

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, March 8, 2021.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened at 7:30 pm on Monday, March 8, 2021 in the Commissioners room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andy Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Ken Bowman, Assistant Chief Tim Kimball, Robert Kruger and Ralph Lemme - UBS. Secretary Karan Donohue, Assistant Chief Patrick Canale, Phil Brousseau and Craig Relyea – Fire Fly, Inc. attended via Zoom.

Craig Relyea discussed the following:

1. FireFly will find the current addresses of those whose envelopes have been returned.
2. Annual report –
 - a. We need to have an actuary for a yearly calculation for LOSAP. Craig is an actuary.
 - b. The minimum contribution for 2021 will be \$116,104. Estimates for 2022 and 2023 are \$121,385 and \$124,000, respectively.
 - c. There was a discussion on the calculation of distribution due in 2022. This will be simpler than previous years calculations.
 - d. Our funded ratio is 91.9%. This is an increase from 86.1% as of January 1, 2020.
 - e. The rate of return for 2020 was 10.6%.

Ralph discussed the following:

1. The economy has not yet recovered, but is on the way.
2. Low interest rates are predicted until at least 2022.

3. The Covid – 19 relief package that was just passed by Congress is good for the economy and will probably will be very good for at least 2-3 years.
4. Bonds may be going down. Stocks did not do well initially, but are doing very well now.
5. Our portfolio is well diversified.
6. There are CDs due in 2021, 2022 and 2026.
7. Portfolio:
 - a. There is \$116,168 in cash and short-term CDs.
 - b. Fixed income
 - c. Us vs. global
 - d. Equities
 - e. The portfolio looks good, but some small changes are recommended.
 - f. Recommendations:
 - 1). Commissioner Schanz made a motion to reallocate the following funds:
 - a). American Capital World Growth & Income to **American Mutual Fund** - \$119,000
 - b). Eaton Vance Limited Duration to **Vanguard Ultra Short-Term Bond** - \$29,000
 - c). Nuveen Small Cap value Fund to **Vanguard Small Cap Fund** - \$53,000.

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

Craig and Ralph left at 8:30.

There was a discussion with Robert Kruger and his participation in the construction of the new Station #3. He left at 8:50.

Bills

1. A listing of transactions numbered 14508 through 14563, totaling \$193,139.40, was presented to the Board for approval.

Commissioner Keeler made a motion to pay the bills. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Old Business

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

Treasurer's Report

1. Bank statements, account reconciliations and check images for February 2021 and the listing of transactions approved and paid in February 2021 were given to Commissioner Casucci for verification.

2. Bank statements, account reconciliations and check images for January 2021 were returned to the Treasurer.
3. Budget Modification – Commissioner Schanz made a motion for the following budget modification:

Increase the 2021 appropriation for “Salaries” by \$6,000 and the 2021 appropriation for “Payroll Expenses” by \$455 to allow for hourly wage increases not anticipated in the original budget. Revenue to be provided by transferring \$6,455 from “Un-Assigned Fund Balance” (A917) to “Appropriated Fund Balance” (A599).

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

4. The Annual Workers’ Comp Audit was completed and sent to Afirm; the auditing firm contracted by Utica National.
5. The Annual Financial Report Update Document (AUD) was submitted to the Office of the State Comptroller on February 22, 2021.
6. All 2020 financial files were sent to Bryans and Gramuglia, CPAs.
7. The proceeds from the sale of ETA-622 were placed into the General Fund.

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 Pettis made a motion to approve the following;
 - a. Captain VanCleaf to complete Fire Officer II in Schenectady County.
 - b. Andy Casucci to attend the NYS Chiefs’ show for fire investigation. This is continued from 2020.
 - c. Rexford has requested the use of our Bailout simulator. Assistant Chief Kimball has offered to teach on Tuesday evenings.

Commissioner Casucci seconded the motion. The motion carried unanimously.

2. Commissioner Casucci made a motion to purchase the following:
 - a. One (1) thermal imaging camera from MES for \$8,859.26. (budget item)
 - b.** Thirteen (13) portable radio batteries for \$873 from Pittsfield Communications. New York State Contract PT68722
 - c. Three (3) LED work lights installed in each Chief’s car. \$336.20 for a total of \$1008.60 from Upstate Plow and Truck.

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

3. Commissioner Schanz made a motion to approve the following:

R-631, ETA-621 and ETA-625 to be used for drills at the Colonie Training Center.

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

4. All gear and miscellaneous items were inventoried and a list of surplus items is attached to the minutes. Commissioner Schanz made a motion to declare all items

on the list, with the exception of nozzles, to be declared surplus. Commissioner Casucci seconded the motion. The motion was carried unanimously. All items will be disposed of properly.

