



DRAFT

Minutes of Regular Meeting May 10, 2006

PRESENT: Commissioners 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 7:04 p.m. under the direction of Chairman Woehrle.

Chairman Woehrle reported that the minutes of the April 12, 2006 meeting need to be amended. He was the abstaining vote in the resolution to contract with Northeast Information Systems to replace the paging horns and add a doorbell to the River Road Station.

Motion/ Nappi, 2nd/ Constantine: To approve the minutes of the April 12th Regular Meeting as amended. Passed 4-0.

CORRESPONDENCE:

- Letter from the Grand Boulevard Fire Company notifying the Board that Rob Purdy, 801 Hampton Ave., has been dropped from the roles as he did not pass participation requirements during his probationary period.
- A letter from Denise and Bill Leader, Co-Chairpersons – Niska-Day '06, thanking NFD #1 and the GBFCo. for providing emergency service for Niska-Day.

BILLS:

Motion/ Murray, 2nd/ Constantine: To pay bills #2006-266 through 2006-318, totaling \$43,630.51. Passed 4-0.

TREASURER'S REPORT:

- Treasurer Lagan reported nothing unusual in the past month.
- Interest income is still doing well.
- District credit cards are free of charge from Bank of America but the District must have a person's name on each card.

Commissioner Barlyn arrived at 7:11 p.m.

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COMMITTEE REPORTS:

FINANCE: Commissioner Murray reported that he would like to track overtime for a couple of months and would like to see the overtime report.

INSURANCE: Commissioner Nappi reported that further steps are being taken to control consumption of alcoholic beverages on the premises. The Grand Boulevard Fire Company will be installing new doors to the recreation room area that will be closed and locked when not in use. Only members of legal drinking age will have access to the room with the key fobs.

MEDIA RELATIONS: Commissioner Constantine reported that there was a brief editorial in the Gazette and also that press releases have been sent to the Spotlight, the Times Union and The Gazette for the recent promotions.

APPARATUS & EQUIPMENT: Chief Lingenfelter reported that some of the SCBA cylinders are reaching the end of their life expectancy and he will ask to purchase replacements along with some face pieces under New Business. All of this equipment is budgeted.

COMMUNICATIONS & INFORMATION SERVICES: Chairman Woehrle reported that scanners added to the Chief's cars to monitor the NPD would give them more detailed information while responding to some calls. He also reported that he, Chief Lingenfelter, and Secretary Ostrander would be meeting to further update the district web page.

EMS & EQUIPMENT: Chief Lingenfelter reported that brackets need to be purchased to address safety concerns with the oxygen cylinder and equipment retaining systems on our stretchers. The approximate cost is \$540.00 to outfit all stretchers.

FACILITIES: Chairman Woehrle reported that the paging speakers have been replaced at the River Road Station and the door bell has been installed. Chairman Woehrle also reported that he is looking into a storage shed or garage for the River Road Station. He also reported that a doorbell is needed for the Balltown Road Station.

ELECTIONS: No report.

PROTECTIVE GEAR & UNIFORMS: No report

SERVICE AWARDS PROGRAM: Secretary Ostrander reported that he is currently researching Service Award Program points for past years to identify members who made their points but had reached entitlement age for the original program and were not given the \$480 per year Service Award.

INSPECTION & INSTALLATION: No report.

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NEW FIRE STATION:

Chairman Woehrle reported that the Building Committee will be meeting with Pacheco-Ross next week to go over the program.

REPORT OF THE CHIEFS:

Chief Lingenfelter:

- Chief Lingenfelter noted that an editorial was published in The Gazette commending the department's response to a medical call on April 25th. Firefighter J. Congdon, Firefighter Lessis, Lt. Dietrich transported the patient. Firefighter Bodenstab, Capt. Fritz and Firefighter Hafensteiner were on the scene.
- Chief Lingenfelter reported that the Fire Company has agreed to purchase two doors to secure the recreation area in the basement and he is requesting Board approval to expand the Sonitrol system to include one of those doors at a cost not to exceed \$500. A formal quote is pending from Sonitrol.
- Chief Lingenfelter also reported that he is investigating Employee Assistance Programs similar to the one we had in place a number of years ago.
- Chief Lingenfelter met with his officers and discussed NIMS
- He is working with the Niskayuna Town Chiefs and Niskayuna Police Dept. to implement priority dispatching of EMS calls and to standardize town wide dispatch protocols.
- Chief Lingenfelter also reported that he will be presenting an overview of the National Incident Management System, (NIMS), requirements to town officials and department supervisors later this month. NFD #1 will need to adopt a resolution to comply with NIMS, of which a draft was provided to the attorney last month for his review.

Chief Colvin: Chief Colvin requested permission to attend the Hudson Valley Volunteer Fireman's parade in Queensbury on June 17th with a district vehicle.

1st. Assist. Chief Cottrell: No report

2nd Assist. Chief Ostrander: The first round of new dress uniform shirts and alterations is finished and they will be distributed prior to Niska-Day.

