

Minutes of Regular Meeting August 11, 2010

PRESENT: Commissioners: Murray, Nappi, Daly and Chairman Woehrle
Treasurer Splendido, Secretary Versocki, Attorney Hayner, Chief Lingenfelter
Chief Elliott, Captain T. Congdon, S. Vena and D. Pacheco.

The Meeting was called to order at 7:02 p.m. by Chairman Woehrle.

Motion/Murray, 2nd/ Nappi: To approve the minutes of the July 12, 2010 Regular Monthly Meeting as read. Passed 4-0.

CORRESPONDENCE:

- A legal notice was received stating that Highgate LTC Management (Northwoods Rehabilitation and Extended Care Facilities) has filed for Chapter 11 protection.
- A letter was received from Nationwide Maintenance Systems Inc. offered their services in cleaning of kitchen grease systems.
- A letter was received from Higgins, Roberts, Beyerl & Coan P.C. stating that as the executor of the David H. Winne estate that another partial distribution has been made from the estate in the amount of \$5,000.00. The letter further asked Niskayuna Consolidated Fire District # 1 to sign the receipt & release before a notary public and return it to the above firm for check issuance.
- A letter was received from The GBFC informing the Commissioners that firefighter Joseph Gelb resigned from the fire company and asked that he be removed from the District roles.
- A letter was received from The GBFC notifying the Board of Commissioners that on August 9, 2010 the GBFC voted to add prospective firefighter Eric McClain of 1399 Glenwood Blvd. Schenectady, NY 12308 to the fire company roles and asked the commissioners to approve Eric as a member.
- A conference request form was submitted by Captain Fritz to attend the Fire Marshalls & Inspectors seminar from October 19 – 22, 2010 at The NYS Training Academy in Montour Falls, NY. With estimated lodging and registration fees of \$525.00 and the use of a district vehicle for travel.
- A conference request form was submitted by GBFC firefighter/EMT Louis Solano to attend the Vital Signs Conference in New York City on August 26 – 29, 2010 with estimated registration & associated fees of \$299.00.

- A conference request form was submitted by Chief Lingenfelter to attend The NYS Fire Marshalls & Codes training in Skaneateles, NY on September 28 – 30, 2010 with estimated registration & associated fees of \$428.00 and the use of a district vehicle for travel.
- A notice of Claim was received in the matter of Frangella vs. Niskayuna Consolidated Fire District No. 1 was received.

PRIVILEGE OF THE FLOOR: Nothing.

BILLS:

Motion Murray 2nd/ Nappi: To pay bills for corresponding check #'s 11376 - 11426 From July 15, 2010 thru August 11, 2010 - totaling \$102,039.23 as reviewed. Passed 4-0.

TREASURER'S REPORT:

- Treasurer Splendido first reviewed the comparison sheet for July 2009 & 2010, still noting an increase in salary due to retroactive pay from contract.
- He then reported on the 2010 budget versus actual expenses through June, 2010. He stated
- The Reserve Accounts spreadsheet was reviewed and with June 2010 interest shows a total in all reserve accounts of \$998,000.00
- Treasurer Splendido also reported adding a break out for the renovation/addition project to help clarify spending & related costs.
- All documentation has been signed associated with Jeanine Caruso.

ATTORNEY'S REPORT:

Attorney Hayner reported:

- An advertisement was posted in The NYS Register on May 5, 2010 seeking competitive proposals for the Deferred Compensation Plan. According to Secretary Versocki only one proposal was received. The proposal was from our current provider – Nationwide Retirement Solutions.
I propose that a resolution be made by The Board of Commissioners awarding Nationwide Retirement Solutions the deferred compensation program for the next 5 years.
- I have reviewed the bid specifications for the Haz-Mat abatement contract and I have noticed that in several places the word, "Consolidated" has not been added to our official name Niskayuna Fire District No. 1.

COMMITTEE REPORTS:

FINANCE:

Chairman Woehrle suggested that the following members of the Finance committee meet to review the 2011 budget. The date of the budget workshop will be September 7, 2010 at 7 pm in the commissioners meeting room. Those to be in attendance are: Commissioners Murray & Woehrle, Chief Lingenfelter and Treasurer Splendido.

INSURANCE: No Report.

MEDIA RELATIONS: No Report.

APPARATUS & EQUIPMENT:

Chief Lingenfelter Reported:

- Engine 403 repair options are being investigated further to reduce cost. We expect to initiate repairs this week.

COMMUNICATIONS & INFORMATION SERVICES: No Report.

