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Minutes of Regular Meeting January 10, 2007

PRESENT: Commissioners Barlyn, Nappi and Chairman Woehrle
Attorney Hayner, Treasurer Hudy, and Secretary Ostrander.
Also present: Chief Lingenfelter and 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 December 13, 2006 Regular Meeting. Passed 3-0.

Motion/ Murray, 2nd/ Barlyn: To approve the minutes of the January 3, 2007 Organizational Meeting. Passed 3-0.

Commissioner Constantine arrived at 7:04 p.m.

CORRESPONDENCE:

- Notarized copy of the Legal Notice for the Organizational Meeting that appeared in The Gazette on 12/23/06.
- A letter from Shane Sweet requesting a written response as to the reasons or circumstances that he was not given the position of Lieutenant/Paramedic.
- A letter from Faith Donovan and David West of Clifton Park Road in support of a new firehouse and offering suggestions to re-start the process.
- A letter from Walt Berninger of Rosehill Blvd., suggesting that the size of the building was the issue as it was offensive to a residential setting and asking us to reach out to the community as we reformulate our 2007 approach.
- A letter of thanks from Alan Bloom of Antonia Drive for our quick response to a gas leak at his residence on New Year's Eve.
- A letter from Adrienne Casano, Regional Coordinator, Muscular Dystrophy Association, thanking the Chief for support in the past year.
- A card of thanks from Edwin A. Brown, of 1340 Rowe Road for a medical call on December 13, 2006.
- Fire District Affairs Bulletin for November-December 2006.

PRIVILEGE OF THE FLOOR: No one spoke from the floor.

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BILLS:

Motion/ Nappi, 2nd/ Barlyn: To pay bills #2006-737 through 2006-778, totaling \$14,285.38. Passed 4-0.

Motion / Nappi, 2nd/ Constantine: To pay bills #2007-1 through 2007-018, totaling \$80,375.46. Passed 4-0.

TREASURER'S REPORT:

- Treasurer Hudy presented the Financial Report for December 2006.
- There were no unusual expenses for the month.
- We were \$54,000 under budget for 2006.
- We were over in certain areas of the budget and under in others.
- Treasurer Hudy reported that she has begun working with the auditors.
- The linen service has been increasing costs and Treasurer Hudy has received quotes for similar service from other vendors. Robison & Smith, Scotia Linen and Morgan Linen. Morgan was the most expensive and Robison & Smith was slightly less cost than Scotia Linen. Treasurer Hudy recommends switching to Robison & Smith and has a contract to sign but we must first review the current Morgan Linen contract.
- Paychex sent a letter of apology for a 457-plan mix-up on payroll checks.

COMMITTEE REPORTS:

FINANCE: No report.

INSURANCE: Commissioner Nappi reported that we have received one umbrella policy with a \$42 increase.

MEDIA RELATIONS: No report.

APPARATUS & EQUIPMENT: Chief Lingenfelter reported that repairs are being made to apparatus as needed and that preventive maintenance work is under way.

COMMUNICATIONS & INFORMATION SERVICES: No report.

EMS & EQUIPMENT: Dr. DeBlock gave a summary report for the year 2006.

- The Quality Assurance Committee got going and is functioning well. There are monthly meetings, which generate statistics from Patient Care Reports.
- There are new protocols including a controlled substance protocol - Lt. J. Vena did a great job in setting up this protocol.
- Electronic Patient Care Reports, (E-PCRs), are in motion. A grant was received and vendors have been evaluated. We will be the first in the region with EPCRs and will be the trendsetters. We will be able to track our quality assurance easier with the new Electronic PCRs and will be able to use the grant to upgrade our computers to handle the new system, it is a very exciting project.
- We will also be revising the helicopter protocol.

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FACILITIES: Chairman Woehrle reported that we need to clean up the area on the side of the River Road Station and we also need to evaluate lighting on the outside of the River Road Station. Chief Lingenfelter and Commissioner Nappi will evaluate the lighting.

ELECTIONS: No report.

PROTECTIVE GEAR & UNIFORMS: No report.

SERVICE AWARDS PROGRAM: Attorney Hayner reported that he has information on Service Awards for certain individuals that he would like to discuss in executive session.

INSPECTION & INSTALLATION: Secretary Ostrander reminded everyone that the Inspection/Installation is scheduled for January 27th 2007. Invitations are out and everything is set.

NEW FIRE STATION:

Ted Congdon reported that the committee met on 1/8/07 and is currently planning a course of action that will include all of the following:

- Continue to utilize the architects to explore design options that could possibly revise the scope of the project.
- Provide a forum and solicit input from the community to learn their concerns or ideas.
- Develop lines of communication such as frequent website updates, regular tours of the current facilities, outreach to community groups, and possibly additional mailings.

REPORT OF THE CHIEFS:

Chief Lingenfelter: Chief Lingenfelter submitted his monthly report to the Board.

