

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, March 9, 2020.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened at 7:30 pm on Monday, March 9, 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, Administrator Assistant Lisa Castaldo, Chief Kenny Bowman, Assistant Chief Tim Kimball, Phil Brousseau and Ralph Lemme – from UBS.

Mr. Lemme discussed the following in regards to our LOSAP program:

1. We have 43% of our money is equities
2. The QTD total is down 4%
3. Our allotments are as they should be
4. We are not invested in a lot of "aggressive" funds
5. The market is down 20% from its peak in February 2020
6. We have a sound portfolio
7. We should stay the course
8. We have \$145,000 in available cash
9. Some CDs are maturing this year
10. Our dollar cost average is \$70,000 (7months). \$10,000 will be put into the PACE funds over the next 7 months.
11. We should invest \$84,000 in a 24-month CD
12. We have money available this year, next year and the year after
13. Mr. Lemme will return in November or earlier, if necessary

Commissioner Schanz made a motion to accept Mr. Lemme's recommendations of:

1. Invest \$10,000 a month, for 7 months, into the PACE Funds (\$70,000)

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|---|------------|
| 2. Invest in a 24-month CD              | (\$80,000) |
| 3. Invest \$10,000 a month for 4 months | (\$40,000) |
| 4. Remaining cash for monthly payments  | (\$57,000) |

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

Mr. Lemme left at 8:00.

**Bills**

1. A listing of transactions numbered 13851 through 13885, totaling \$46,987.24, was presented to the Board.

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

**Old Business**

Commissioner Schanz made a motion to approve the minutes. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

**Treasurer's Report**

1. Bank statements, account reconciliations and check images for February 2020 and the listing of transactions approved and paid in February 2020 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for January 2020 were returned to the Treasurer.
3. There is a question on a bill from EMTech. Commissioner Schanz will inquire.

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

**Chief's Report**

Commissioner Schanz made a motion for the following:

1. Ed Vargas and Alex Johnson to attend the Chiefs' show in June.
2. Dominic Scaringe to attend the VROL (vehicle rescue operations level) course at Halfmoon on May 17-18<sup>th</sup>
3. Peter Kudrewicz to attend the VROL class on March 31<sup>st</sup> and April 18<sup>th</sup>.
4. Carl Visconti and Dave Pettis to attend Fire Police class at DeCresente in Mechanicville on March 28<sup>th</sup>
5. Kevork Parseghian, Paul Pignatelli and Paul Singh to attend NYS TIMS class at Rotterdam on March 18<sup>th</sup>.

6. Phil Brousseau requesting reimbursement to attend the NYS Arson Investigation Conference in Hicksville on May 19<sup>th</sup>-22<sup>nd</sup> for \$832.89 plus meals.
7. Phil Brousseau requesting reimbursement for the Fall Conference in Montour Falls on Nov 4<sup>th</sup>-6<sup>th</sup> for \$101, plus meals.
8. Andy Casucci to attend the NYS Arson Investigation Conference in Hicksville from May 21<sup>st</sup>-22<sup>nd</sup>. The cost is \$189 for 2 hotel nights and registration is \$200 for a total of \$578. Saratoga County pays for mileage.  
     There was discussion on Saratoga County paying for required training for fire investigators.
9. Chief Obermayer from Midway Fire to teach a drill on March 18<sup>th</sup>.

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

Saratoga County will be disbursing free hand sanitizer for all first responders.

Commissioner Schanz made a motion to approve the apparatus response assignments to emergencies guidelines. Commissioner Pettis seconded the motion. The motion was carried unanimously.

### **Administrator's Report**

1. The boots were never ordered from B-Lann in September. The Administrator just placed the order.
2. The sexual harassment course must be completed by March 31<sup>st</sup>.
3. Physicals must be completed by March 31<sup>st</sup> or the firefighter's fob will be turned off.
4. The lawn bids are ready to go out.
5. The only phone number that works is 518-371-2167. We need to call Windstream and report the problem.
6. EMTech is not notifying anyone by e-mail when there is a problem with the heat at Station #1. The heat in the workroom and hallway needs to be looked at.

### **Administrator Assistant**

1. The SOPs were updated.
2. Universal precautions are to stay in the SOPs.

### **New Business**

1. Received a letter from Penflex, Inc. regarding an adjustment of \$20 per month for all qualified participants.
2. Received an estimate from Waterway of \$3,511 for hose and ladder testing. The tests are scheduled for May 20<sup>th</sup>.
3. Received a letter from MES concerning inspection of our rescue tools.
4. Received the annual financial report from the Treasurer.
5. Received the following from UBS:

- a. Business Services Account for February 2020
  - b. UBS transactions
- 6. Received the following from Morgan Stanley:
  - a. Client statement for February 2020
  - b. Performance summary as of December 31, 2019
- 7. Received the minutes of the February 20, 2020 Emergency Services Advisory Board meeting.
- 8. Received the letter of credit from TD Bank.
- 9. Received *Fire District Affairs* for February and March 2020
- 10. Received a copy of a certificate of Commissioner training from Commissioner Pettis.

### **Miscellaneous**

- 1. The ladies toilet at Station #2 and the spigots at Station #1 will be looked at by Rooter Man.
- 2. There was discussion on Station #3. Commissioner Bowman handed out sketches of two options. Option A was the preferred option.
- 3. The boat launch has started. Unfortunately, the wall for moving water was wrong and new ones had to be ordered.
- 4. All of the SCBAs have been flow tested.
- 5. Discussion on Motorola regulating radios. It will be \$3,000, per radio, for Motorola to outfit radios with wi-fi.
- 6. A new repeater case may ease some of the difficulties we are experiencing with the radios. A new case from Motorola is \$17,000.
- 7. The emergency rescue equipment grant was filed last week.
- 8. The Administrator Assistant will call Windstream about the phone lines.
- 9. The electrician will be here Wednesday for work at Station #1.
- 10. We will be looking at a lift in the near future.
- 11. We will remove the mailbox from Station #3.
- 12. The Treasurer presented a new employee manual. This was tabled until next month.

### **Executive Session**

Commissioner Schanz, pursuant to Public Officers' Law – 105(f), made a motion to go into Executive Session to discuss employment history of an individual and matters leading to the discipline, suspension or dismissal of a particular person, Commissioner Pettis seconded the motion. The motion was carried unanimously.

Commissioner Schanz made a motion to come out of Executive Session. Commissioner Pettis seconded the motion. The motion was carried unanimously.

## **Adjournment**

Commissioner Pettis made a motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:30 pm. The next meeting will be Monday, April 13, 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