

## Minutes of Regular Meeting February 11, 2009

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**PRESENT:** Commissioners Murray, Nappi, Daly, Weitz and Chairman Woehrle  
Attorney Hayner, Secretary Versocki, Treasurer DeAngelus, Chief Lingenfelter  
Cpt. Congdon, Lt. Vena, S. Vena, Chief Colvin and Chief Elliott.

The Meeting was called to order at 7:00 p.m. under the direction of Chairman Woehrle.

Motion/ Murray, 2<sup>nd</sup>/ Nappi: To approve the minutes of the January 14, 2009 Regular Meeting.  
Passed 5-0.

### **CORRESPONDENCE:**

- A letter from N-CAP giving the date of May 16, 2009 for the Niska-Day annual event. There was a breakdown of the schedule of events beginning with a 5K run and ending with fireworks. This year's theme is "A Bi-Centennial Blast".
- A letter from The Niskayuna Permanent Firefighters Association President Ted Congdon requesting meetings be scheduled between The Fire District Treasurer and individual members of the NPFA to review payroll, flexible spending accounts and health insurance benefits.
- A newsletter from Cusack & Company CPA's.
- A letter from Hubbinette & Cowell Associates Inc. soliciting their service providing LOSAP administration and an offer to review our LOSAP with no obligation.
- A letter from Fire District's of NY Mutual Insurance Company listing company objectives and services they provide to their customers.
- A letter from Board Chairman Woehrle authorizing Treasurer DeAngelus to pay a reimbursement invoice for Union Dues to The PFA for the months of November & December 2008 and January 2009.
- A notice from The NYS Comptroller's office to update Niskayuna Fire District No. 1 information of the commissioners, Treasurer & Secretary.

**PRIVILEGE OF THE FLOOR:** There was nothing from the floor.

**BILLS:** 2 Questions arose pertaining to bills as follows:

- Q -Why is there a \$175 payment for ACLS Paramedic Re-Certification for A. Breault.
- A – A. Breault is still a certified paramedic and has retained status as a volunteer in The GBFC.
- Q - The combined bill for rug cleaning for Fire District & Fire Company. How do we track payment from The GBFC?

- A – Treasurer DeAngelus stated that an open invoice is created until the bill is paid by The GBFC. Secretary Versocki obtained a copy of the bill & ensured that it was submitted for approval by GBFC. These invoices are infrequent and can be tracked easily.

Motion/ Weitz, 2<sup>nd</sup>/ Daly: To pay bills 2009 – 073 thru 2009 - 131 from January 15, 2009 through February 9, 2009 totaling \$53,010.24. Passed 5-0.

### **TREASURER'S REPORT:**

Treasurer K. DeAngelus reviewed the financial report through January 31, 2009. An on-going discussion took place about the District's reserve accounts and the carry over balance. Kristin also reported contacting Bank North pertaining to interest rates for municipalities. The representative there is getting information and will be in contact with her. Treasurer DeAngelus also discussed working resolve issues with 207A direct deposit payments to Firefighter Reimenschneider and finally, Kristin reported that she sent out a schedule for submission of bills, vouchers and payments to all career members and retiree's. The target for submission will be the Monday before each monthly commissioners meeting.

### **COMMITTEE REPORTS:**

**FINANCE:** Commissioner Murray reported that the 2007 audit is underway and once it is completed, the 2008 audit will be done.

**INSURANCE:** Commissioner Nappi reported that the district received a automobile insurance credit reimbursement in the amount of \$168 from the 1996 pick-up truck that was recently sold.

**MEDIA RELATIONS:** No Report.

**APPARATUS & EQUIPMENT:** Chief Lingenfelter reported: that Engine 401 repairs are still on hold pending arrival of parts. All parts have been located and are being shipped to Frank & Sons. District deductible will be \$500 and Utica National will direct pay the claim to Frank & Sons.

### **COMMUNICATIONS & INFORMATION SERVICES:**

- It was noted that the projector is broken and out of service. Chief Lingenfelter reported that it is 12 years old and no longer worth the cost to repair. Dale would like authorization to spend up to \$1000 to purchase a new\_multi-media\_projector.
- Chief Lingenfelter also reported that paperwork for submission of costs incurred in response to the 2008 Ice Storm has been initiated. Board authorization is needed for me to act as the Fire Districts agent in the execution of necessary documentation to obtain federal reimbursement.
- The first phase of our communications equipment upgrade to comply with the FCC narrow band requirements and the county plan of implementation will cost approximately \$27,000 in equipment purchases for FY2009. I am Requesting authorization to solicit sealed bids for the purchase of 8 mobile radios, 8 portable radios, and 25 pagers. Specifications will be reviewed with the communications and information services committee prior to distribution.

**EMS & EQUIPMENT:** The Zoll monitors, battery chargers and accessories that were exposed to the leaking water under the south bay are being returned to Zoll for re-certification/de-certification. Utica National Insuring was in to survey the damage and agreed with the process under way to determine our loss.

**FACILITIES:** Commissioner Woehrle reported that on January 31, 2009 the inspection was done by Commissioners Daly, Weitz and Him. The secretary compiled and drafted a list of deficiencies. The only thing that wasn't mentioned is the cracks in the North Bay floor at The Balltown Road Station. Chief Lingenfelter reported that the fire alarm system at Balltown Road is inoperative and of 2 estimates given the lowest one if for \$1,900. In addition, while contractors were working on the overhead door at River Road (front of A-941 bay) the spring broke and damage occurred to the bottom panel of the door. Therefore until the contractor fixes the door, the wash bay is out of service and the ambulance is occupying that door for entry/exit.

**ELECTIONS:** Commissioner Daly reminded each newly elected commissioner that they must take The Commissioner Training Class.

