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**Minutes of Regular Meeting
April 12, 2006**

PRESENT: Commissioners Barlyn, Constantine, Murray, Nappi and Chairman Woehrle
Attorney Hayner, Treasurer Lagan, and Secretary Ostrander.
Also present: Chief Lingenfelter, Chief Colvin and 1st. Assist. Chief Cottrell
along with several guests.

The Meeting was called to order at 7:02 p.m. under the direction of Chairman Woehrle.

Motion/ Nappi, 2nd/ Barlyn: To approve the minutes of the March 8th Regular Meeting as distributed. Passed 5-0.

CORRESPONDENCE:

- Note of Thanks from Chaz Yund, a student at Niskayuna High School, to Captain Fritz for helping with his intern work.
- Note of Thanks from Michelle Stopera, a teacher at NHS, to Capt. Fritz for working with Chaz in the Intern Program.
- A letter from G.B.F.Co. stating that Peter Plakes, of 2045 Arkona Court, has been voted into the Fire Company pending results of his physical exam, drug screen, arson background check, and agility test.
- A letter from G.B.F.Co. stating that Sergi Kats, of 2339 Shirl Lane, has been voted into the Fire Company pending results of his physical exam, drug screen, arson background check, and agility test.
- A letter from G.B.F.Co. stating that Lisa Taft, of 2081 Baker Ave., has been voted into the Fire Company as an EMS member pending results of her physical exam and drug screening.
- Letter from the Association of Fire Districts of the Capital Area, Inc. announcing the annual workshop on May 13, 2006 at Ft. Hunter Fire Dept.
- Fire District Affairs Bulletin for March / April 2006.

BILLS:

Motion/ Murray, 2nd/ Barlyn: To pay bills #2006-214 through 2006-265, totaling \$70,060.18. Passed 5-0.

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TREASURER'S REPORT:

- Treasurer Lagan reported nothing unusual in the past month.
- The payroll administrator was changed in the past month and it was not a smooth change.
- Interest income is on target for the year.
- Money was received for the sale of the chief car in March.
- Received money from New York State for EMS/Paramedic Pilot Recertification.
- Nextel – Bills will go out this month to individuals for advance payments.

COMMITTEE REPORTS:

FINANCE: Commissioner Murray reported that overtime is an issue and will be discussed with the Chief's report.

INSURANCE: Commissioner Nappi reported that the new vehicle insurance has been taken care of.

Liability – Commissioner Nappi reported that he has received further clarification on liquor consumption on the premises. Utica Mutual agrees that the current use is appropriate.

Driver Age Clarification – Commissioner Nappi also reported that Utica Mutual stated that there would not be a problem with lowering the age of driving district vehicles to 18 years. Both Chief Lingenfelter and Chief Colvin recommended that the current policy of a minimum age of 19 years be kept.

MEDIA RELATIONS: Commissioner Constantine reported that the article on young firefighters appeared in The Gazette. He also reported that an announcement of Chief Lingenfelter's appointment is pending.

APPARATUS & EQUIPMENT: Chief Lingenfelter reported that E-401 and A-40 have both been repaired. A-40 had the floor replaced under warrantee and needs further work in the future. E-401 – the box had moved and when they repaired it, they discovered a problem with the batteries and cables. The problem was analyzed and repaired.

COMMUNICATIONS & INFORMATION SERVICES: The radios have been installed. Commissioner Murray noted that the e-mail link from our web page has sent spam to his work e-mail address. He would like the link removed and Treasurer Lagan also asked to have the link removed.

EMS & EQUIPMENT: Chief Lingenfelter reported that there has been an issue with the Zoll monitor and he has expressed our displeasure with the situation. They have provided a loaner and are working with us to resolve the issues. He also reported that Lt Vena has attended the EMS conference in Maryland.

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FACILITIES: Chairman Woehrle reported that the energy audit was misquoted and that we would receive some money back. The results will be available in six weeks. Chairman Woehrle reported that the crack in front corner of the River Road Station has been looked at by the architect and is not considered to be an issue. Also the loose cinder block in the console room has been repaired. Commissioner Nappi reported on a paging system for the River Road Station and listed several quotes.
Motion/ Nappi, 2nd/ Murray: To contract with Northeast Information Systems to replace the paging horns and add a doorbell to the River Road Station. Passed 4-0 with 1 abstention.

ELECTIONS: No report.

PROTECTIVE GEAR & UNIFORMS: No report

SERVICE AWARDS PROGRAM: Secretary Ostrander reported that the Service Award Program points for 2005 have been reconciled and the list has been corrected. The list is ready to submit to the Insurance Company.

