

RE: Minutes of the Annual Organizational meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 13, 2020, at 7L30 pm in the Commissioners' room at Station #2.

The position on Chairman of the Board of Fire Commissioners is terminated on the last day of the year 2019. To open the Organizational meeting, Commissioner Marty Schanz made a motion to appoint Carl Visconti as temporary Chairman. Commissioner Dave Pettis seconded the motion. The motion was carried unanimously.

The Organizational meeting convened at 7:30 pm on Monday, January 13, 2020 in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Duane Lindsey, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Sarah deForest, Assistant Administrator Lisa Castaldo, Chief Ken Bowman, Assistant Chiefs Patrick Canale and Tim Kimball, Mike Stanley, Tim Brousseau, Phil Brousseau, Andy Stadel and Attorney Tim Hannigan.

Oath of Office

Commissioner Kevin Bowman was sworn into office by Attorney Hannigan.

Appointments

Chairman –

Commissioner Lindsey made a motion to elect Commissioner Bowman as permanent Chairman for the year 2020. Commissioner Schanz seconded the motion. The motion was carried unanimously.

It was noted that the legal notice pertaining to the Organizational meeting was placed in the Gazette on December 18, 2019.

District Secretary –

Commissioner Schanz made a motion to appoint Karan Donohue as District Secretary commissioner Lindsey seconded the motion. The motion was carried unanimously.

District Treasurer –

Commissioner Schanz made a motion to appoint Carl Visconti as District Treasurer. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Deputy Treasurer –

Commissioner Schanz made a motion to appoint Karan Donohue as Deputy Treasurer. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Carl Visconti and Karan Donohue were authorized to sign all checks of the Vischer Ferry Fire District.

The constitutional oath of office, which was sworn to, reads as follows:

I, (name) of the Town of Clifton Park, Saratoga County and the State of New York, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the Commissioner/Secretary/Treasurer/Deputy Treasurer for the Vischer Ferry Fire District, according to the best of my ability.

The Secretary will file the oath of office with the Town of Clifton Park.

Attorney –

Commissioner Pettis made a motion to appoint Tim Hannigan as attorney for the Vischer Ferry Fire District for 2020. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Salaries –

Commissioner Pettis made a motion that the salary for the Secretary will be \$9020 for 2020 and the salary for the Treasurer will be \$10,000 for 2020. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Designated Newspaper –

Commissioner Lindsey made a motion that the Daily Gazette be designated as the official newspaper for the Board of Fire Commissioners of the Vischer Ferry Fire District for 2020. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Bank Depository –

Commissioner Schanz made a motion that TD Bank be the official Bank Depository. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Surety Bond for Treasurer and Deputy Treasurer –

The Surety Bond will be \$2,500,000 for 2020.

Membership in the NYSAFC, AFDSNY, AFDCA and NYSAFP –

Commissioner Lindsey made a motion to approve membership in the New York State Association of Fire Chiefs, the Association of Fire Districts of the State of New York, Association of the Fire Districts of the Capital Area and the New York State Association of Fire Police. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Records Management and Retention Officer –

Commissioner Pettis made a motion to appoint Karan Donohue as the Records and Retention Officer. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Records Access Officer –

Commissioner Pettis made a motion to appoint Karan Donohue as the Records Access Officer. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Mileage –

Commissioner Schanz made a motion to set the mileage reimbursement at \$.575 per mile. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Board Policies (* denotes updates. See additional notes after policies for updates)

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|--------------------------|------------------|-----------------------------------|
| 1. Investment * | adopted 12/13/99 | updated 05/14/12, 01/13/20 |
| 2. Procurement* | adopted 05/11/92 | updated 8/11/11, 6/13/16, 1/13/20 |
| 3. Firematic SOPs* | adopted 11/03/93 | updated 01/14/19, 01/13/20 |
| 4. Medical Requirements* | adopted 05/11/92 | updated 02/08/12 |
| a. Physical Exams | adopted 01/04/02 | updated 01/14/19, 01/13/20 |
| 5. Universal Precautions | adopted 05/11/92 | |
| 6. OSHA | adopted 01/09/12 | updated 02/08/16 |
| 7. Sexual Harassment* | adopted 09/94 | updated 2/8/16,10/15/18, 1/13/20 |

