

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 8, 2024.

The position of Chairman is terminated on the last day of the year 2023. To open the Organizational meeting, Commissioner Pettis made a motion to appoint Carl Visconti as temporary chairman. Commissioner Keeler seconded the motion. The motion was carried unanimously.

The Organizational meeting convened at 7:30 pm on Monday, January 8, 2024 in in Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Marty Schanz, Commissioner Grant Keeler, Commissioner David Pettis, Carl Visconti, Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, Assistant Chief Michael Stanley. Commissioner Andrew Casucci was absent.

### **Oath of Office**

Marty Schanz was sworn into office as a Commissioner by Lisa Castaldo.

### **Appointments**

#### **Chairman** –

Commissioner Schanz made a motion to elect Commissioner Bowman as permanent Chairman for 2024. Commissioner Pettis seconded the motion. The motion was carried unanimously.

### **Legal Notice**

It was noted that a legal notice pertaining to the Annual Organization meeting was placed in the Gazette on Wednesday, January 3, 2024.

**District Secretary**

Commissioner Pettis made a motion to appoint Karan Donohue as District Secretary for the year 2024. Commissioner Schanz seconded the motion. The motion was carried unanimously.

**District Treasurer**

Commissioner Pettis made a motion to appoint Carl Visconti as District Treasurer for the year 2024. Commissioner Keeler seconded the motion. The motion was carried unanimously.

**Deputy Treasurer**

Commissioner Schanz made a motion to appoint Karan Donohue as Deputy Treasurer for the year 2024. Commissioner Pettis seconded the motion. The motion was carried unanimously.

**Attorney**

Commissioner Pettis made a motion to appoint Timothy Hannigan as attorney for the year 2024. Commissioner Keeler seconded the motion. The motion was carried unanimously.

**Salaries**

Commissioner Schanz made a motion that the 2024 employee salaries and wages be set according to the General Fund Budget as adopted on October 17, 2023:

Secretary	\$9,486
Treasurer	\$11,440
Administrator	\$19.75 per hour
Administrative Assistant	\$18.00 per hour
Maintenance person	\$16.32 per hour

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

**Designated Newspaper**

Commissioner Pettis made a motion to designate the Gazette as the official newspaper for 2024. Commissioner Keeler seconded the motion. The motion was carried unanimously.

### **Bank Depository**

Commissioner Pettis made a motion that TD Bank is the depository for the district funds for 2024. Commissioner Keeler seconded the motion. The motion was carried unanimously.

### **Regular Monthly Meeting Night**

Commissioner Keeler made a motion that the regular meeting night will be the second Monday at 7:30 pm in the Commissioners' room at 750 Grooms Rd. (Station #2). Commissioner Pettis seconded the motion. The motion was carried unanimously.

### **Surety Bond for Treasurer and Secretary**

There was discussion on the amount and form of the bond. This was forwarded to Attorney Hannigan for comment.

### **Memberships in NYSAFC, AFDSNY, CAFDA and VFPASNY**

Commissioner Pettis made a motion to approve memberships in NYSAFC, AFDSNY, CAFDA and VFPASNY. Commissioner Keeler seconded the motion. The motion was carried unanimously.

### **Records Management and Retention Officer**

Commissioner Schanz made a motion to appoint Karan Donohue as Records Management and Retention Officer for the year 2024. Commissioner Pettis seconded the motion. The motion was carried unanimously.

### **Records Access Officer**

Commissioner Pettis made a motion to appoint Karan Donohue as Records Access Officer for the year 2024. Commissioner Keeler seconded the motion. The motion was carried unanimously.

### **Mileage**

Commissioner Pettis made a motion to set the mileage at \$.67 per mile for the year 2024. Commissioner Keeler seconded the motion. The motion was carried unanimously.

