WOODSTOCK BOARD OF FIRE COMMISSIONERS

242 Tinker St., Woodstock, NY 12498
Mailing: PO Box 483, Bearsville, NY 12409
Telephone: (845) 679-9955
Fax: (845) 679-9977
www.woodstockfiredept.org

Jeffery DeLisio, Chairman
Donald V. Allen, Commissioner
Evan Holland, Commissioner
Michael Lavin, Commissioner
Keith Hernandez, Commissioner

Regular Monthly Meeting
October 8, 2026 – draft minutes

MEMBERS PRESENT: Chairman Jeffery DeLisio, Commissioners Donald Allen, Evan Holland, Michael Lavin and Keith Hernandez

OTHERS PRESENT: Chief Tim Pettet, Assistant Chiefs Kevin Peters and Ignatius Burke, Acting EMS Coordinator Patrick Hayes, EMT Jason Kreisberg, Paramedic Declan Wilson, Engineer Phil Eighmey, Cindy Todd, Zoe Keller, Dr. AJ Halstein

Resolutions:

Approve minutes
Approve sealcoat work
Amend budget – transfer funds
Accept treasurer report
Approve payment of audited vouchers
Approve payout of vacation accruals
Accept resignation
Approve building rental request
Transition to a rotating schedule for career EMS

At 7:00pm, Chairman DeLisio called the meeting to order, welcomed those present and the Pledge of Allegiance recited.

Medical Director Introduction, Role, and Budget

- AJ Halstein introduced himself as Medical Director for the Woodstock Fire Department (background includes EMS since age 16, medical school, residency, and EMS fellowship).
- Responsibilities: Oversee Controlled Substance Policy, how we store narcotics and how we use them; QA/QI through PCR review, trend analysis via ESO, liaison with county/state, and policy updates with the EMS Coordinator.
- Workload & Fee Structure: Estimated 4–5 hours monthly for meetings, QA, trainings, and emergent issues; fee schedule structured on ALS call volume (~1,000–2,000 calls) plus contingency for time-intensive training.
- Rapid Sequence Intubation (RSI) is high-risk; Dr. Halstein favors specialized training and experienced medics only, not a blanket requirement. RSI is currently not implemented locally.
- The board agreed to budget $15,000 under training/education ($12,000 base fee with contingency for training).

Chairman DeLisio – This is the first time the district has had a fee schedule from a medical director. Dr. Halstein stated some agencies have been paying all along. This is new for Ulster County. Dr. Halstein stated he hopes to dedicate most of his time to EMS agencies and less time in the emergency room. The fee schedule is for 2027. Chairman thanked AJ for his time.

Chief's Report – Chief Tim Pettet

County Request for High-Band Radio Frequencies

- County fire coordinator requested use of district-owned high-band frequencies.
- Key concerns: Ownership vs. programming/use, potential loss of fireground/repeater access, technical constraints (antenna height affecting permitted wattage/licensing, mountain placement power reduction, control operator rules).
- Chief will send a follow-up email to Andrew Cafaldo and Everett Erichsen to clarify "use vs. own" intent and document responses.

Apparatus Fleet Updates, Planning, and Procurement

- **6712:** Delivered; Bulldog factory representative visiting October 19, 2026, at 6:00 PM for training and troubleshooting.
- **Old 6712 auction:** bid at $7,600 (10 days remaining).
- **6760:** Board declined $30,000 repair on 30-year-old mini-pumper (67-60); sell it.
- **Fleet Rotation:** Next purchase will be a new fly car in 2027 (50); existing white Tahoe will be repurposed (detail/utility/backup fly car). Truck 10 remains in service.
- **New Ambulance Procurement**: A quote from Bulldog (Osage AWD Type II van): $203,900 and a quote from Northeastern Rescue (2025 Wheeled Coach Transit high-top AWD): $205,000.
- Need contract vehicle verification (e.g., HGAC) on both quotes and on-site demo inspections. EMS career staff and volunteers, chiefs, commissioners need to look at them both.
- Preference leaning toward Northeastern; EMS Coordinator seemed to agree – he has a better reputation with them.
- Cameras may be required on a new ambulance. Be sure to get prices.
- **Accessories & Maintenance:** Undercoating and running boards for units 22 and 32 to proceed within existing equipment budget (~$22,000 remaining). Deck gun for 67-30 quoted at over $20,000; deferred pending funding/cost-sharing.

