

Minutes of Regular Meeting May 13, 2020

PRESENT: Commissioners Daly and Chairman Woehrle

Commissioners present via Cisco WebEx: Commissioners Murray and Pacheco.

Also Present: Chief Lingenfelter and Secretary Versocki.

Also present via WebEx – Treasurer Splendido, Attorney Hayner and Cpt. Vena.

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

Commissioner Weitz was absent and not excused.

Motion/ Murray, 2nd/ Pacheco: To approve the April 8, 2020 monthly meeting minutes.
As read. Passed 4-0.

CORRESPONDENCE:

- A letter to Treasurer Splendido authorizing him to pay The Bank of America Credit Card in the amount of \$4,900.95 to be re-affirmed at the next business meeting on May 13, 2020. Commissioners were email for approval and Commissioners Woehrle, Murray, Weitz and Pacheco responded authorizing the pay the Credit Card.
- A letter from Ajinomoto Foods North America saying thanks for all Niskayuna District No. 1 has been doing during this difficult time. A meal for a duty crew was provided.
- A letter of thanks from The O'Brien family of 2134 Orchard Park Drive Niskayuna, NY 12309 for response last month to a fire alarm at their residence.

PRIVILEGE OF THE FLOOR: No Report.

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

Motion/ Pacheco, 2nd/ Murray: To pay bills for corresponding check #'s 17337 – 17384 From April 9, 2020 thru May 13, 2020 totaling \$135,955.01 as reviewed. Passed 4-0 .

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of April 2020 were reviewed.
- The comparison sheets for April 2020 vs.2019 were reviewed.
- Budget versus actual expenses through April 2020 were reviewed.

We are 33% thru the year and have spent 32.6% of the budget.

Treasurer Splendido also reported:

- I still have not received the LOSAP information.
- I am still waiting for the hard copy of the audit.

ATTORNEY'S REPORT: No Report.

COMMITTEE REPORTS:

FINANCE:

Commissioner Murray Reported:

- I want to thank Treasurer Splendido for his hard work and diligence with our financials. The initial report is clean.

INSURANCE: No Report.

MEDIA RELATIONS:

Chief Lingenfelter Reported:

- Fire Departments across New York State and the country are participating in drive by parades. Due to social distancing The Fire District/Fire Company are not participating.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Truck 405 was out of service for an engine cooling system issue. It has been repaired along with the batteries being replaced.
- Pump testing was successfully completed on all three fire apparatus.
- Aerial and ground ladder testing is scheduled for 5/19/2020.

COMMUNICATIONS & INFORMATION SERVICES: No Report.

EMS & EQUIPMENT:

Chief Lingenfelter Reported:

- The 4G modems for our Lifepaks were received and installed.
- Considering the importance of decontamination to protect our responders and patients and some of the lessons learned through the COVID-19 pandemic the staff has researched equipment that would enhance our decontamination efforts. Their recommendation is the purchase of a UV-C Air and Surface Disinfection Lamp. (Information sheet attached). Request authorization to purchase an EDU-435 UV-C Air & Surface Disinfection Lamp at a cost of \$3995.00

HEALTH & FITNESS: No Report.

FACILITIES:

Chief Lingenfelter Reported:

- Balltown Road station generator OOS. Repair service being scheduled.
- Our contract for the Balltown Road station generator preventive maintenance is due to be renewed. Recommend acceptance of the 6 month PM proposal by Milton Cat.
- Request authorization to purchase a replacement lawn mower at a cost not to exceed \$3500.00. This mower would replace the mower that was declared surplus and scrapped last year due to the high cost of repairs needed.

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 FF/Paramedic Marc Vinehout's fire academy has been postponed until August 3, 2020 due to COVID-19. Graduation is scheduled for 10/30/2020. We will be training FF/Paramedic Vinehout in house and anticipate being able to assign him to a 24 hour tour on or about the end of May until the academy begins in August.
- We have received a request from employees to authorize the Cares Act provisions of our deferred compensation plan. Details are with Attorney Hayner. **Recommend board approval.**
- Our COVID-19 response activities have been summarized in the five situation reports that were distributed to all personnel and staff over the last two months. Key activities include:
 - Continuous intelligence gathering on the virus, treatment, and protective measures for our personnel and community.
 - Collaboration with local, county, regional, and state agencies.
 - Procurement of personal protective equipment.
 - Refresher training on PPE usage and updates with respect to COVID-19 specific concerns.
 - Restricting access to district facilities and increased frequency for cleaning.
 - Planning for the possibility of reduced staffing availability.

Our personnel continue to demonstrate outstanding dedication and professionalism. There have been no COVID-19 cases amongst our personnel. We have, however transported a number of COVID-19 positive patients and patients with a high suspicion of COVID-19 infection. Personal protective equipment inventory is sufficient at this point in time but is being monitored weekly.

- The 2020 NYS Association of Fire Chiefs Conference has been cancelled due to COVID-19 restrictions.
- 2020 year to date incident participation report is attached. Approximately 29% of the incidents had no volunteer response which is in part due to the restrictions we have placed on EMS responses by volunteer personnel to limit exposures. Our call volume for April was down 33% from last year. Year to date our call volume is down 17% from 2019.

- | Department Activity | <u>2020</u> | <u>2019</u> |
|---------------------|-------------|-------------|
| April Incidents | 132 | 198 |
| EMS | 79 | 127 |
| Fire/Other | 53 | 71 |
| Total YTD | 672 | 779 (04/30) |

Other Activities:

Emergency Callback	40 Staff Hours
Department Training	342 Staff Hours

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

Report of the Grand Boulevard Fire Company: No Report.

OLD BUSINESS: NONE

NEW BUSINESS:

Motion/ Daly, Second/ Pacheco: To authorize the Cares Act provisions of our deferred compensation plan. Passed 4-0.

Motion/ Murray, Second/ Daly: To authorize purchase an EDU-435 UV-C Air & Surface Disinfection Lamp at a cost of \$3995.00. Passed 4-0.

Motion/ Murray, Second/ Daly: To re-affirm authorization for the treasurer to pay The Bank of America credit card bill. The card reached its credit limit due to purchases associated with the COVID 19 Pandemic. The commissioners authorize payment in the amount of \$4,900.95. Passed 4-0.

Motion/ Murray, Second/ Daly: To authorize the Balltown Road station generator PM be renewed for the 6 month PM proposal by Milton Cat at a cost not to exceed \$6,024.63. Passed 4-0.

Motion/ Daly, Second/ Pacheco: To authorize purchase of a replacement lawn mower at a cost not to exceed \$3500.00. Passed 4-0.

Motion/ Daly, Second/ Pacheco: To adjourn the meeting at 7:30 p.m. Passed 4-0.

The next Regular Meeting will be held on Wednesday June 10, 2020 at 7:00 p.m.

Respectfully submitted by:
Fire District No. 1 Secretary,

William J. Versocki