

Minutes of Regular Meeting November 19, 2008

PRESENT: Commissioners Murray, Nappi, Daly, Weitz and Chairman Woehrle
Attorney Hayner, Secretary Versocki, Treasurer Kayser, Chief Lingenfelter
Cpt. Congdon, Lt. Vena, Kristin DeAngelus and other guests.

The Meeting was called to order at 7:06 p.m. under the direction of Chairman Woehrle.

Motion/ Daly, 2nd/ Nappi: To approve the minutes of the October 15, 2008 Regular Meeting.
Passed 5-0.

Motion/Nappi, 2nd/ Daly to approve the minutes of the 2009 budget meeting held on October 21,
2008. Passed 5-0.

CORRESPONDENCE:

- A letter from The New York State Archives Office announcing a grant for Local Government Records Management Improvements with an application deadline of February 2, 2009.
- A referral letter from Bollam, Sheedy, Torani & Co. offering their services including audits, accounting training and financial advisory services.
- A letter from Empire Blue Cross stating benefit package pricing effective 12/15/08.
- A letter from The NYS Comptrollers Office reassuring members of the pension fund and briefly discussing fund diversification.
- A letter to Niskayuna Town Clerk Helen Kopke from Senator Hugh Farley stating his receipt of Niskayuna Town Board's resolution # 2008-181 supporting Niskayuna Fire District # 1 attempt to create legislation for ambulance billing.
- A letter from Chief Lingenfelter to The Department of Civil Service requesting re-scheduling the firefighter civil service from June to early March to prevent costly appointment delays.
- A letter and corresponding materials enclosed by Nationwide Retirement Solutions discussing an Audit done by KPMG Peat Marwick (SAS 70). Also enclosed were instructions to access the Web to obtain copies of participant's statements.
- 3 sealed bids for 1996 Pick-up with plow which will be opened during new business.
- A letter from The Grand Blvd. Fire Co. stating acceptance of Laura Toma of 1422 Valencia Rd. Niskayuna, NY 12309 and ask The Board to approve Laura as an EMS member.

PRIVILEGE OF THE FLOOR: At this time District Secretary William Versocki swore in Theodore Congdon into the office of Fire Captain. His family was on hand to witness the occasion and his daughter pinned on his badge.

There was nothing else from the floor.

BILLS:

Motion/ Daly, 2nd/ Nappi: To pay bills from October 16 through November 19, 2008 totaling \$81,177.67. As amended. Passed 5-0.

TREASURER'S REPORT:

- Treasurer B. Kayser reviewed the financial report as of October 31, 2008 with the Board. Payroll/Overtime estimates through the end of the year including coverage of vacant shift positions continue to remain within payroll budget. Utilizing reserve appropriations for Fire & Rescue Equipment were also discussed.

COMMITTEE REPORTS:

FINANCE: Commissioner Murray thanked everyone for doing a great job with the 2009 budget.

INSURANCE: No Report.

MEDIA RELATIONS: Commissioner Weitz reported that on Wednesday November 12, 2008 Ellis Hospital held a dedication ceremony in which Niskayuna Fire District No. 1 was showcased with the addition of 3 donated life pack 12 cardiac monitors. The use of the LP 12 options are considered cutting edge technology and has been shown to be an integral part of Niskayuna Fire District No.1's response success.

APPARATUS & EQUIPMENT: Chairman Woehrle reported that the new Sierra 2008 pick-up is now in service. The graphic design has been done and looks sharp. Chief Lingenfelter reported that new tires were installed on the 2005 Silverado pick-up. The initial plan was to swap the tires from the surplus pick-up, but upon further inspection it was deemed not to be cost effective. Chief Lingenfelter also reported that T-405 was serviced and an issue with AC power to the bucket wiring is faulty and needs to be evaluated.

COMMUNICATIONS & INFORMATION SERVICES: Commissioner Woehrle reported that a representative from New Key Media has been scheduled to train the new Secretary along with Chief Lingenfelter and himself to maintain the District web page on December 2, 2008 at 7 pm.

EMS & EQUIPMENT: Commissioner Nappi remarked on how well the dedication ceremony at Ellis Hospital was. He asked Chief Lingenfelter is we now have all the necessary accessories for the LP 12 cardiac monitors. A discussion followed on the progress of LP 12 accessories & capabilities.

FACILITIES: Chairman Woehrle reported that the new lawn tractor at the River Road was purchased and is now in service. The old lawn tractor was discarded. In other business, an estimate for replacing the lower roof was obtained with a very high estimate for approximately 3,000 square feet. In a discussion that followed the current roof warranty will be reviewed and if a new roof is warranted, the District will utilize the competitive bid process.

ELECTIONS: Commissioner Daly reported that in response to a legal notice posted in The Gazette newspaper, one (1) District No. 1 resident requested his name be considered for the election of a Niskayuna Fire District No. 1 Commissioner for a five (5) year term commencing on January 1, 2009 until December 31, 2013. The person's name is: **Thomas A. Nappi**.

Commissioner Daly also reported that in response to the same legal notice, one (1) District No. 1 resident requested his name be considered for the election of a Niskayuna Fire District No. 1 Commissioner for a one (1) year term commencing on January 1, 2009 until December 31, 2009. That person's name is: **Steven H. Weitz M.D.**

This means that for the election on December 9, 2008 from the hours of 6 pm until 9pm being held at The Balltown Rd. Fire Station each candidate for Fire Commissioner is running unopposed.

PROTECTIVE GEAR & UNIFORMS: Commissioner Daly reported that to the best of his knowledge all gear & uniforms slated for purchase have been ordered. Commissioner Daly expressed appreciation to 2nd Assistant Chief Dan Elliott for his help.

