

## **Minutes of Regular Meeting January 19, 2011**

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**PRESENT:** Commissioners: Nappi, Murray and Chairman Woehrle  
Treasurer Splendido, Secretary Versocki, Attorney Hayner, Chief Lingenfelter  
Chief Elliott, Tony Ward, John Fitzmaurice and Dave Pacheco.

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

Motion/ Nappi, 2<sup>nd</sup>/Murray: To approve the minutes of the December 15, 2010 Regular Monthly Meeting  
As amended. Passed 3-0.

Motion/Murray, 2<sup>nd</sup>/ Nappi: To approve the minutes of the January 3, 2011 Organizational Meeting as  
read. Passed 3-0.

### **CORRESPONDENCE:**

- An impact report was received from Capital EAP.
- A letter from RBC Wealth Management was received regarding their LOSAP program. This letter will be forwarded to the LOSAP Trustee.
- The current Bulletin from The Association of Fire Districts of NYS was distributed to all commissioners.
- A thank you letter was received from the senior citizens of The Town of Niskayuna for a fire alarm response to the Niskayuna Community Center on December 14, 2010.

**PRIVILEGE OF THE FLOOR:** Nothing.

### **BILLS:**

Motion Murray 2<sup>nd</sup>/ Nappi: To pay bills for corresponding check #'s 11677 – 11733  
From December 16, 2010 thru January 19, 2011 - totaling \$469,469.00 as reviewed. Passed 3-0.

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

- The reserve accounts were reviewed and John stated the total amounts equal just under 1 million dollars.
- Treasurer Splendido then reviewed the comparison sheet for December 2009 & 2010 by each line item.
- He then reported on the 2010 budget versus actual expenses through December, 2010 and stated that 93.8% of the 2010 budget was spent.

- The break out for “The Renovation/Addition project expenses” was reviewed.
- I have a meeting with the IRS to review year 2008 because 1099’s were never filed. As a result it was deemed that the case is closed and further examination is not necessary.
- There was also a discussion about the Building Renovation/Addition project bond and interest accrued.

**ATTORNEY’S REPORT:**

Attorney Hayner discussed the error concerning the Fire Tax bills. The Town of Niskayuna has acknowledged their mistake for 2011 taxes withheld. Mr. Hayner met with Schenectady County on the issue and the conclusion is the tax overage will be held in escrow and applied to the 2012 fire tax collection. The 2011 surplus will be controlled by The Town of Niskayuna until the 2012 collection.

**COMMITTEE REPORTS:**

**FINANCE:**

**Chief Lingenfelter Reported:**

- Reimbursement request for \$3737.04 has been submitted to Schenectady County for homeland security training completed in 2010.
- The treasurer will be tracking apparatus maintenance costs by vehicle for 2011.
- I am working with the treasurer on a system for electronic submission of career staff overtime vouchers, comp payout requests, and leave requests.

**INSURANCE:** No Report.

**MEDIA RELATIONS:**

**Commissioner Woehrle Discussed:**

- The public relations letter which was drafted by Commissioner Weitz. It was recommended that the letter be fine tuned before posting on our web page. In addition, there was some discussion about whether to send the letter out as a press release or actually paying to post the letter in The Gazette.

**APPARATUS & EQUIPMENT:**

**Chief Lingenfelter Reported:**

- As the board was notified by email, The 2005 Tahoe was involved in a motor vehicle collision on January 10<sup>th</sup>. Repairs were estimated just over \$10,000 and are anticipated to be complete by this Friday. The district will pay the \$500.00 deductible and is expected to be reimbursed by the insurance company once the claim is submitted to the other driver’s insurance company. The other driver was at fault.
- Ambulance response is being rotated to distribute the vehicle mileage among the ambulances.
- The Knox Box security key holder installation is complete.
- The thermal imagers have been put into service and are working well. Initial training and familiarization has been conducted and additional training will be scheduled in the coming months.

**COMMUNICATIONS & INFORMATION SERVICES:**

**Chief Lingenfelter Reported:**

- New encoders were installed by Wells Communication at no charge to the Fire District and we received new tones. There is still an issue with the outgoing tones and Schenectady County is aware of those problems.