Career EMS Rotating Schedule (24/72)

- Commissioner Allen presented a proposed 24-hour on, 72-hour off rotating schedule for the career EMS staff – a standard in career fire/EMS services.
- The plan organizes staff into four platoons targeting four personnel on duty (two paramedics and two EMTs) per shift, with a designated shift leader (senior paramedic or EMS lieutenant).
- The EMS Coordinator position may shift to a five-day daytime schedule to reduce daytime overtime coverage.
- Acting EMS Coord. Hayes stated he asked the current staff how they felt about a rotating schedule vs. continuing with the current fixed schedule? Thirteen employees are opposed to a rotating schedule.
- Board – We are moving towards a more organized, professional, career EMS agency; something more controllable which will decrease some of the overtime and reduce the need to pay a weekend differential; something good for the town and taxpayer. There is flexibility in the discussion over the next ninety days to take input and figure out the direction we go with it. The employees should reach out to the other agencies that have a rotating schedule, a system that works and is good for the employees. It will be a rotational schedule, but if there are modifications and things we can do to accommodate people, we will.
- Motion approved to transition career EMS to a 24/72 rotating schedule effective February 1, 2027, allowing a 90-day window to finalize shift start times, time-off policies, and manual updates.

EMS Coordinator Report, Data Issues, and Compliance

- **Call Volume:** September had 97 EMS calls (67 transports; 73 Woodstock calls, 19 utility calls); 928 year-to-date. Mutual aid requests 19 (1 Saugerties, 5 Shandaken, 10 Olive, 3 Ulster). Town of Hurley call volume is still unknown. Working with UC to fix that. Woodstock was unable to assemble 4 times (3 in Woodstock due to volume, 1 to W. Hurley due to volume; both ambulances out on calls already).
- **ESO Data Issue:** Open ticket regarding state/region not receiving charts for months; issue impacts multiple agencies and is not due to missing data elements.
- **DOH Inspections:** Spot inspection on September 29, 2026 found an issue with Unit 673 suction unit which was corrected same day; paperwork filed. Scheduled DOH inspection set for October 26, 2026, at 8:00 AM.
- **Operations:** Two years of checklists organized; moving to digital within 30 days in ESO – a huge help from EMT Jenna Byer. Crews have been notified to be more vigilant with rig checks, etc.
- **Volunteer Coverage:** There is volunteer coverage on Wednesday evenings until midnight, some spotty overnight times; causing occasional "unable to assemble" situations. If both ambulances are out, the volunteers don't have a vehicle to respond with.
- **Staffing with Third Ambulance:** Chairman stated the district is soon going to have three ambulances and if volunteers are not picking up shifts, do we need three or do we get rid of one. The price of equipment and supplies for three must be considered. Acting EMS Coord. asked to provide recommendations on staffing and mutual aid deployment (e.g., deploying full ambulances instead of fly cars to eliminate ~45-minute paramedic shuttle delays).
- **Conclusion:** Monitoring ESO state transmission ticket, maintaining compliance for upcoming DOH inspection, and ongoing shift planning.

Ulster County Anchor Agency Contract & Regional EMS Coordination

- The Ulster County Anchor Agency contract expires around October 31, 2026, with no new contract presented in writing.
- Discussions remain verbal regarding stationing ambulances in areas around the county, which the district cannot realistically fulfill.
- District position communicated to UC Assistant EMS Coordinator Patrick Rose: District will not participate in unreviewed programs; if terms are unacceptable, district will revert to standard mutual aid response on November 1, 2026.
- Ambiguity exists regarding whether the MOU/contract was extended through December 31, 2026.
- A meeting is being scheduled with Kingston City FD Chief Chris Rae for the week of October 12, 2026, to align a unified regional response; potential outreach to Karl Forste at New Paltz.

EMS Building & Geothermal / Heating Feasibility

- Architects finalizing schematic drawings. They are looking for bids to do the heat pump survey to do some drilling to see if it's viable.
- Discussion regarding two local geothermal systems that have failed, and engineers raised concerns regarding ground water temperatures in sub-20°F weather. Since every other location in Woodstock that has tried heat pumps has failed, we need to see some test results before we commit.
- The board agreed not to spend district funds on geothermal research. Proponents must fund proof-of-concept testing themselves; otherwise, the district will proceed with traditional natural gas.

Emergency Call Number / Town Website Update

- Town website lists local police dispatch (679-2422) for ambulance and fire emergencies, bypassing county CAD and delaying dispatch protocols (e.g., pre-arrival CPR instructions).
- Board agreed to send a second formal letter asking the town website instruct residents to call 911 for all fire/ambulance emergencies, relegating 2422 to police non-emergencies.

Parking Lot Maintenance, crack fill, sealcoat, and striping

- Reviewed estimates ($16,900 prior vendor; $19,415 Joshua Paving). Discussion regarding whether the entire lot should be done given the proposed construction. The east side of the parking lot is in the worst shape and should be done this year.
- Board agreed to execute crack filling and sealcoating on the defined damaged portion near Judy's corner as outlined by Chief Peters.