8. Fire District Awards	adopted 01/15/85	
9. Underage Membership	adopted 02/08/99	
10. District Employees		
a. Treasurer	adopted 01/14/02	updated 01/09/17
b. Secretary	adopted 02/09/99	updated 01/12/14
c. Administrator*	adopted 06/12/06	updated 12/12/16
d. Assistant Adminis..*	adopted 12/09/19	
e. Cleaning Person	adopted 01/04/14	updated 12/12/16
f. Maintenance Per...	adopted 01/04/14	updated 12/12/16
11. Communications*	adopted 06/99	updated 10/12/15 3/13/17, 1/14/20
12. Pregnancy	adopted 11/08/99	
13. Code of Ethics	adopted 05/08/00	
14. Chiefs' Vehicle Guide...	adopted 01/14/02	updated 01/10/05
15. Travel, Training & Con...	adopted 04/10/17	updated 07/10/17
16. Collaborative Agree*AED	adopted 01/15/10	updated 02/17/13, 12/20/18
17. Collaborative Agree*EPI	adopted 01/15/10	updated 01/08/14, 12/20/18
18. Substance Abuse	adopted 05/09/11	
19. Rules...	adopted 10/10/11	
20. Drug Free Workplace	adopted 11/08/04	
21. Credit Cards	adopted 10/12/15	updated 2/12/17, 8/11/18, 12/18
22. Service Award Program	adopted 01/04/94	updated 12/11/15, 12/11/18
23. Equal Employment ...	adopted 04/11/16	updated 10/10/16
24. Capital Assets	adopted 10/13/14	
25. Technology and Elec...	adopted 06/12/17	
26. Workplace Violence	adopted 04/19/18	

2020 changes to policies _

1. Investment - LOSAP investments are now being managed by UBS.
2. Procurement - Commissioner Pettis moved and Commissioner Lindsey seconded a resolution to update the procurement policy.

Commissioner Kevin Bowman	yes
Commissioner Martin Schanz	yes
Commissioner Andrew Casucci	yes
Commissioner Duane Lindsey	yes
Commissioner David Pettis	yes

The resolution was adopted. A copy of the updated policy is attached to the minutes.
3. SOPs - The FAST team is off-line until further notice.
4. Medical Require... The changes to medical requirements are due to the Required due to the introduction of cancer liability legislation. All firefighters will now require a yearly physical and five consecutive fit tests to be considered for an approved cancer diagnosis.

- 5. Sexual Harass... Commissioner Schanz made a motion to update the policy and add the required complaint forms to it. Commissioner Pettis seconded the motion. The motion was carried unanimously. Attorney Hannigan will be sending a policy to us.
- 6. Administrators The Commissioners will be working on duties of the Administrator and the Administrator Assistant.
- 7. Communications Phil Brousseau will obtain a copy of the new communication procedures from Saratoga County.
- 8. Collaborative... Communicating with our Medical Director has been very Difficult. We will be researching a new Medical Director.
- 9. Rules... The Rules and Procedures... and Rules Concerning General Conduct... will be combined into one policy. Attorney Hannigan will update this.

Board Assignments

The Board Assignments are attached to the minutes.

Treasurer’s Annual Report Year End Summary

By resolution on 01/12/15, this report is to be presented at the regular February Board meeting. The Annual Financial Report (AUD) must be submitted to the Office of the NY State Comptroller by the end of February.

Approval of Chief Officers

Commissioners Schanz made a motion to approve the Chief Officers for 2020 as follows:

Chief	Kenneth Bowman
1 st Assistant Chief	Patrick Canale
2 nd Assistant Chief	Timothy Kimball

Commissioner Lindsey seconded the motion. The motion was carried unanimously.

At this point, the following matters were discussed with Attorney Hannigan:

- 1. Employee Handbook –
 - a. The accidental death and dismemberment are meant only for firefighters, not district employees.
 - b. Alcohol consumption is not permitted while working.
 - c. The sexual harassment policy is not currently included in the handbook.

- d. The minimum wage rate is now \$11.80. the Treasurer will update this.
2. Bail Reform –
 - a. If firefighters are asked for information from a call, they are to give the address and phone number of the District Office, not their personal address and phone number. There is no obligation on the Fire District to release firefighters' information. If this information is needed, the District Attorney will ask for it and not publish any information.
3. Purchase Orders –
 - a. These can be sent if requested
4. Commissioner Schanz made a motion to go into Executive Session for the purpose of discussing proposed litigation. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
5. Commissioner Schanz made a motion to come out of Executive Session. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Bills

1. A listing of transactions numbered 13741 through 13765, totaling \$7,246.95, was presented to the Board.

Commissioner Lindsey made a motion to pay the bills. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Old Business

1. Recalls were done on the 2016 and 2019 Tahoes.

Commissioner Pettis made a motion to approve the minutes, with corrections. The corrections were for spelling errors. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Treasurer's Report

1. Bank statements, account reconciliations and check images for December 2019 and the listing of transactions approved and paid in December 2019 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for November 2019 were returned to the Treasurer.

