



DRAFT

**Minutes of Regular Meeting
July 11, 2007**

PRESENT: Commissioners Barlyn, Constantine, Nappi, and Chairman Woehrle
Attorney Hayner, Treasurer Hudy and Secretary Ostrander.
Also present: Chief Lingenfelter, Assist. Chief Cottrell, and several guests.

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

Motion/ Constantine, 2nd/ Nappi: To approve the minutes of the June 13, 2007 Regular Meeting. Passed 4-0.

CORRESPONDENCE:

- A printout of a series of e-mails from Mathew B. Tully requesting budget information.
- A letter to Chief Lingenfelter from Carol A. Werblin, RN, complimenting the work of Paramedic John Baker at a call on June 5, 2007 at Van Antwerp Middle School.
- A certified promotional eligible list for Fire Lieutenant/Paramedic from the Sch'dy County Civil Service Commission.
- A certified promotional eligible list for Fire Captain/Paramedic from the Sch'dy County Civil Service Commission.
- A certificate of liability insurance from the Niskayuna Central School District for the internship program.
- Notice from the Association of Fire Districts of the State of NY of their annual workshop on November 1-4 in Ellenville, NY.

PRIVILEGE OF THE FLOOR: No one spoke.

BILLS:

Motion/ Barlyn, 2nd/ Nappi: To pay bills #2007-289 through 2007-342, totaling \$42,694.93.
Passed 4-0.

DRAFT

TREASURER'S REPORT:

- Treasurer Hudy submitted the Financial Report for June 2007.
- There was nothing unusual to report.
- The refunds for Nextel account pre-payments are ready to distribute.
- The cellular phone proposals are in from all providers except Verizon. Before making a decision to move to another cell phone provider, Treasurer Hudy would like to see the Verizon quote.

COMMITTEE REPORTS:

FINANCE:

- The preliminary budget is due by August 1st.
- The civil Service requirements for payroll will be straightened out.

INSURANCE: Schenectady Insuring Agency has sent a package. Commissioner Nappi is investigating.

MEDIA RELATIONS: No report.

APPARATUS & EQUIPMENT:

- Chief Lingenfelter reported that preventive maintenance repairs to Engine 402 and Engine 401 have been completed.
- U-422 has been taken out of service pending replacement of tires.
- The ambulances will be re-numbered this week.

COMMUNICATIONS & INFORMATION SERVICES:

Chairman Woehrle reported that the e-mail to our web site is apparently not working and recommended disabling the e-mail feature.

Secretary Ostrander introduced Antoinette DiMascio of Newkey Media Solutions to make a presentation on a web design and hosting quote to upgrade our web page.

EMS & EQUIPMENT: No report.

FACILITIES:

- Chief Lingenfelter and Lieutenant Sims completed the outside lights project at the River Road station.
- The Plymovent system is still out of order waiting for parts.
- We have only received one interested contractor's quote for the repair of the ceiling and installation of closet doors at the River Road station.
- We have received quotes for a preventive maintenance contract for our station power generators.

ELECTIONS: No report.

PROTECTIVE GEAR & UNIFORMS: No report.

DRAFT

SERVICE AWARDS PROGRAM: Secretary Ostrander reported that he submitted several of the claim forms for as they were received from members who earned points after entitlement age but they have not received their payment. He has contacted Peter Brown from the insurance company who said that payments are typically sent out about thirty days after forms are received. He will see if they can be sent sooner.

INSPECTION & INSTALLATION: No report.

REPORT OF THE CHIEFS:

Chief Lingenfelter:

- Firefighter/Paramedic Sweet has been cleared to return to duty by his doctor on August 1st, 2007.
- Dr. DeBlock has requested membership in the University at Buffalo Foundation for access to Medical Director continuing education opportunities.
- Quotes are being obtained for an accountability system that is consistent with neighboring agencies and with OSHA guidelines. Approval is requested for the purchase of accountability system components not to exceed a total of \$1,600.
- Request authorization to purchase two new Motorola portable radios and accessories from Albany Communications for a total of \$1,601.20.

Chief Ostrander:

- Chief Ostrander reported that he has received new applications for membership to the Grand Boulevard Fire Co. from individuals who live out of the District. There is a section of Town Law, which states that only 45% of the membership can be from out of the district. He has asked Attorney Hayner for an opinion in the interpretation of the law since our membership percentages of out of district residents is close to that already. He asked if inactive life members count or if the career staff, which are a special category Fire Company members, count toward that percentage.
- There is new fire equipment that should be placed in the budgetary process for next year.

Assistant Chief Cottrell: No report.

Report of the Niskayuna Permanent Fireman's Association:

Joe Congdon reported that the NPFA would like to thank the Board for the two new hires. He stated that they are working out great and that morale was high.

Report of the Grand Boulevard Fire Company: No report.

OLD BUSINESS:

The Anti-Harassment Policy:

Chief Lingenfelter had some questions on the reporting sequence of the anti-harassment policy. He felt that in a case where a complaint is unfounded, the Board would be involve where the Chiefs could have taken care of it.

DRAFT

Commissioner Nappi asked if there could be access to the recreation room from the outside with a key fob.

NEW BUSINESS:

Motion/ Constantine, 2nd/ Barlyn: To authorize up to \$1,600 for the purchase of accountability system components. Passed 4-0.

Motion/ Constantine, 2nd/ Barlyn: To authorize \$1,000 to Dr. DeBlock for membership in the University at Buffalo Foundation for access to Medical Director continuing education. Passed 4-0.

Motion/ Constantine, 2nd/ Nappi: To authorize \$910.00 for Lloyd Hale Contracting to install doors and repair the ceiling at the River Road Station pending he provide a certificate of insurance. Passed 4-0.

Motion/ Barlyn, 2nd/ Nappi: To award a contract for service of the station generators to Ambrose Electric at a cost of \$500 per year for the next three years. Passed 4-0.

Motion/ Constantine, 2nd/ Barlyn: To hire Newkey Media Solutions at a cost of \$3,000 per the quote with a member log in section and mass e-mail capabilities at a cost of \$420 per year. Passed 4-0.

Motion/ Nappi, 2nd/ Barlyn" To approve the District Anti-Harassment Policy. Passed 4-0.

Code of Ethics: Attorney Hayner distributed the Board of Fire Commissioners Niskayuna Consolidated Fire District No.1 Code of Ethics to the Board. Each individual member of the Board, Grand Boulevard Fire Company, and Niskayuna Permanent Fireman's Association must receive a copy and acknowledge receipt in writing filed with the Secretary.

Motion/ Barlyn, 2nd/ Nappi: To adopt the Code of Ethics. Passed 4-0.

Chairman Woehrle explained the e-mail from Mr. Tully, which apparently was never delivered through our web page e-mail system. He explained that he fulfilled Mr. Tully's request once he was made aware of it.

Any Additional Business to come before the Board:

No additional business was brought to The Board.

Motion /Nappi, 2nd/ Barlyn: To adjourn at 8:20 p.m. Passed 4-0.

➤ **The next Regular Meeting is Wednesday, August 8, 2007, at 7:00 p.m.**

Respectfully submitted,



John E. Ostrander III
Secretary