**PROTECTIVE GEAR & UNIFORMS:** Commissioner Daly deferred to Chief Elliott for a report. Chief Elliott reported that the turnout inspection is approximately 97% complete. Afterward I will make recommendations to Chief Lingenfelter & Chief Colvin. I also recommend repairing turnout gear rather than replacing it. After that inspection is complete I will be doing a dress uniform inspection. Also, we began handing out the safety vests along with the Standard Operating Guidelines.

**SERVICE AWARDS PROGRAM:** Commissioner Daly distributed copies of the point awards for the LOSAP. It will be posted for 30 days and during that time members can challenge the results. It will be ratified by this board at our March meeting. Commissioner Daly thanked Trustee Ray Hull for all his hard work.

**INSPECTION & INSTALLATION:** Commissioner Weitz reported that approximately 110 people attended the event at The Mohawk Golf Club including Senator Paul Tonko. Commissioner Weitz thanked the entire committee and gave special thanks to Chairman Woehrle and Secretary Versocki for the close coordination. Secretary Versocki acknowledged the outstanding job of commissioner Weitz as Master of Ceremonies. Commissioner Daly remarked that the video slide show presented by firefighter Caitlyn Bushnell was excellent. Chairman Woehrle added that he received the bill and will work with GBFC Treasurer Ray Hull to get it paid as soon as possible.

## **REPORT OF THE CHIEFS:**

### **Chief Lingenfelter:**

- Firefighter/Paramedic Persons has completed his civil service probationary period. I recommend is that he be retained in his position on a permanent basis.
- Additionally, Captain Congdon and Lieutenant Sweet are nearing the end of their probations as well. They both have done an exceptional job in their perspective positions and I recommend they also be retained in their positions on a permanent basis.
- Ambulance specifications are being drafted to replace the 1992 Ford ambulance A-942. As soon as the initial draft is complete it will be forwarded to the Apparatus & Equipment committee for consideration and comment.
- A questionnaire was received from the Assistance to Firefighters Grant program regarding our 2008 AFG application for SCBA which successfully passed the peer review stage in the process. Responses were provided and a follow up call placed. Our application was forwarded to the next phase in the process and according to our point of contact; we should hear something within the next two weeks.

- The CDL issue for apparatus operators is still outstanding. There is a NYS senate bill S.1624 currently being proposed and an Assembly counterpart being drafted. My recommendation would be for the Fire District, Fire Company, PFA, and individual members to contact the legislators and encourage the bill's immediate passage.
- System components for the firefighter escape system are currently being evaluated and a risk assessment completed. There has also been legal action taken by the NYS Association of Fire Chiefs against the NYS Dept. of Labor to put a hold on enforcement of the legislation. A court decision is still pending.

**Department Activity:**

	<u>2009</u>	<u>2008</u>	
<b>January Incidents:</b>	164	173	
EMS	113	132	
Fire/Other	51	41	
<b>YTD Incidents:</b>	164	173	(1/31)

**Other Activities:**

Emergency Callback:	28 hours
In-Service Training:	62 hours
Fire Company Drill:	n/a hours
Outreach Training:	6 hours

**Chief Colvin:** I want to commend the career and volunteer staff for the outstanding job they did in preparation for the inspection.

**Chief Elliott:** While attending the Rexford Fire Department Installation dinner recently, I had the chance to speak with their chief about a mutual department drill and I hope to put one together this year.

**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 next meeting of the Fire Station committee is February 24, 2009 at 7 pm.

**OLD BUSINESS:**

- Chairman Woehrle & the board discussed the Public Works Stimulus Bill which is waiting to be signed. The suggested bill in its updated form has included fire stations.
- Chairman Woehrle announced that The NYS Civil Service Exam for Fire Captain will be held in March 2009 and the entrance exam for firefighter will be held in June 2009.

**NEW BUSINESS:**

**Motion/ Daly, 2<sup>nd</sup>/ Nappi:** To retain Firefighter/Paramedic Persons in his position on a permanent basis. Passed 5-0.

Motion/ Nappi , 2<sup>nd</sup>/ Daly: To retain Captain T.Congdon in his position on a permanent basis upon the completion of his probationary period. Passed 5-0.

Motion/ Nappi , 2<sup>nd</sup>/ Daly: To retain Lieutenant Sweet in his position on a permanent basis upon the completion of his probationary period. Passed 5-0.

Motion/ Nappi , 2<sup>nd</sup>/ Murray: To authorize Chief Lingenfelter to act as The Fire District's agent in the execution of necessary paperwork to obtain Federal reimbursement from the December 2008 Ice Storm. Passed 5-0.

Motion/ Daly , 2<sup>nd</sup>/ Murray: To authorize Chief Lingenfelter to approve the installation of The Balltown Rd. fire alarm system once quotes are obtained not to exceed \$2,000. Passed 5-0.

Motion/ Nappi , 2<sup>nd</sup>/ Daly: To authorize Chief Lingenfelter to purchase a new multi-media projector for the training/meeting room not to exceed \$1,000. Passed 5-0.

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To authorize a solicitation of sealed bids for the purchase of 8 mobile radios, 8 portable radios and 25 pagers. Passed 5-0.

Chairman Woehrle reminded everyone that The Sexual Harassment class has been re-scheduled for Monday February 23<sup>rd</sup>, 2009 at 7 pm at The Balltown Rd. station. This class is mandatory for all Commissioners, Fire District Employees, Career Staff, volunteers and active Life members.

**Any Additional Business to come before the Board:** None

Motion/ Nappi. 2<sup>nd</sup>/ Daly: To adjourn at 7:58 pm. Passed 5-0.

**The next Regular Meeting is Wednesday, March 11, 2009 at 7:00 p.m.**

Respectfully submitted,

William J. Versocki  
Secretary