

## **Minutes of Regular Meeting August 12, 2009**

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**PRESENT:** Commissioners: Daly, Murray, Nappi and Chairman Woehrle, Attorney Hayner Secretary Versocki, Chief Lingenfelter, 1<sup>st</sup> Assistant Chief Elliott, Cpt. Congdon Lt. J. Vena, Lt. Sweet, A. Traina, J. Splendido & D. Pacheco.

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

Chairman Woehrle asked Commissioner Murray to discuss a pressing issue with the Treasurer. Commissioner Murray explained that on August 5, 2009 he received an e-mail from Kristin - DeAngelus stating that she was resigning as District Treasurer and listed reasons why she could not continue in that role. The e-mail never mentioned an effective date and a series of attempted e-mails and telephone calls to Ms. DeAngelus were not answered. Commissioner Murray informed the board members and Chief Lingenfelter of this situation via e-mail on August 10, 2009. At that time as the Finance Chairman, Commissioner Murray explained that he offered the Treasurer's position to a 5 year employee of R.J. Murray Co. Inc. (working in accounting) subject to the Board of Fire Commissioner's approval. It should be noted that Kristin's resignation "e-mail" was not a formal resignation and did not bear her signature. Kristin was contacted and did come to the Balltown Rd. station to help the interim Treasurer with limited transitional training and together they accomplished the August 2009 bills. It was understood that Kristin would be at this meeting and she was supposed to complete payroll but that status is unknown

It was noted that she was not present for this meeting.

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To accept the e-mail notification from Kristin DeAngelus as her resignation as Niskayuna Fire District No. 1 Treasurer effective August 12, 2009. Passed 4-0.

Motion/ Murray, 2<sup>nd</sup>/ Nappi: To appoint John Splendido as the permanent Treasurer for the remainder of 2009 and pay him the monthly Treasurer stipend allocated the 2009 budget. Passed 4-0.

Motion/ Murray, 2<sup>nd</sup>/ Nappi: To approve the minutes of the July 8, 2009 regular Meeting as read. Passed 4-0.

### **CORRESPONDENCE:**

- A letter of support from Senator Paul Tonko to Chief Lingenfelter for the grant application submitted under the Fire Station Construction Grant Program.

- A notification from Fire Districts of NY Mutual Insurance Co. Inc. of a rate increase for all policies issued to it customers.
- A letter from The NYS Workers compensation board.
- An announcement for it's annual workshop by The Association of Fire Districts of The Sate of NY on October 3, 2009 being held in Middle Grove, NY.
- An Announcement for training from The Association of Fire Districts of The State of NY from November 5 -8, 2009being held in Ellenville, NY.
- A letter from The Grand Blvd. Fire Company reaffirming their nomination of David Dietrich for the position of 2<sup>nd</sup> Assistant Chief for 2009.

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

**BILLS:**

Motion/ Murray, 2<sup>nd</sup>/ Nappi: To pay bills 2009 - 416 thru 2009 - 467 from July 6, 2009 through August 12, 2009 totaling \$79,024.20 as reviewed. Passed 4-0.

**TREASURER'S REPORT:**

- Commissioner Murray reported that he will be working with newly appointed Treasurer John-Splendido on current financial issues and after reviewing bank statements he did not see anything that stands out.

**COMMITTEE REPORTS:**

**FINANCE:**

- Commissioner Murray reported that he received information that Niskayuna District No.1 and The Grand Blvd. Fire Company were jointly listed in the will of deceased district resident David - Winney and the attorney handling the estate have been trying to contact both parties. Letters for both entities were given to District Attorney Tom Hayner who will notarize the completed documents and send them to The Winnie Estate attorney so that a partial payment to each entity can be distributed.
- Commissioner Murray also discussed the progress of the 2007 & 2008 audit.
- Chief Lingenfelter reported that a number of vendor payments and employee reimbursements were 2 to 3 weeks late in being paid. At least one medical reimbursement check remains un-accounted for.
- Chief Lingenfelter also reported that payroll issues continue to surface. Late pay step increases, rates not adjusted properly for overtime and health care premium deductions, and comp time paid out at straight time instead of time and a half are some examples. I would like to work with the new treasurer to do a comprehensive review and correction of the current payroll rates as reflected in the payroll reports prior to the August 31 payroll submission. I would also like to analyze our current system of internal payroll reporting with the treasurer for possible areas of improvement.
- Chairman Woehrle reported that Chief Lingenfelter is working on the 2010 budget with his officers. The budget process was discussed.

**INSURANCE:**

- Commissioner Nappi reported that he received information about an Employment Practices insurance policy estimate provided by The Schenectady Insuring Agency. The estimate is for

\$1,000,000 (one million dollar) limit with a \$5,000 (Five thousand dollar) deductible for an annual payment of \$1,300.00.

- We received a \$485 credit for reductions in our pager inventory.
- The blanket insurance policy was renewed tonight.

#### **MEDIA RELATIONS:**

- Chief Lingenfelter reported that a Building Information Page has been added to the Fire District web site to provide information to the public. It was set up as a Q&A page that will be added to as the project progresses.
- An informational meeting is scheduled for 7:00pm, August 18, 2009 at our Balltown Road station to provide the community an overview of the grant project to date.
- Email addresses have been set up for the Fire District Treasurer and Secretary. These addresses may be provided to vendors, state and local agencies, and any other persons doing business with the fire district who may have a need to contact either staff position. The addresses are hosted by our current web services provider as part of our web page package and can be internally forwarded to the respective individuals private email for convenience. This will eliminate the need to change contact information with multiple entities when personnel changes occur or an individual needs to change their personal email address. Links are already active on our web page.