EMS & EQUIPMENT: No Report.

FACILITIES:

Commissioner Woehrle Reported:

- The next Commissioners Meeting will be held on September 8 at The Balltown Rd. station, by September 13 we will be completely moved into the River Rd. site.
- Commissioner Monthly Board meetings will be held at Craig School.
- I received 4 quotes to replace the windows at River Rd.
 1. Precision Glass - \$11,000.00 for aluminum crank out windows.
 2. Lloyd Hale Construction - \$22,979 for wood frame windows.
 3. City Glass of Schenectady - \$9,225 for solar slide out glass.
 4. Pella – \$20,000 to repair – not replace the existing windows.These quotes will be considered when the budget process is worked on.

ELECTIONS: No Report.

PROTECTIVE GEAR & UNIFORMS:

Chief Lingenfelter Reported:

- The EXO firefighter escape system bid results are in. The recommendation of the purchasing group is to accept the bid from Fire Ground Technologies. A cost breakdown is attached. **I am requesting authorization to purchase the EXO personal escape systems and vendor provided training as specified from Fire Ground Technologies at a cost not to exceed \$19,600. This includes 40 units, end user training of all appropriate personnel, and training of four "Train the Trainers" to address the required annual update training and new members coming in.**
- **I am requesting authorization to purchase a replacement set of Hurst Tool Cutters and Streamline coupling fittings from MES at a cost of \$7940.00.** This is a budgeted expense to upgrade our extrication tools to handle the newer vehicle designs and metals.

Chief Elliott Reported:

- We are finishing up sizing orders for Turn-out gear being purchased through B-Lann.

SERVICE AWARDS PROGRAM: No Report.

INSPECTION & INSTALLATION: No Report.

FIRE STATION ADDITION/RENOVATION:

Commissioner Nappi Reported:

- The station cleanout is progressing and should be easily done on time for our move. Everyone has really been pitching in to help when asked.
- We have scheduled a full building committee meeting on August 17th to review changes in the electrical/mechanical/landscaping design that have been made or identified by our review of the current drawings, and to bring the committee as a whole up to date on the activities.
- Our evacuation deadline has been bumped forward to be completed by September 15th, 2010.

Chief Lingenfelter Reported:

- The Hazardous materials abatement specifications have been drafted and are currently under review by attorney Hayner the project team, and the insurance company. **I would like to Request authorization to put the Hazardous Material Abatement specifications out for competitive bidding, facilitated by Pacheco Ross Associates with a bid opening on August 31, 2010 at 5:00pm EST. Bid opening will be at the Balltown Road Station.**
- Verizon has identified the location of the telephone services into the building and are working with the engineers to relocate or remove the line prior to construction.
- Temporary meeting facilities have been arranged at Craig School.
- A drawing package is available in the commissioner's meeting room with a notepad to document any errors, questions, or concerns you may find. They are still a work in progress by the engineering consultants. I also have electronic copies available that can be put on a jump drive. The whole package is too big to email but individual drawings can be.
- Bids would be opened on August 31st, reviewed then awarded at the September 8th Board meeting with abatement to commence on September 16th and completion within 21 calendar days from then.
- Storage units and office trailer will be delivered on August 16th 2010.
- The Office Trailer will be wired and generators relocated the week of August 23rd 2010
- Relocation of all administrative and operational resources will occur September 13th and 14th 2010.

Dave Pacheco Reported:

- Next week we will be visiting with the planning board next week to update them on the SEQRA and drainage report as a courtesy.

Attorney Hayner asked:

- Is the current insurance adequate? There was a discussion relative to builders risk and NYS labor laws. The consensus was that an estimate needs to be written up.

REPORT OF THE CHIEFS:

Chief Lingenfelter:

- The job description for a Typist is attached for your review. This job classification is a non-competitive civil service position as long as the individual works on a part time basis. (less than 20 hours/week) The duties outlined in this job description are concurrent with our needs for administrative support. To establish the position, a New Position Duty Statement and Job Description will need to be submitted to Civil Service for approval at the next regular commission meeting on September 21, 2010. Once approved, the district may fill the position. **I am requesting the board's authorization to submit the necessary information to Schenectady county Civil Service to have the Typist position established at a starting rate of \$15.00 per hour, not to exceed 19 hours per week.**

Request authorization to obtain a certified list from Schenectady County Civil Service Commission and with the assistance of the Fire District Treasurer, interview candidates for the typist position so that once the position is approved by the Civil Service Commission; a recommendation can be made to the Board of Fire Commissioners at the October 13, 2010 regular meeting.