SERVICE AWARDS PROGRAM: Commissioner Daly reported that the LOSAP statements are being passed out to all Fire Company members who are in this program.

INSPECTION & INSTALLATION: Commissioner Woehrl reported that The Mohawk Club has been booked for January 31, 2009 and suggests that the committee meet and discuss plans for this event.

REPORT OF THE CHIEFS:

Chief Lingenfelter:

- 8 volunteers have successfully completed the firefighter 1 training program and a graduation ceremony was held on November 14, 2008.
- The 2 career recruits are due to graduate from The Utica Fire Academy on November 25, 2008.
- The EAP program was initiated on November 1, 2008. An orientation presentation and harassment training is scheduled for December 15, 2008 at 7 pm. All members, employees and commissioners are required to attend. A second presentation will be scheduled in January 2009.
- A letter which was read as correspondence was sent by me to The NYS Department of Civil Service requesting rescheduling firefighter exams was received and forwarded to The Fire Service Advisory Committee for review. At this point there is no significant pushback from the appointed authorities or fire service officials. The department is expected to effect the change and swap the promotional testing with the firefighter testing dates which will allow sufficient time to screen candidates prior to the fall fire academy schedules. No time frame was conveyed.
- NFD 1 participated in media coverage of the Life Pack 12 donation and the STEMI program. Interviews were given to Channel 13 and The Niskayuna Journal for the November 21, 2008 edition.
- Gas keys have been obtained and procurement of gasoline from the town started this week. I recommend that The CITGO account be maintained for travel and back up purposes. **A discussion followed and it was agreed to keep the CITGO account active.**
- Review of Continuing Education files is currently being conducted by EMS EDU and a Pre-Hospital Trauma Support Class is being scheduled for December 4 and 5, 2008.
- Topics covered at The Career Chief's meeting in West Point, NY yesterday included emergency escape and self rescue rope system requirements, high visibility vest requirements for working

on federally funded roadways and a program report on the First Line Supervisors Training Program being provided by The Fire Department of New York.

- Lieutenant Sweet is scheduled to attend FLSTP from March 30, 2009 thru April 24, 2009. **Travel authorization is requested for this program.**
- I have received an invitation from The City of Utica to attend the graduation ceremony for our fire recruits on Tuesday November 25, 2008. **Travel authorization is requested for vehicle use only.**
- **I am requesting that the three (3) Zoll Cardiac Monitors, three (3) battery support units and related accessories be declared surplus and sold for a fair market value in "as is" condition.**

Department Activity:

	<u>2008</u>	<u>2007</u>	
October Incidents:	163	166	
EMS	128	117	
Fire/Other	35	49	
YTD Incidents:	1,706	1642	(10/31)
Other Activities:			
Emergency Callback:		11 hours	
Fire Prevention Details:		44 hours	
In-service Training:		74 hours	
Fire Company Drill:		84 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 this committee is active and meetings are on-going.

OLD BUSINESS:

- Chairman Woehrlle reported that the Town Resolution to support EMS billing will be sent to the Legislation for support. Discussion took place about other avenues for support and who should receive copies of the Town Resolution.
- Sexual harassment training was discussed. The Board of Fire Commissioners agreed that every Fire Company and Fire District member, employee and commissioner must take this training. It was also recommended that the class be video taped. This tape can be viewed by members, employees and/or commissioners who can not make the training.

NEW BUSINESS:

At this time three (3) sealed bids for the surplus 1996 pick-up truck with plow were opened by Secretary Versocki and read aloud.

- # 1 – Gary DeRocher – no address given (cell and home phone included) bid \$4,800.
- # 2 – Peter Bojarczuk – 1900 Townsend Rd. Niskayuna, NY 12309 bid \$950.
- # 3 – Michael Schrom – 1437 Clifton Park Rd. Niskayuna, NY 12309 bid \$3,500.

Motion/ Daly, 2nd/ Nappi: To accept the bid by Gary DeRocher of \$4,800. Passed 5-0.
Chief Lingenfelter will contact Mr. DeRocher and make arrangements for the purchase.

Motion/ Murray, 2nd/ Weitz: To approve travel expenses for Lieutenant Sweet to attend FLSTP school from March 30 – April 24, 2009. Passed 5-0.

Motion/ Murray, 2nd/ Weitz: To allow Chief Lingenfelter to travel to Utica, NY for the graduation ceremony on November 25, 2008 Passed 5-0.

Motion/ Murray, 2nd/ Weitz: To accept Laura Toma of 1422 Valencia Rd. Niskayuna, NY 12309 as a Grand Blvd. Fire Co. EMS member. Passed 5-0.

Motion/ Weitz, 2nd/ Murray: To declared the three (3) Zoll Cardiac Monitors, three (3) battery support units and related accessories as surplus and sold for a fair market value in "as is" condition. Passed 5-0.

Attorney Hayner discussed the terms for declaring these monitors as surplus and commented that because of the total "fair market price" of these monitors, a permissive referendum must be drafted and a legal notice notifying Niskayuna District No. 1 residents must be posted in the Gazette. After 30 days from the date of the posting, if there are no properly formatted objections, then the monitors may be sold. Mr. Hayner agreed to draft the permissive referendum and the secretary will have it placed in The Gazette legal notices.

Any Additional Business to come before the Board: None

Motion/ Murray. 2nd/ Nappi: To adjourn to Executive Session at 8:01 pm. Passed 5-0.

Motion/ Nappi. 2nd/ Weitz: To return to regular session at 9:11 pm. Passed 5-0.

Motion/Nappi. 2nd/ Murray: To adjourn at 9:12 pm. Passed 5-0.

The next Regular Meeting is Wednesday, December 10, 2008, at 7:00 p.m.

Respectfully submitted,

William J. Versocki
Secretary