

DRAFT

Minutes of Regular Meeting March 12, 2008

PRESENT: Commissioners Weitz, Nappi, Daly and Chairman Woehrle
Attorney Hayner, Acting Secretary Versocki, Treasurer Wendy Hudy,
Chief Lingenfelter, Lt. Jim Vena, Lt. Ted Congdon and David Pacheco.

The Meeting was called to order at 7:03 p.m. under the direction of Chairman Woehrle.

Motion/ Nappi, 2nd/ Daly: To approve the minutes of the February 13, 2008 Regular Meeting.
Passed 4-0.

CORRESPONDENCE:

- Letter from the Grand Blvd. Fire Co. stating that at their March 10, 2008 monthly meeting, Michael Corvaes, of 15 Front St. Schenectady, was voted in as a probationary Fire Fighter member.
- Letter from Fire Fighter/Paramedic Robert E. Tietz Jr. stating his intent to retire with 22 years of service and lists his last day of active service to be completed on April 25, 2008.
- A letter from former Fire Fighter/Paramedic Emmanuel Lessis requesting his health insurance be cancelled effective March 1, 2008.
- 2 Letters from U.S. Bankruptcy Court with notice of Chapter 11 for American La France, LLC.
- An invitation to attend the 46th Annual Association of Fire Districts of the Capital Area Banquet.
- A letter and attached inspection checklist held on March 5, 2008 by NYS Department of Health Senior EMS Representative Joseph Farrell.
- A letter from CPA Richard Dinolfo expressing consideration for his services in future audits.
- A letter from the Niskayuna Town Assessors office stating proposed tax information for 2008 assessment. Those properties include: Balltown Rd. & River Rd.
- A letter from Niskayuna Fire District # 1 to Kathleen Flanagan Heap of the Schenectady County Civil Service Commission on Feb.15, 2008 stating an insufficient number of candidates available and therefore request a revision in residency requirements to include Schenectady County & any contiguous county. This is also based upon necessary pre-requisite paramedic certification among others.
- A monthly newsletter from Comptroller Thomas DiNapoli on The NYS Police & Fire Retirement system.
- The February 2008 Newsletter from the Association of Fire Districts.
- An invitation from Fire Districts of NY Mutual Insurance Co. to attend the annual Policy holders meeting on April 19, 2008.

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

BILLS:

Motion/ Weitz, 2nd/ Daly: To pay bills from February 14 through March 12, 2008 totaling \$52,720.35.
Passed 4-0.

TREASURER'S REPORT: Treasuer Hudy reported:

- The annual report was filed with The NYS Comptrollers Office. In addition, all the information requested for The District annual audit was turned over to the auditors.
- A check was sent out to Peter Barber but it was sent to the wrong address. The old check will have a stop payment made and a new check will be issued.
- Treasurer Hudy submitted the budget for 2008 and remarked that salary was under budget for Feb. 2008. Additionally, a printing error shows overtime as Feb. 28, 2008 as ~~0~~+this should be \$6,376.76.
- I would like a motion to pay the Workers Compensation bill which will be due before the next meeting. Chairman Woehrle requested the motion be made under new business.

COMMITTEE REPORTS:

FINANCE: Commissioner Woehrle expanded upon specific information on the reserve accounts. According to NYS guidance these accounts are: Communications, Building, Apparatus, Equipment and Tax Stabilization.

INSURANCE: Commissioner Nappi reported that he has received notification of liability coverage.

MEDIA RELATIONS: Commissioner Weitz reported that Spring 08 is the due date for our proposed newsletter & the specific target is Niska-day. Then, in Fall 08 we will add more information as we move toward the election.

Chairman Woehrle called on Lt. Jim Vena to elaborate on the newsletter. Lt. Vena remarked that thanks to GBFC volunteer Chris Apa the design layout is set up and is ready for review. Chief Ostrander is working on printing & postage. Jim stated that due to inaccuracies about the history of our organization, the Spring 08 is an aggressive target to get this information together. He stated that the GBFC 75th Anniversary booklet is an accurate depiction of District #1 history and those facts will be utilized. Commissioner Weitz agreed that an accurate reflection is the key to educate the public about then & now. He suggested bits & pieces be put together with Niska-day being the target and a full version of our history be compiled thereafter.

On another topic, Commissioner Weitz made a suggestion that we contact The Schuyler Medical Society Foundation to ask advice & direction about how we could lobby a proposal for a Town Ambulance service.

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APPARATUS & EQUIPMENT: Chief Lingenfelter reported that preventative maintenance is being performed on the engines and aerial. Air shocks were replaced on A-941 and the quarterly service is completed. In addition, the 2 surplus Hale pumps were picked up by Quaker Street Fire Dept.

COMMUNICATIONS & INFORMATION SERVICES: No report.

EMS & EQUIPMENT: Chief Lingenfelter reported that The NYS DOH inspection went well. There was good feedback and help with Fire District # 1 policies & procedures.

FACILITIES: Commissioner Nappi reported that the Plymovent System at the River Road Station was still broken. Also the roof leaking at the River Road Station is being addressed.

ELECTIONS: No report.

PROTECTIVE GEAR & UNIFORMS: Commissioner Daly reported that 2nd Assistant Chief Elliott did a good job with the turnout gear inspection is complete. All needed equipment will be ordered by the end of this week.

SERVICE AWARDS PROGRAM: Commissioner Woehrle reported that the 2007 list is complete & it has been posted. It will remain posted for 30 days then we will vote to accept the awards in April. Commissioner Woehrle also reported that an auditor for the Service Award Program was contacted.

INSPECTION & INSTALLATION: No report.