- All enrollment forms were mailed to Denise Palyo of Capital Financial on the 14th of December for the Blue Cross HMO plan. Temporary cards were received and forwarded to members and retirees. Most employees as of this week have received permanent cards.
- The independent medical evaluation of Firefighter Riemenschneider has been completed and the report has been received from Dr. Jones-Assini.
- One volunteer firefighter was subject to a low risk blood exposure occurring on a 12/31/06 EMS call. He was evaluated at the ER and appropriate reports were filed. No further action is required at this time.
- The dishwasher at the Balltown Road Station is in need of replacement. Prices ranged from \$598 to \$489. Requesting authorization to purchase a new dishwasher from Marcella's appliances at a cost of \$489.
- There will be a \$50.00 filing fee required by NYS DOH upon submission for the revised Controlled Substance Operational Plan once it has been reviewed by St. Clare's legal consultant. Request the treasurer to be authorized to draft a check for \$50.00 to the New York State Department of Health for the Controlled Substances Operational Plan filing fee upon request of the Chief.
- EMS Charts agreement has been signed and submitted. We will have a 30-day trial period to train and evaluate the system and will be making a purchasing recommendation at the February Board of Commissioner's meeting. The cost of the

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system will be reimbursable by the legislative grants from Senator Farley and Assemblyman Tedisco. We will be researching associated hardware needs and will have a recommendation at a future meeting.

- NYS Career Chief's meetings occur every other month at various locations around the state. The meetings provide a conduit to information, resources, and experience from departments across the state. Our fire district has directly benefited from them over the past year. In lieu of requesting approval for each individual meeting, I would ask the Board to consider approving attendance for the 2007 meetings include lodging and meals as necessary. The first meeting is scheduled for the 23rd of January.
- Requesting authorization for registration, meals, and lodging to attend the February instructor's conference at Montour Falls.

Chief Ostrander:

- The LOSAP points list for 2006 is currently being put together. It will be posted as soon as possible for the 30-day review period and then presented to the Board.
- The volunteer chiefs would like to purchase a locking four drawer file cabinet at a cost of approximately \$200. This would be used to store Fire Company records as well as badges, patches, car plaques, etc.
- Dan Elliott has signed up for an EMT refresher course at SCCC. There is no cost to the District for the course. It is unknown at this time what the book costs will be.
- Inspection is scheduled for Saturday the 27th of January. Last year it consisted of both an inspection of the facilities as well as inspection of dress uniforms. Either the Board could inspect dress uniforms again this year or a turnout gear inspection could be performed by the chiefs and submitted to the Board.

Chairman Woehrle set the time of the inspection at 10 a.m. on the 27th starting at the Balltown Road Station and stated that a turnout gear inspection should be performed.

Assistant Chief Cottrell: Assistant Chief Cottrell thanked the Board for their support and said that he would be working with the Chiefs to address issues.

Report of the Niskayuna Permanent Fireman's Association:

- Ted Congdon has been elected president and Joe Congdon Vice President of the NPFA for 2007.
- Lt. Vena reported that the fund-raiser would not be pursued further.

Report of the Grand Boulevard Fire Company: No report.

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OLD BUSINESS:

- Boy Scout request to erect a shed at the River Road Station – There was much discussion on this subject. The decision was made that although the Boy Scouts were well worth helping, there is no room on the grounds at the River Road Station for a shed that would be large enough for both the district's needs and the Boy Scout's needs.
- Service Award Program payout – This will be discussed in executive session.

NEW BUSINESS:

Motion / Nappi, 2nd/ Constantine: To replace the dishwasher at the Balltown Road Station at a cost of \$489. Passed 4-0.

Motion / Constantine, 2nd / Barlyn: To authorize the treasurer to draft a check for \$50.00 to the New York State Department of Health for the Controlled Substance Operational Plan filing fee. Passed 4-0.

Motion / Constantine, 2nd / Nappi: To allow Chief Lingenfelter to attend 2007 career chief's meetings and include lodging and meals as necessary. Passed 4-0.

Motion/ Constantine, 2nd/ Barlyn: To authorize funds for registration, meals, and lodging for Chief Lingenfelter to attend the February Instructor's Conference at Montour Falls. Passed 4-0.

Motion/ Nappi, 2nd/ Constantine: To enter into an agreement with Robison & Smith for linen service for one (1) year. Passed 4-0.

Motion/ Nappi, 2nd/ Barlyn: To retain Pacheco Ross at an hourly rate per the original contract. Passed 4-0.

Motion/ Nappi, 2nd/ Barlyn: To purchase a four drawer locking file cabinet for the volunteer chiefs at a cost of \$200.00. Passed 4-0.

Motion/ Nappi, 2nd/ Barlyn: To purchase a printer for the secretary at a cost of \$130.00. Passed 4-0.

Any Additional Business to come before the Board: No additional business was brought from the floor.

Motion/ Nappi, 2nd/ Constantine: To adjourn to Executive Session at 8:21 p.m. for discussions on the Service Awards Program, a personnel matter, and a letter to the Board. Passed 4-0.

Chairman Woehrle returned the meeting to Regular Session at 8:57 p.m.

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Motion/Nappi, 2nd/ Constantine: To authorize the Chief to give 30-day notice to David Riemenschneider that the District is going to apply for disability benefits pursuant to the 207-A policy. Passed 4-0.

Motion/ Constantine, 2nd/ Barlyn: To authorize retroactive Service Award payments to active volunteer firefighters who have earned 50 or more points after reaching entitlement age at an estimated cost not to exceed \$28,500, subject to the execution of a full and complete release to the Fire District by each of the effected volunteer firefighters.

Commissioner Barlyn – Yes

Commissioner Constantine – Yes

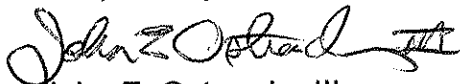
Commissioner Woehrle – Yes

Commissioner Nappi – Abstain.

Motion/ Nappi, 2nd / Constantine: To adjourn at 9:07 p.m. Passed 4-0.

➤ **The next Regular Meeting has been changed to Wednesday, February 7, 2007, at 6:00 p.m.**

Respectfully submitted,



John E. Ostrander III
Secretary