Commissioner Casucci made a motion to accept the Treasurer's report. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Chief's Report

1. Commissioner Schanz made a motion for the following:
 - a. Nine (9) members to attend Ice/Cold Water Rescue Technician Level at the State training center in Oriskany, NY March 7-8. They are Andy Stadel,

Trevor Bobrow, Mike Stanley, Tim Kimball, Brittany Keleman, **need 4 more names.**

- b. Tim Brousseau to take the same class on February 5-6.
- c. Trevor Bobrow, Ed Vargas and Amy Price to attend an EMT refresher at Malta EMS on January 27, 2020. The cost is \$425 for tuition and \$135 for the textbook for a total of \$560 x 3 = \$1,680
- d. Andy Stadel to take Hoarder House Fires at Pittstown Rescue Squad on March 16th for \$25.
- e. CPHM to host STOP THE BLEED on February 26th from 7:00 to 8:30 pm at Station #1.

Commissioner Lindsey seconded the motion. The motion was carried unanimously.

2. Commissioner Lindsey made a motion to purchase a helmet from Paul Conway Shields. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Administrator's Report

1. Discussion on the fire alarm panel, phone system and FOB system. The internet may be the problem. We would like to disconnect from the internet and go to radio dispatch. Commissioner Schanz will obtain a quote for that.
2. If physicals are not completed by January 31, the firefighter will be off-line.
3. We can obtain a LED Streamlight for the big spot light for R-631 at West Marine.
4. The Administrator will contact B'Lann to see where the boots that were ordered in September are.
5. Not all members have completed the required sexual harassment course.
6. LOSAP papers are ready to be posted.
7. We will be using Mohawk Chevrolet for vehicle maintenance.
8. Rooms have been reserved for the Chiefs' show in June.
9. Meals are per diem at classes, conferences, etc.

New Business

1. Received a proposal from Murphy Overhead Doors for \$1,598 to install one LiftMaster ½ hp commercial opener at Station #3. We also need a new safety chain for the door.
2. Received an invitation to Clifton Park's banquet on February 8th. Commissioner Pettis will be attending.
3. Received a copy of a check (#07004017) for \$512.00 for the damaged SCBA along with all paperwork.
4. Received an invitation to West Crescent's banquet on January 18th.
5. Received a notice from UBS that our account is enrolled in their electronic funds transfer service.
6. Received the minutes of the December 19, 2019 meeting of the Emergency Services Advisory Board
7. Received information about completing our account opening process.

Miscellaneous

1. Lisa is working on the maintenance forms.
2. Lisa will be getting the mail and distributing it.
3. The heat at Station #1 is still not working correctly. The IT person from EMTech will be coming to look at it.
4. Commissioner Casucci will contact Verizon to have the new service installed.
5. The light bulbs at Station #1 have been changed. The light at the entrance to Station #2 is broken.
6. There is one (1) portable officers' radio with no headset on TA-626.
7. MR-632 is to go to Anderson's for maintenance.
8. Discussion on a used lift.
9. The Knucklehead flash lights were put on ETA-621.
10. MES has given us credit for fifty (50) extra masks. Commissioner Lindsey made a motion to donate fifteen (15) SCBA packs to Jefferson Fire Department. Commissioner Pettis seconded the motion. The motion was carried unanimously.
11. The parking lot at Station #2 was remarked for the driving course. Two (2) cones for the course are missing.
12. The new compressor has a leak. This will be looked into.
13. There is a demo from Wilburt coming on Thursday.
14. R-631 will be going back to the body shop so the fender can be repaired.
15. We need to purchase some charging bases to replace the broken ones.
16. The hooks for the bunting at Stations #1 & 2 have to be repaired.
17. Batteries are missing from the inventory.
18. Many lens cleaners have been used from the first aid kits. We will only replenish the items required by OSHA.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Lindsey seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:30 pm. The next meeting will be Monday, February 10, 2020 at 7:30 pm in the Commissioners' room at Station #2.

Respectfully submitted by,

Karan Donohue, Secretary
Board of Fire Commissioners
Vischer Ferry Fire District

Kevin Bowman, Chairman
Board of Fire Commissioners
Vischer Ferry Fire District