INSPECTION & INSTALLATION: Chairman Woehrle reported that the 2007 Inspection / Installation Dinner is scheduled for January 27th 2007 at the Mohawk Golf Club.

NEW FIRE STATION:

Chairman Woehrle reported that the Building Committee met with Pacheco-Ross for 3½ hours to go over the needs for the new facility. It was noted that a permissive referendum might be needed to utilize reserve fund accounts for the architect fees.

REPORT OF THE CHIEFS:

Chief Lingenfelter:

- Chief Lingenfelter noted that he has applied for a grant of \$187,000 for radios, AED's and SCBA. It was worded better than the last application and he hopes that this one will go through.
- Chief Lingenfelter submitted a monthly report and highlighted some of the topics.
- Payment for Workers Comp claims has been received.
- Chief Lingenfelter met with his officers and discussed NIMS
- An e-mail group has been set up to distribute operational information to all members.
- A local dental office is looking for CPR training. Chief Lingenfelter asked if we could charge a nominal fee for overtime used to teach as we do with fire extinguisher training. Attorney Hayner has checked with the controller to see whether or not we could charge for CPR training. He is waiting for confirmation.
- Chief Lingenfelter also reported that he has signed up for a seminar on purchasing.
- Chief Lingenfelter has explored several options for solving the overtime problem and outlined them in his report. He recommends hiring a trained individual in order to save the taxpayers approximately \$3,000 per month in overtime. This individual would also be able to fill the spot created by a retirement due later in the year.

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OLD BUSINESS:

Motion/ Nappi, 2nd/ Barlyn: To approve the Service Awards Program points list as corrected. Passed 5-0.

NEW BUSINESS:

- Motion/ Murray, 2nd/ Nappi: To add Peter Plakes to the roles pending the results of his physical exam, drug screen, arson background check, and agility test. Passed 5-0.
- Motion/ Barlyn, 2nd/ Nappi: To add Sergi Kats to the roles pending the results of his physical exam, drug screen, arson background check, and agility test. Passed 5-0.
- Motion/ Murray, 2nd/ Nappi: To add Lisa Taft to the roles pending the results of her physical exam and drug screen. Passed 5-0.

Commissioner Barlyn reported that members are parking vehicles in front of the fire station with business signs on them. He stated that this was inappropriate. Chief Lingenfelter said the he would address the issue.

Commissioner Barlyn also reported that different hydrants in the Town of Niskayuna have different threads and also open in different directions. It would be to our benefit to advise the Town of this problem.

Commissioner Barlyn also stated that he would like to negotiate with the rest of the Town Fire Departments on the ambulance service proposal. Commissioner Nappi said that he has spoken to NFD #2 Chairman of the Board, Gary Male, on this issue.

Commissioner Nappi reported that NFD #2 allows members and spouses to use the exercise equipment in their station. It would be a good idea if we also allowed family members to use equipment. Commissioner Barlyn added that he visited Phoenix Fire Department and that they also allow families to use their exercise equipment. They researched liability issues and there were none. Commissioner Nappi also contacted our insurance carrier and there were no concerns. Chief Lingenfelter stated that for accountability, it would be advisable to have a member accompany the family member and not allow them to use the equipment on their own. Commissioner Murray asked if we should initiate a policy on a trial basis. Commissioner Nappi agreed. Commissioner Murray stated that a policy should be drafted. Attorney Hayner agreed that a policy should be formally drafted before any action is taken.

Chief Lingenfelter reported that according to the National Incident Management System, (NIMS), the Board needs to adopt a resolution on NIMS. Secretary Ostrander stated that it may already be in place and will research past minutes.

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Treasurer Lagan reported on District credit cards. She stated that we may issue cards for the District but that they must have individual's names on the card. They cannot just say "Board of Fire Commissioners". She will look into this further.

PRIVILEGE OF THE FLOOR: No one brought any issues before the Board.

Motion/ Murray, 2nd/ Constantine: To adjourn to Executive Session at 8:28 p.m. to discuss overtime issues.


Chairman Woehrle returned the meeting to Regular Session at 9:22 p.m.

Motion/ Murray, 2nd/ Barlyn: To hire Emmanuel Lessis as a provisional Firefighter/ Paramedic with a starting salary of \$33,000 effective April 17th 2006. Passed 5-0.

Motion/ Nappi, 2nd / Barlyn: To adjourn at 9:23 p.m. Passed 5-0.

➤ **The next Regular Meeting is scheduled for Wednesday, May 10, 2006, at 7:00 p.m.**

Respectfully submitted,



John E. Ostrander III
Secretary