REPORT OF THE CHIEFS:

Chief Lingenfelter:

- The budget amendment for Assemblyman Tedisco's grant has been submitted and approved for the Rad 57 units. They are now on order.
- Firefighter/Paramedic Persons commenced his recruit firefighter training in Utica on March 10, 2008.
- A large number of annual firefighter physicals and fit testing were completed in March through Ellis Center for Occupational Health.
- Roadrunner modems were updated to static IP's at no additional cost. This will facilitate computer communications between the stations via internet.
- The center bay door at The Balltown Rd. station was damaged by an accidental activation while exiting with an ambulance. Temporary repairs were made and a replacement panel is on order at an estimated cost of \$844. The north bay door opener was replaced due to equipment failure and lack of parts at a cost of \$757 (circa 1950's). A quote of \$315 per door was obtained for installing electronic beam safety devices to stop overhead door motion if obstructed. To upgrade the south bay door would be \$1702. I recommend installation of these safety devices on The Balltown Rd. station doors.
- A short interview regarding smoke detectors aired on CBS at 11 pm on March 8, 2008.
- Niska-day 2008 planning with NCAP is underway. The site is Craig School and a table has been reserved in the informational tent for NFD # 1. We will also have our usual presence on the grounds for fire/EMS coverage during the event.

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- Lt. Vena and I attended the NYS weekend program at the National Fire Academy in Emmittsburg, Maryland. Programs covering tactics and change management were attended and very informative. The out-of-state training reporting requirement is being handled by OFPC as it was a state sponsored event. NFD # 1 is not required to file any notice for this out of state training.
- I have been asked by the Schoeny County Emergency Manager to participate with the NIMS sub-committee of the Urban Area Workgroup that has been formed to draft grant proposals to the department of Homeland Security. Participating jurisdictions include Schoeny, Albany and Rensselaer Counties and the Cities of Schoeny, Troy and Albany. These are grants from which NFD # 1 has received significant reimbursement for training over the last 3 years.
- The NYS DOH Bureau of EMS conducted an Agency audit on March 5, 2008. The on-site inspection rated our facility & ambulances as %excellent+ and our policies & procedures were rated %very good+. The staff should be commended for their efforts.
- Department Activity:

	<u>2008</u>	<u>2007</u>	
February Incidents:	155	147	
EMS	120	88	
Fire/Other	35	59	
YTD Incidents:	421	352	(3/11)
Other Activities:			
Emergency Callback:		18.5 hours	
Fire Prevention Details:		37 hours	
In-service Training:		77 hours	
Fire Company Drill:		21 hours	

Report of the Niskayuna Permanent Fireman's Association: No report.

Report of the Grand Boulevard Fire Company: No report.

New Fire Station: Commissioner Nappi reported that the committee was formed that we will be meeting with Chief Lingenfelter & architects Pacheco/Ross to discuss options.

OLD BUSINESS:

- According to the correspondence from the Niskayuna Tax Assessors office the parcel at 1073 Balltown Rd. is not tax exempt. This was discussed and since the building is currently used for storage and training Chief Lingenfelter will draft a letter about this usage and Attorney Tom Hayner will submit an application to The Schoeny County Legislature requesting that this parcel be removed from the tax roles.

NEW BUSINESS:

Motion/ Nappi, 2nd/ Daly: To pay the NYS compensation bill as follows: \$52,875 for career staff & \$20,021 for volunteer staff for a total of \$79,896 Passed 4-0.

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Motion/ Nappi, 2nd/ Daly: To spend \$1700 for safety beams for overhead doors at The Balltown Rd. Station. Passed 4-0.

Motion/ Nappi, 2nd/ Murray: To add Michael Corvaes of 15 Front St. Schøly to the volunteer roles. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To modify the controlled substances agreement with St. Clares Hospital as reported by Chief Lingenfelter and reviewed/agreed upon by NFD #1 medical director. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To adopt written Installation and/or Inspection dinner Policy as read by Commissioner Woehrle. Passed 4-0.

Commissioner Woehrle reported that a District Travel policy is being drafted.

Commissioner Daly discussed meeting with New Town supervisor Joe Landry. This included a tour of our facilities and a question/answer information session. The Supervisor is aware of our automatic mutual aid with Fire District # 2 concerning Niska-Isle and remarked being impressed with our operations.

Any Additional Business to come before the Board: None

Motion/ Nappi, 2nd/ Daly: To adjourn to Executive Session at 8:02 pm. Passed 4-0.

The meeting was returned to Regular Session at 8:59 pm.

- Since The Schøly County Civil Service Exam did not yield candidates with the required qualifications for Niskayuna Consolidated Fire District # 1 specifically being a certified Paramedic among others, a letter must be sent to the Civil Service Commission requesting that the areas for exam consideration be opened to include Schøly, Albany, Saratoga, Schoharie & Montgomery Counties. Furthermore, that Niskayuna Consolidated Fire District # 1 request that they be allowed to appoint any resident for any of those counties to a position as Career probationary Firefighter/Paramedic.

Motion/ Nappi, Second/ Daly: To send a request to the Schenectady County Civil Service Commission to approve open examination announcement for Firefighter/Paramedic as submitted by the Board with the indicated changes by adding Schøly, Albany, Saratoga, Schoharie and Montgomery Counties and permit Niskayuna Consolidated Fire District # 1 to appoint any resident from any of the 5 counties listed to a position as probationary career firefighter/paramedic. Passed 4-0. (Chief Lingenfelter and Commissioner Woehrle will draft & send letter)

Motion/ Nappi, 2nd/ Murray: To adjourn at 9:03 pm. Passed 4-0.

➤ **The next Regular Meeting is Wednesday, April 9, 2008, at 7:00 p.m.**

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Respectfully submitted,

William J. Versocki
Secretary (Acting)