#### **APPARATUS & EQUIPMENT:**

- A roll out tray that was donated by Chief Elliott was installed on E- 401 by Wilde Fire Equipment on at no cost to the Fire District.  
*I am requesting authorization to purchase a Hannay hose reel for the Hurst tool at a cost of \$500.00 to be installed on E-401.*

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

- Chief Lingenfelter reported that communications equipment has been received from Wells Communications. The new pagers have been distributed to most of the members. Portable Radios are in the process of being installed. All equipment has been labeled and added to the Inventory. A rebate from Motorola in the amount \$3180 has been applied for.

**EMS & EQUIPMENT:** No Report.

#### **FACILITIES:**

- Chairman Woehrle reported that the air conditioning air handler supplying the 2<sup>nd</sup> floor of Balltown Road was replaced thanks to Chief Lingenfelter.
- The push lawn mower and weed whacker at Balltown Road are in need of replacement.
- Chief Lingenfelter further reported that there is also a need for a blower unit to handle the pine needles and leaves. *I am requesting authorization to purchase a lawn mover, weed whacker, and leaf blower for a cost not to exceed \$1200.*

**ELECTIONS:** No Report.

#### **PROTECTIVE GEAR & UNIFORMS:**

- Commissioner Daly reported that according to a report from Chief Elliott, everything is up to date.

**SERVICE AWARDS PROGRAM:** No Report.

**INSPECTION & INSTALLATION:** No Report.

**NEW FIRE STATION:**

- Commissioner Nappi reported that as was mentioned in the media relations report; we will be having a public meeting on August 18<sup>th</sup> beginning at 7 p.m. at The Balltown Rd. station to discuss the stimulus package application process. This will give the public some awareness with what has been done to date with the new fire station process; Dave Pacheco will be the principal speaker. We will also utilize forms which residents can fill out to as input. The meeting was publicized in community areas and on the Niskayuna Town & Fire District web pages. Commissioner Nappi commended Chief Lingenfelter and Lt. Jim Vena for their hard work with the submission of the Stimulus grant application and he also thanked the members of the committee for their participation.

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter:**

- The City of Auburn Fire Department is partnering with departments across New York State to sponsor a Peer Fitness Training Program, "Train the Trainer" course. The program is designed to promote physical fitness, health and wellness within the department through nutrition education and 1 on 1 fitness and exercise counseling provided by the departments peer fitness trainers. Syracuse and Auburn have been running this program for a few years now and have had good results from them. We have two staff members that are interested in attending and are willing to do so without additional compensation. The total cost to send both members including tuition, room, board, and shift coverage is \$4740. All expenses can be covered within the Firefighter health and wellness, training travel, and personal services budget line items. *Board approval is requested to send Lt. Sweet and Firefighter Griffiths to the Peer Fitness Training Program in Auburn from October 26, 2009 thru October 30, 2009 and to cover necessary travel expenses.*

**Department Activity:**

	<u>2009</u>	<u>2008</u>	
<b>July Incidents:</b>	147	170	
EMS	99	115	
Fire/Other	48	55	
<b>YTD Incidents:</b>	1024	1174	(7/31)

<b>Other Activities:</b>	Emergency Callback:	17 hours
	Fire/EMS/Codes In-Service Training:	17 hours
	Fire Company Drill:	64 hours
	Outreach Training:	15 hours

**Chief Elliott:** Turn out gear sizing has been done and 13 new sets have been ordered. Next week I will be handing out individual SCBA face pieces with individual carrying cases.

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

**Report of the Grand Boulevard Fire Company:** There was an inquiry about the foreign insurance check which is normally received in this time period each year.

**OLD BUSINESS:** NONE

**NEW BUSINESS:**

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To replace the Balltown Rd. Station lawn mower & weed wacker and purchase a leaf blower/vacuum for a total cost not to exceed \$1,200.00 Passed 4-0.

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To spend up to \$500 for a Hannay hose reel for the Hurst extrication tool on E-401. Passed 4-0.

Motion/ Nappi, 2<sup>nd</sup>/Daly To approve Lt. Sweet and FF Griffiths to attend The city of Auburn Peer Fitness Training Program from October 26 – 30, 2009 at a cost not to exceed \$4,740.00. Passed 4-0.

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To appointed David Dietrich as 2<sup>nd</sup> Assistant Chief of The Grand Blvd. Fire Company Passed 4-0.

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To approve payment for an Employment Practices Insurance Liability policy with a \$1,000,000.00 limit and \$5,000 deductible for an estimated annual payment of \$1,300.00 Passed 4-0.

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

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To adjourn to executive session at 8:08 pm. Passed 4-0.

Motion/ Murray, 2<sup>nd</sup>/ Nappi: To return to regular session at 9:10 pm. Passed 4-0.

Motion/ Nappi, 2<sup>nd</sup>/ Daly: To adjourn at 9:11 pm. Passed 4-0.

**The next Regular Meeting is Wednesday, September 9, 2009 at 7:00 p.m.**

**Respectfully submitted,**

*William J. Versocki*

Secretary