**EMS & EQUIPMENT:** No Report.

**FACILITIES:**

**Commissioner Woehrle:**

- We are still looking at Specifications for windows at The River Rd. station with replacements in the spring of this year. Dave Pacheco discussed utilizing the same type and brand (Aluminum Clad – Eagle Brand) being used on The New Fire Station.

**Chief Lingenfelter Reported:**

- An emergency eyewash station is being installed adjacent to the emergency shower in the River Road station.

**ELECTIONS:** No Report.

**PROTECTIVE GEAR & UNIFORMS:** No Report.

**SERVICE AWARDS PROGRAM:** No Report.

**INSPECTION & INSTALLATION:**

**Commissioner Woehrle Reported:**

- The Inspection/Installation Banquet will be held January 29, 2011 at The Lighthouse Restaurant. A social hour will begin at 6pm followed by dinner at 7 pm with a dinner program and dancing until 11 pm. Invitations for guests have been sent.
- Lingenfelter asked if an alternate day and time for the inspection was possible since he has a conflict.

**FIRE STATION ADDITION/RENOVATION:**

**Commissioner Nappi Reported:**

- Two candidates for the clerk of the works position have been interviewed by Pacheco Ross Associates, Chief Lingenfelter, and I. It is the group's unanimous recommendation that Anthony Ward of AKW Associates be contracted through Pacheco Ross Associates as outlined in the proposed amendment to the professional services agreement with PRA.

**Chief Lingenfelter Reported:**

- The demolition will start tomorrow and should be completed on Friday. The contract and insurance forms have been received.
- The Construction kick-off meeting was held on Friday January 14<sup>th</sup> with all contractor representatives, the architect's representatives, and representatives from our project team. A

tentative schedule was drafted by Bunkoff Construction for review by all parties. Some adjustments were made regarding project start time.

- All contracts have been executed and copies will be on file with the fire district secretary.
- Interior demolition of 1079 Balltown is scheduled to begin on January 31<sup>st</sup>.
- Proposals for special inspectors have been solicited by PRA on the fire district's behalf. A recommendation to the board will be provided at the next regular board of fire commissioner's meeting in February.

**REPORT OF THE CHIEFS:**

**Chief Lingenfelter:**

- FF Joe Congdon is expected to return to full duty on January 21<sup>st</sup>.
- A Meeting was held with Pathways management (Northwoods Rehab) regarding our emergency ambulance service and its appropriate usage. They are taking steps to minimize unnecessary responses to their facility. Training opportunities were also discussed.

**Department Activity:**

	<u>2010</u>	<u>2009</u>	
December Incidents:	143	165	
EMS	104	130	
Fire/Other	39	35	
YTD Incidents	1767	1792	(12/31)

Other Activities:

Emergency Callback	22	Hours
Fire/EMS/Codes In-Service Training	69	Hours
Fire Company Drill	32	Hours

**Chief Elliott:**

- The Grand Blvd. Fire Company is starting an incentive program to help increase call participation.
- The officers are working to define the job description for Fire Police members.

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

**Report of the Grand Boulevard Fire Company:** No Report.

**OLD BUSINESS:** No Report.

**NEW BUSINESS:**

Motion/ Murray, 2<sup>nd</sup>/ Nappi: To authorize Attorney Hayner to draft a letter of inquiry to The Town of Niskayuna in reference to the Tax bill error. Passed 3-0.

Motion/ Nappi, 2<sup>nd</sup>/ Murray: To hold the River Rd. Fire Station Inspection on Friday January 28, 2011 at 5 p.m. Passed 3-0.

Motion/Nappi, 2<sup>nd</sup>/ Murray: To approve a resolution to hire A.K.W Consulting Incorporated as Clerk of works pursuant to a consultancy agreement with Pacheco Ross Architects P.C. in the amount not to exceed \$68,000.

**Secretary Versocki then called the role:**

**Commissioner Murray – Yes**

**Commissioner Nappi - Yes**

**Commissioner Woehrle –Yes**

**Motion is passed 3 – 0.**

**Motion Nappi/Second Murray : To adjourn the meeting at 8:18 p.m. Passed 3-0.**

**The next Regular Meeting will be held At the Craig Elementary School Conference Room on Wednesday, February 9, 2011 at 7:00 p.m.**

**Respectfully submitted,**

*William J. Versocki*

District Secretary