### **Board Policies**

1. Investment

Adopted 12-12-99

Updated – 2-9-09 added LOSAP

Updated – 1-10-11 added advisor

- Updated – 5-14-12 updated to current OSC model
- Updated – 11-12-18 LOSAP amended
- Updated - 11-12-18 Capital Assets added
- Updated – 1-14-21 updated financial advisor
- 2. Procurement Adopted 5-11-92
  - Updated – 11-12-10
  - Updated – 4-11-44
  - Updated – 1-12-20
  - Updated – 6-8-20
  - Updated - 7-11-22
- 3. Firematic SOGs Adopted 2005
  - Updated – 3-11 Search and Rescue
  - Updated – 2-8-16 Training
  - Updated – 2-11-16 Apparatus Response
  - 10-10-16 Apparatus Response
  - 4-12-18 Apparatus Response
  - Updated – 7-8-18 Mutual Aid
  - Updated – 1-11-11 Water/Ice rescue
  - Updated – 3-13-17 Escape Bailout
  - Updated – 12-12-16 Radio Test
  - Updated - 1-14-19 Protective Clothing
- 4. Cash Disbursements Adopted 6-8-20
- 5. Medical Requirements Adopted 1-9-92
  - Updated – 1-14-02, 2-8-16,1-16-20 Physical exams updated
  - Updated – 1-8-21 Medical release form added
  - Updated – 1-9-23 Optional blood tests
- 6. Universal Precautions Adopted 6-11-92
- 7. OSHA Adopted 1-9-92
  - Updated – 1-9-92, 2-8-16
- 8. Sexual Harassment Adopted 9-8-94
  - Updated – 12-2015, 1-12-20
- 9. Fire District Awards Adopted 1-14-85
- 10. Restricted Membership Adopted 2-8-99
  - Updated 1-11-21 name change
- 11. District Employees
  - a. Treasurer Adopted 1-14-02
  - b. Secretary Adopted 2-9-99
    - Updated 1-12-14,1-9-17
  - c. Administrator Adopted 6-12-06
    - Updated – 12-27-15,12-12-16,1-4-22
  - d. Administrative Assistant Adopted 1-14-22
  - e. Maintenance/Custodian Adopted 1-11-14
    - Updated – 12-12-16, 1-14-22
- 12. Communications Adopted 6-14-99

13. Pregnancy	Updated – 10-12-15, 3-13-17 Adopted 11-8-99
14. Code of Ethics	Updated – 2-14-15 Adopted 5-8-00
15. Chiefs' Vehicles	Update 1-11-21, 1-10-22 Adopted 1-14-02
16. Travel, Training, Conference	Updated – 1-10-05, 11-14-22 Adopted 4-10-07
17. AED	Updated – 7-10-17 Adopted 1-15-10
18. Epi-Pen	Updated – 2-17-13 Adopted 1-15-10
19. Substance Abuse	Updated 1-8-14 Adopted 5-9-11
20. Rules Concerning General...	Adopted 10-10-11
21. Rules and Procedures ...	Adopted 10-10-11
22. Drug-Free Workplace	Adopted 11-8-04
23. Credit Card	Adopted 10-12-15
24. Service Award Program (LOSAP)	Updated – 2-13-17, 1-11-21, 9-13-21 Adopted 12-1994
25. Equal Employment...	Updated – 10-19-16, 1-13-17, 12-12-17, 12-8-18, 1-11-21 Adopted 4-11-16
26. Capital Assets	Adopted 10-13-14
27. Technology and Electronic...	Adopted 6-12-17
28. Leaves of Absence	Updated – 7-10-17 Adopted 3-8-19
29. FOIL	Adopted 3-8-19
30. Workplace Violence	Adopted 4-9-18
31. Reusable Masks	Adopted 4-12-21
32. Cyber Security Notification	Adopted 1-10-22
33. Security Camera & Key Fob...	Adopted 10-9-23
34. Lightweight gear	Adopted 1-8-24
35. Ballistic Vests	Adopted 1-8-24

### **Board Assignments**

As attached

### **Treasurer's Annual Report Year-End Summary**

By resolution dated 01-12-15, this report is now presented at the regular February Board meeting.

## **Approval of Chief Officers**

Commissioner Schanz made a motion to approve the Chief Officers for the year 2024 as follows:

Chief	Timothy Kimball
1 <sup>st</sup> Assistant Chief	Allen Van Cleef
2 <sup>nd</sup> Assistant Chief	Michael Stanley

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

The following was discussed and will be referred to Attorney Hannigan:

1. Surety Bond
2. Marijuana
3. Underage members
4. Administrative leave
5. Carrying a firearm legally

## **Bills**

1. A listing of transactions numbered 16600, totaling \$29,041.15, was submitted to the Board for approval.
2. Bill #16607 (MES) was not approved due to unresolved locker issues at Station #3.
3. Bill #11608 (EMTech) was not approved due to ongoing service contract issues regarding repairs at station #1 and Station #2.

Commissioner Pettis made a motion to pay the remaining bills listed. Commissioner Keeler seconded the motion. The motion was carried unanimously.

## **Old Business**

Commissioner Keeler made a motion to approve the minutes. Commissioner Pettis seconded the motion. The motion was carried unanimously.

## **Treasurer's Report**

1. Bank statements, account reconciliations and check images for December 2023 and the listing of transactions approved and paid in December 2023 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for November 2023 were returned to the Treasurer.

