

Minutes of Regular Meeting July 8, 2020

PRESENT: Commissioners Daly, Weitz, Pacheco and Chairman Woehrle

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

Commissioner Commissioner Murray was absent and excused.

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

Motion/ Pacheco, 2nd/ Daly: To approve the June 10, 2020 monthly meeting minutes.
As read. Passed 4-0.

CORRESPONDENCE:

- A thank you card and \$100 donation for services rendered from Dorothy Curley of 1106 Highland Park Rd. Niskayuna, NY 12309.
- A thank you card for professional care for a recent medical call from The Connor Family.

PRIVILEGE OF THE FLOOR: No Report.

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

Motion/ Pacheco, 2nd/ Daly: To pay bills for corresponding check #'s 17425 – 17459 From June 11, 2020 thru July 8, 2020 totaling \$66,862.67 as reviewed. Passed 4-0.

TREASURER'S REPORT:

Treasurer Splendido Reported:

- The reserve accounts as of the end of June 2020 were reviewed.
- The comparison sheets for June 2020 vs.2019 were reviewed.
- Budget versus actual expenses through June 2020 were reviewed.
We are 50% thru the year and have spent 44.5% of the budget.

ATTORNEY'S REPORT: No Report.

COMMITTEE REPORTS:

FINANCE:

Commissioner Woehrle: I have a few written notes from Commissioner Murray -

- We should begin thinking about the 2021 budget.
- The audit has been completed and once again, Treasurer Splendido has done a great job.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Preventive maintenance has been completed on the ambulances.
- Truck 405, Engines 401 and 402 have passed the NYS Vehicle Inspection.
- All fire hose was tested on 7/7/2020. Request that the two rolls (one 3" and one 1 3/4) of failed hose be declared surplus by the board and disposed of.

COMMUNICATIONS & INFORMATION SERVICES:

Chief Lingenfelter Reported:

- After contacting our IT Department to have them analysis of our current system, I asked for a quote to upgrade 5 computers and operating system.

EMS & EQUIPMENT: No Report.

HEALTH & SAFETY: No Report.

FACILITIES:

Commissioner Woehrle Reported:

- I contacted general contractor Lloyd Hale and have scheduling work to begin August 1, 2020. The committee will meet to discuss repairs needed.

Chief Lingenfelter Reported:

- Two new weed trimmers were purchased. One for each station. The units being replaced were beyond repair.
- Floor drains were cleaned at River Road station.
- The AC unit in EMS storage was repaired by ESCO along with a few other HVAC issues and preventive maintenance.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS: No Report.

SERVICE AWARDS PROGRAM: No Report.

INSPECTION & INSTALLATION:

Commissioner Pacheco Reported:

- We are currently 4 months into the COVID-19 pandemic; with no end in sight I believe we should consider a contingency plan for the Installation Dinner in 2021.

Commissioner Woehrle stated that we can cancel the dinner 30 days prior and should wait until that time to make a decision.

REPORT OF THE CHIEFS:

Chief Lingenfelter's Reported:

- Utica Fire Academy is still scheduled for an August 3, 2020 start date.
- Award notifications have started to be released for the AFG-Supplemental Program. No word on our application yet.
- A grant application was submitted to the Niskayuna Community Foundation on behalf of the GBFC for \$5000 to support our fire prevention programs. We have received notice of a \$2500 award to go towards presentation equipment in support of our fire prevention and education efforts.
- Section 50-a of the civil rights law which addresses disclosure of disciplinary records was recently repealed. Paid firefighters are affected by the repeal. Recommend formulation of policies to comply with the repeals impact, records requests, and establishing a records retention policy to include electronic records and emails. Records retention rules are being changed on 8/1/2020.
- Our first payment request was submitted and approved by the SAFER grant program. Anticipate a direct deposit within a week.
- Request executive session to discuss an illness leave request.
- Our COVID-19 related procedures for facility access were adjusted. Our PPE usage requirements for EMS calls will remain in effect until further notice. We continue to monitor PPE supply status closely.
- 2020 year to date incident participation report is attached. Approximately 32% 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.
- The NYS Office of Fire Prevention and Control is ramping the outreach training programs back up. COVID related precautions have been establish and are to be followed by all instructors, students, and facilities. The Principles of Instruction class being held here that was interrupted by the pandemic has been scheduled to be completed in early August.
- Our call volume for May was down 19% from last year. Year to date our call volume is down 15% from 2019, however, it is trending back up from our lowest volume in April.
- Request authorization for use of the district vehicle to attend the NYSAFC Board of Director's meeting in Syracuse on July 17, 2020.

Chief Fritz Reported: No Report.

1st Assistant Chief Luft: No Report.

• Department Activity	<u>2020</u>	<u>2019</u>
June Incidents	154	187
EMS	99	119
Fire/Other	55	68
Total YTD	996	1176 (06/30)

Other Activities:

Emergency Callback	80 Staff Hours
Department Training	150 Staff Hours

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

Report of the Grand Boulevard Fire Company: Chief Fritz reported that The Centennial Celebration has been postponed until October 9, 2021.

Commissioner Woehrle reported that the Fire Company monthly business meeting will be held August 10, 2020 with the following restrictions: Temperature Check-in’s, Face Masks required and no refreshments after the meeting.

OLD BUSINESS: NONE

NEW BUSINESS:

Motion/ Daly, Second/ Pacheco: To declare 1 roll of 3 inch hose (failed testing) surplus. Passed 4 -0.

Motion/ Pacheco, Second/ Weitz: To declare 1 roll of 1 3/4 inch hose (failed testing) surplus. Passed 4-0.

Motion/ Daly, Second/ Weitz: To authorize Chief Lingenfelter use of a district vehicle to attend the NYSAFC Board of Director’s meeting in Syracuse on July 17, 2020. Passed 4-0.

Motion/ Pacheco, Second/ Weitz: To adjourn to executive session at 7:20 pm. Passed 4-0.

Motion/ Weitz, Second/ Pacheco: To return to regular session at 7:23 pm. Passed 4-0.

Motion/ Daly, Second/ Pacheco: To grant Captain Vena extended sick leave from July 29 – September 9, 2020. Passed 4 -0.

Motion/ Weitz, Second/ Pacheco: To adjourn the meeting at 7:26 p.m. Passed 4-0.

The next Regular Meeting will be held on Wednesday August 12, 2020 at 7:00 p.m.

Respectfully submitted by:
Fire District No. 1 Secretary,

William J. Versocki