OLD BUSINESS:

- Attorney Hayner reported that a suit has been filed against Brendan Dillon for non-payment of his Nextel bill.
- Credit Cards:

Motion /Barlyn, 2nd. Constantine: To authorize the treasurer to obtain credit cards for Fire District purposes with \$5,000 credit limits and issue them to Chief Lingenfelter and Chairman Woehrle. Passed 5-0.

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NEW BUSINESS:

Motion/ Commissioner Murray, Second/ Commissioner Nappi:

It is hereby resolved by the Board of Fire Commissioners of Niskayuna Consolidated Fire District No. 1, State of New York, that:

WHEREAS, the Homeland Security Presidential Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command system components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission of Terrorist Attacks, (9-11 Commission), recommended adoption of a standardized Incident Command System.

NOW THEREFORE, pursuant to the authority vested in the Board of Fire Commissioners Town Law of the State of New York, we do hereby mandate the National Incident Management System be utilized for all incident management in Consolidated Fire District No.1 of the Town of Niskayuna.

Passed 5 – 0.

Chairman Woehrle presented a District Policy on the use of the exercise room.

Motion/ Murray, 2nd/ Constantine: To adopt the "Use of Exercise Room" Policy Passed 5-0.

Chairman Woehrle presented a District Policy for Chief's Vehicles.

Motion/ Nappi, 2nd/ Constantine: To adopt the "Chief Vehicle Policy" Passed 5-0.

Motion/ Nappi, 2nd/ Constantine: To declare all SCBA cylinders that have reached their maximum service life as surplus. Passed 5-0

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NEW BUSINESS (continued):

Motion/ Constantine, 2nd/ Nappi: To declare the Jetsonic light bar as surplus. Passed 5-0

Motion/ Nappi, 2nd/ Constantine: To declare the fire extinguisher filling station as surplus and allow Tri-City fire extinguisher to credit our account for the value of the equipment. Passed 5-0.

Motion/ Nappi, 2nd/ Murray: To purchase brackets for oxygen cylinders and equipment for the stretchers not to exceed \$540.00. Passed 5-0.

Motion/ Murray, 2nd/ Nappi: To purchase four scanners capable of monitoring the NPD for the chief's vehicles and the chief's office at a cost not to exceed \$540.00 Passed 5-0.

Motion/ Nappi, 2nd/ Murray: To expand the Sonitrol Security system to include the recreation room doors at a cost of \$500.00. Passed 5-0.

Motion/ Nappi, 2nd/ Bariyn: To authorize the chief to purchase patches for the career staff uniforms at a cost of \$400. Passed 5-0.

Motion/ Murray, 2nd/ Constantine: To authorize Chief Lingenfelter to attend the career chief's meeting in Greece Ridge, NY on May 23 and pay his expenses. Passed 5-0.

Motion/ Murray, 2nd/ Constantine: To authorize Chief Lingenfelter to attend an I-400 Advanced Incident Command Class in Alexandria Bay, NY from June 20-22, 2006. Passed 5-0.

Motion/ Nappi, 2nd/ Murray: To allow the use of district apparatus for out of district training courses. Passed 5-0.

Motion/ Murray, 2nd/ Nappi: To purchase 7 SCBA cylinders and 30 sets of facepiece straps totaling \$6,148. Passed 5-0.

Motion/ Nappi, 2nd/ Murray: To allow Chief Colvin to take apparatus out of the district for the HVVFA parade on June 17th, 2006. Passed 5-0.

Motion/ Nappi, 2nd/ Murray: To install a doorbell at the Balltown Road Station at a cost of \$485.00. Passed 4-0. Chairman Woehrle abstained.

Motion/ Nappi, 2nd/ Murray: To authorize a professional service contract with Pacheco-Ross in the amount of \$45,850 with funds that were earmarked for the Building Reserve Account but were not appropriated. Passed 5-0.

Motion/ Murray, 2nd/ Constantine: To authorize the Chairman of the Board of Fire Commissioners to execute a contract with Pacheco-Ross in the amount of \$45,850 subject to approval of the Fire District's attorney. Passed 5-0

Chairman Woehrle reported that there will be a meeting on the 207A policy on May 16th.

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PRIVILEGE OF THE FLOOR:

Jim Sherry spoke on the exercise room policy and asked the Board to limit use of the River Road exercise room while he was there.

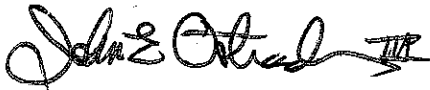
Motion/ Barlyn, 2nd/ Nappi: To adjourn to Executive Session at 8:14 p.m. to discuss the new building and the chief's evaluation. Passed 5-0.

The meeting was returned to Regular Session at 9:09 by Chairman Woehrle.

Motion/ Constantine, 2nd/ Barlyn: To adjourn at 9:09 p.m.

➤ **The next Regular Meeting is scheduled for Wednesday, June 14, 2006, at 7:00 p.m.**

Respectfully submitted,



John E. Ostrander III
Secretary