Building Rental Request: Woodstock Riding Club

- Ralph VanKleeck, President of the Woodstock Riding Club, requested use of the firehouse facility on November 14, 2026, for a Brooks BBQ fundraiser. The board approved the request subject to a $100 cleaning deposit, certificates of insurance from Brooks BBQ and the Riding Club, volunteer traffic control, and reciprocal use of club property for fire drills. Chief Peters to be present during event.

RESOLUTIONS:

RESOLUTION #124-2026
Approve minutes
Offered by Commissioner Holland, second by Commissioner Hernandez

BE IT RESOLVED the minutes of September 10, 2026, with addition and September 28, 2026, be approved.
Vote: 5-0

RESOLUTION #125-2026
Approve sealcoat work
Offered by Commissioner Lavin, second by Commissioner Holland

WHEREAS the board reviewed two quotes, DeCicco Bros. $16,900 and Joshua Paving $19,4150, to sealcoat the parking lot; but after discussion agreed, given the proposed construction, to only have the work performed on the east side portion of the parking lot since it is in the worst condition; therefore
BE IT RESOLVED the job be awarded to DeCicco Bros. to crack fill, sealcoat and stripe the defined damaged portion on the east side of the firehouse; and be it further
RESOLVED to transfer $10,000 from A9950.91 to contractual Building Maintenance.
Vote: 5-0

RESOLUTION #126-2026
Amend budget – transfer funds
Offered by Commissioner Lavin, second by Commissioner Holland

BE IT RESOLVED to authorize the treasurer amend the budget by increasing UC EMS Program $7,700 and contractual Insurance; and further decrease contractual expense Dues $1,200 and Education $2,300 and increase Attorney $1,000, Auditor $500 and Gasoline/diesel $2,000.
Vote: 5-0

RESOLUTION #127-2026
Accept treasurer report
Offered by Commissioner Lavin, second by Commissioner Allen

BE IT RESOLVED the treasurer report be accepted.
Vote: 5-0

RESOLUTION #128-2026
Approve payment of audited vouchers
Offered by Commissioner Lavin, second by Commissioner Holland

BE IT RESOLVED payment of the audited vouchers in the amount of $511,286.71 be approved.
Vote: 5-0

RESOLUTION #129-2026
Approve payout of vacation accruals
Offered by Commissioner Lavin, second by Commissioner Allen

WHEREAS Section 3.2.8 of the Employment Compensation & Benefits Manual states an employee who resigns with proper notice will be paid all remaining vacation leave credits, and
WHEREAS Kuldip Singh resigned from a full-time position back in March 2026 and continues to work on a regular part-time basis; therefore
BE IT RESOLVED payment of 31 hours vacation time be approved.
Vote: 5-0

RESOLUTION #130-2026
Accept resignation
Offered by Commissioner Lavin, second by Commissioner Holland

BE IT RESOLVED to accept the resignation of Angela Spinelli effective October 15, 2026.
Vote: 5-0

RESOLUTION #131-2026
Approve building rental request
Offered by Commissioner Allen, second by Commissioner Hernandez

BE IT RESOLVED Ralph VanKleeck, President, Woodstock Riding Club, be authorized to use the firehouse premises for a Brooks BBQ fundraising event to raise proceeds for the Woodstock Riding Club, contingent upon receipt of a certificate of insurance, a security deposit and an agreement of reciprocal use of their property for a fire department drill.
Vote: 5-0

RESOLUTION #132-2026
Transition to a rotating schedule for career EMS
Offered by Commissioner Allen, second by Commissioner Lavin

BE IT RESOLVED the district will transition to a 24/72 rotating schedule for career EMS staff effective February 1, 2027, allowing a 90-day window to finalize shift start times, time-off policies, and manual updates.
Vote: 5-0

Public Be Heard:

Zena Homes Subdivision Fire Coverage - Resident Zoe Keller raised concerns regarding SEQR paperwork listing WFD Co#4 alongside Ruby FD for the proposed Zena Homes subdivision. Chairman DeLisio clarified that Woodstock has zero fire/EMS responsibility outside town boundaries without a formal fire protection contract. Chairman will review the SEQR documents before the October 13, 2026 planning board meeting.

Cindy Todd – Co#4s Halloween drive-through is Friday Oct. 30th 4:30 – 7:30pm. Please bring your kids.

At 8:15pm, Commissioner Holland moved to enter executive session for the purpose of discussing the employment history of a particular person, second by Commissioner Hernandez. At 8:30pm, Chairman DeLisio moved to leave executive session, announce no decisions were made and adjourn the meeting, second by Commissioner Holland, all in favor.

Meeting adjourned.

Respectfully submitted,

Judy Peters
Secretary/Treasurer