
July Incidents	231	204
EMS	135	132
Fire/Other	96	72
Total YTD	1407	1296 (7/31)

Other Activities:

Emergency Callback	32 Staff Hours
Department Training	129 Staff Hours

Report of the Niskayuna Permanent Fireman’s Association: NPFA Vice- President Baker expressed appreciation from The Board of Fire Commissioners for their ongoing support and equipment purchases to help protect the safety and mission of the Fire District.

Report of the Grand Boulevard Fire Company: No Report.

OLD BUSINESS: No Report.

NEW BUSINESS:

Motion/ Pacheco, Second / Daly: To adopt the current draft of The Unlawful Workplace Harassment Policy. **Passed 3-0.**

Motion/ Daly, Second / Pacheco: To authorize Chief Lingenfelter to attend the Career Chief’s meeting in Westchester on September 17 & 18 at a cost not to exceed \$200.00 and the use of a district vehicle **Passed 3-0.**

Motion/ Daly, Second / Pacheco: To Authorize Lt. Sims and Sweet to attend the Fire Marshalls and Inspectors Seminar at The Montour Falls Fire Academy from October 22 – 25, 2019 at an approximate cost of \$610.00 and 80 hours of overtime. **Passed 3-0.**

Motion/ Pacheco, Second / Daly: To authorize Chief Lingenfelter to purchase fire prevention materials and customized “file of Life” pouches totaling &1,850.00. The funds are from the public outreach budget line. **Passed 3-0**

Motion/ Daly, Second / Pacheco: To authorize Lt. Griffiths to attend the National Fire Academy Weekend on September 28 & 29 at a cost not to exceed \$750.00 and approximately 24 hours of overtime. **Passed 3-0**

Motion/ Pacheco, Second / Daly: To remove probationary GBFC member Changho Kim's name from the Fire District rolls. Passed 3-0.

Motion/ Pacheco, Second / Daly: To remove probationary GBFC member Ray Adepegba's name from the Fire District rolls. Passed 3-0.

Motion/ Daly, Second/ Pacheco: To adjourn the meeting at 7:27 p.m. Passed 3-0.

The next Regular Meeting will be held on Wednesday September 11, 2019 at 7:00 p.m.

Respectfully submitted by:
Fire District No. 1 Secretary,

William J. Versocki