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

### **Chief's Report**

1. Commissioner Schanz made a motion to approve Lucca Barry into membership in the Vischer Ferry Volunteer Fire Company. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Dominic Scaringe was granted Military Leave effective February 4, 2024.
3. Commissioner Pettis made a motion to approve Peter Kudrewicz to attend Fire Officer 1 from 3-18 – 3-28 at the Colonie Training Center. Commissioner Keeler seconded the motion. The motion was carried unanimously.
4. Commissioner Schanz made a motion to purchase the following:
  - a. Eight (8) magnetic mic mounts from [www.thefirestore.com](http://www.thefirestore.com) @ \$39.95 each for a total of \$319.60.
  - b. Update lettering on ETA-622 by Stripes for \$235.
  - c. Eleven (11) AEDs from MES @ \$1613.12 each for a total of \$17,744.32. Additional quotes to be provided.
  - d. One (1) stability kit and chain set from MES for \$2,366.57.
  - e. Change to maintenance closet and gear lockers.
  - f. Three (3) licenses of Moditech CRS Extrication software from State Line Fire @ \$385 each for a total of \$1,155Commissioner Keeler second the motion. The motion was carried unanimously.
5. Commissioner Schanz made a motion to approve ER-631 and M-635, and other apparatus as needed for a water rescue drill on 1-17.
6. There was discussion on truck placement. The trucks will stay where they are for now.
7. We are on the Stratton Air Guard mutual paid plan. This would be for a tanker.
8. A WEX card is missing from Car 62. The Treasurer will call for a new card and cancel the old one.
9. A TIC is also missing from Car 62. The cost of a new one will be researched. All equipment will be stickered and an inventory list will be made.

### **Administrator's Report**

1. The TVs at Station #3 have been fixed.
2. New key fobs are being ordered.
3. Member physicals will be Saturday, January 27<sup>th</sup>.
4. CK Electric will be doing items on the electrical list.

### **Administrative Assistant's Report**

1. The red Cross will be having a blood drive on February 27<sup>th</sup>.
2. We will check into several companies who may be able to make a hose bed cover for ETA-622.
3. Hose test and ladder test will be done on May 15<sup>th</sup>.

4. Doyle will be coming on 1-23 to inspect the alarm systems.
5. VRS will be servicing the UTV.

**New Business**

1. Commissioner Pettis moved and Commissioner Keeler seconded a resolution to approve the 2023 certified LOSAP points. The Secretary called the roll:

Commissioner Bowman	yes	
Commissioner Schanz	yes	
Commissioner Keeler	yes	
Commissioner Pettis	yes	
Commissioner Casucci		absent

The resolution was adopted.

2. Received the notice for meetings from the Gazette.
3. Received *Fire District Affairs* for December 2023 and January 2024.
4. Received a certificate of insurance from EMTech.
5. Received the Client statement for December 2023 and transactions from UBS,
6. Received a conditional renewal notice from Utica National Insurance for increasing our deductible for flood insurance.

**Miscellaneous**

1. Station #3 –
  - a. There will be a meeting with Shafer and he will have a date to have everything done.
  - b. Locks have to be changed to the gear room, wash room and radio room. We will call a locksmith for a quote to rekey all stations.
  - c. We have to move a hose reel at the southwest door to open the door properly.
2. Discussion on carrying a firearm. We should change our policy so anybody with a legal carry can bring it into the firehouses.
3. All doors have to be reprogrammed.
4. Commissioner Pettis will be putting reflective strips on the guardrail at Station #3.
5. Stripes is cutting the lettering for the ladder box on ETA-625 and ETA-621.
6. F-633 will be going out for the pump redo.
7. We are working with Hale for the tank to pump problem on ER-631. Hale is sending a chip this week.
8. Small 3” sections for cross lays on all trucks have been ordered.
9. Commissioner Schanz will be ordering benches for Station #3.
10. Commissioner Schanz is working with EMTech for the pump at Station #2.
11. Pittsfield Communications is sending a control box for Station #3.
12. Commissioner Schanz moved and Commissioner Pettis seconded a resolution for election inspectors for 2024. The Secretary called the roll:



Commissioner Bowman	yes	
Commissioner Schanz	yes	
Commissioner Keeler	yes	
Commissioner Pettis	yes	
Commissioner Casucci		absent

The resolution was adopted.

**Adjournment**

Commissioner Pettis made a motion to adjourn. Commissioner Keeler seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:00 pm. The next meeting will be Monday, February 12, 2024 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