The desired start date would be October 18, 2010 should the board approve and a suitable Candidate is found.

- A structure fire was suppressed at 102 Cornelius Ave on August 1, 2010 at 10:18pm. Automatic Mutual Aid was received from SFD. Fire and water damage was confined to the kitchen stove and hood area. Smoke damage primarily to the 1st and 2nd floors. No civilian or firefighter injuries were sustained. The homeowner was very pleased with the response.
- I would like authorization to surplus some Fire District equipment. The items are:
 1. A salamander – The equipment is outdated and has no safety mechanisms on it.
 2. A scale – Once used for refilling fire extinguishers, it is no longer used.
 3. A light bar at River Rd.
 4. The weight machine at the Balltown Rd. Station – parts are broken and the equipment is obsolete.

Chief Elliott:

- There is a firefighter 1 class taking place West of Fonda and the instructors wish to convey their thanks that we were able to send an engine last week to help facilitate training of a firefighter from Niskayuna Consolidated Fire District No. 1.

Department Activity: No Report.

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

Report of the Grand Boulevard Fire Company: No Report.

OLD BUSINESS: The secretary was given language for a letter to be sent to former GBFC member Chris Apa about paramedic school money to be reimbursed to the District.

NEW BUSINESS:

Motion/ Daly, 2nd/ Nappi: To authorize Chief Lingenfelter to submit the necessary information to Sch'dy County Civil Service to have a typist position established at a rate of \$15 per hour not to exceed 19 hours per week. Passed 4-0.

Motion/Nappi, 2nd/ Murray: To request a certified list of typists from The Sch'dy County Civil Service with preferences to Niskayuna Town residents. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To authorize Chief Lingenfelter, Commissioner Woehrle and Treasurer Splendido to interview candidates for the typist position. Passed 4-0.

Motion/ Murray, 2nd/ Daly: To authorize sending out competitive bidding for Hazmat Abatement as listed by Warren Panzer. The bidding will be facilitated by Pacheco/Ross Associates with bid opening to be held at 5 pm on August 31, 2010 at The Balltown Rd. station. Personnel required to be present will be Chief Lingenfelter, Secretary Versocki, Attorney Hayner & Dave Pacheco and the bid results will be reported on at the September 8, 2010 Commissioners monthly meeting. Passed 4-0.

Motion/ Murray, 2nd/ Nappi: To authorize the purchase of 40 EXO personal escape system units and provide vendor training not to exceed \$19,600.00. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To authorize purchase of a set of replacement Hurst Tool Cutters and Streamline coupling fittings at a cost of \$7940.00. Passed 4-0.

Motion/ Murray, 2nd/ Nappi: To authorize Captain Fritz to attend the Fire Marshalls & Codes in-service training in Skaneateles, NY on September 28 - 30, 2010 at an estimated cost of \$428.00 and allow Chief Lingenfelter to utilize a district vehicle for travel. Passed 4-0.

Motion/ Daly, 2nd/ Nappi: To authorize Chief Lingenfelter to attend the Fire Marshalls & Inspectors Seminar at the NYS academy in Montour Falls, NY on October 19 – 22, 2010 at an estimated cost of \$129.00 and allow Captain Fritz to utilize a district vehicle for travel. Passed 4-0.

Motion/ Nappi, 2nd/ Murray: To authorize GBFC member Louis Solano to attend the Vital Signs EMS Conference on August 26 - 29, 2010 at an estimated cost of \$299.00. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To drop Joseph Geib from the Fire District Roles. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To add Eric McClay to the Fire District Roles. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To approve Nationwide Retirement Solutions as the provider for the Deferred Compensation Program for the next 5 years. Passed 4-0.

Motion/ Nappi, 2nd/ Daly: To surplus the 4 items discussed by Chief Lingenfelter and allow Chief Lingenfelter to dispose of said items at his discretion. Passed 4-0.

Commissioner Nappi – On Friday August 27, 2010 at 7 pm the GBFC is hosting a TGIF party to say farewell to the Balltown Rd. Station. All the commissioners and staff are invited.

Motion Nappi/Second Murray: To adjourn the meeting to Executive Session at 8:33 p.m. Passed 4-0.

Motion Nappi/Second Murray: To return to regular session at 8:59 p.m. Passed 4-0.

Motion Nappi/Second Daly: To adjourn the meeting at 9:00 p.m. Passed 4-0.

The next Regular Meeting is Wednesday, September 8, 2010 at 7:00 p.m.

Respectfully submitted,

William J. Versochi

District Secretary