5. The NYS Chiefs' show is postponed until July.
6. Received the updated Incident report.

Administrator's Report

1. More information is needed on Knox boxes for the Chiefs' cars
2. Commissioner Schanz made a motion to purchase thirteen (13) batteries @ \$11 each for a total of \$143 and sixteen (16) emergency lights and batteries @ \$20 each for a total of \$320. The total for all is \$463. Commissioner Pettis seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz made a motion to allow hall usage as follows: Bingo (2nd Saturday of the month), Red Cross, Farm Fest (September 18 & 19), Auxiliary (2nd Tuesday of the month) and a wedding on September 18, 2021. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Administrative Assistant

1. Commissioner Bowman dropped off an O2 sensor at AJ Vel today.
2. The complete report is attached to the minutes.

New Business

1. Received from UBS:
 - a. Client statement for February 2021
 - b. Client review as of March 5, 2021
 - c. Advisory Review – December 31, 2020
 - d. Transactions
2. Received the signed 2021 contract from Hart Alarm Ltd. for alarm monitoring at Station #1.
3. Received the letter of credit from TD Bank.
4. Received the 2021/2022 invoices for the renewal policies from Avid Insurance.
5. Commissioner Schanz made motion to approve Commissioner Casucci to attend the AFDSNY conference at Turning Stone May 5-7. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Miscellaneous

1. The ballasts in the lights at Station #2 are bad. Received one quote from Emmanuel Electric for \$9,838. We will need another quote.

2. A breaker tripped at Station #3. It may have been from water dripping on the outside outlet. CK Electric will look at it.
3. Commissioner Schanz made a motion to sign the contract, with changes from Attorney Hannigan, for \$360,000, from BRM Architects. Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. The stove committee will attend the next Commissioners' meeting with quotes for the new stove.
5. President Phil Brousseau has asked for access to members files to update service time.
6. The bore drilling at Station #3 went well.
7. PlymoVent inspected all systems and will be sending a report on findings.
8. Commissioner Pettis reported that we need to review our Sexual Harassment policy.
9. Extra labels for ETA-622 will be sent to Waltsville.
10. Emergency Services Advisory Board meetings are on the third Thursday of the month at 6:30 pm. Commissioner Casucci is our representative and Commissioner Keeler is the alternate.
11. Two quotes were received for HVAC maintenance and control upgrades:

a. Energy Management Technologies, LLC (EMTech)

Station #2 HVAC Control Upgrades	\$14,250
Station #1 & #2 HVAC	<u>\$13,202</u>
	\$27,452

b. BPI Mechanical Services, Inc.

Station #2 HVAC Control Upgrades	\$17,830
Station #1 & #2 HVAC Maintenance	<u>\$11,805*</u>
	\$29,635

* Amount adjusted from 2 years to 3 years. A third vendor was asked to quote, but declined.

Commissioner Schanz made a motion to hire EMTech as outlined in the above quote. Commissioner Pettis seconded the motion. The motion was carried unanimously.

12. There is a bad control valve for the floor heat at Station #1. Commissioner Schanz made a motion to hire EMTech to replace the valve for \$2,415. Commissioner Casucci seconded the motion. The motion was carried unanimously.
13. There was discussion on remote access for heating at all stations using the computer in the Commissioners' room.
14. In order to fob the outside door at Station #1, we would have to order a new board because the one we have is full. A new board is \$1,700. We will see if the existing board can be rearranged.
15. The bids for the extrication tools and the air bags are ready.

16. We will advertise for R-631 with Fire Tech soon. The truck will have a November release date.

17. Received four quotes for scissors lifts:

a. Skyworks	26' 2013 skyjack	\$9,300
b. eBay	26' 2013 skyjack, used	\$10,900
c. Cooke Rentals-Denver	26' 2012 skyjack, used	\$11,000
d. Lifting???	26' 2020 used	\$16,950

Commissioner Casucci made a motion to purchase a 26' scissor lift from Skyworks for \$9,300. Commissioner Schanz seconded the motion. The motion was carried unanimously.

18. There was discussion on purchasing a trailer or box van for water rescue equipment. This was tabled.

Recess

Commissioner Casucci made a motion to recess until Monday, March 22 at 7:30 pm. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Reconvene

The Monday, March 8, 2021 meeting of the Vischer Ferry Fire District reconvened on Monday, March 22, 2021 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andy Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrative Assistant Lisa Castaldo, Chef Ken Bowman, Assistant Chiefs Patrick Canale and Tim Kimball, Captain Alan VanCleeef and Larry Gates- Vander Molen, Inc. Administrator Tim Brousseau was absent.

Bids

The following bids were received for extrication tools and airbags:

1. MES		
a. Hurst Extrication Tools		\$42,554.64
b. Para Tech Air bags		<u>\$32,066.00</u>
		\$74,620.64
2. Power Hawk Technologies		
a. Rescue Tech Air Bags		\$27,067.00
3. Vander Molen, Inc.		
a. Genesis Rescue Systems		\$47,586.00
b. Genesis Air Bags		<u>\$18,282.00</u>
		\$65,868.00

Administrative Assistant

1. A member of the District would like to rent the hall on May 7th for a wedding reception. The request was denied.
2. Commissioner Pettis made a motion for an automotive class, involving approximately 18 people, to use the training room at Station #1 on March 27 and 28. They must hire Quick Response clean the room afterwards. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Miscellaneous

1. There was discussion on two extinguishers on M-624 that are not easily accessible. This will be researched.
2. The website is almost complete. It was noted that the Auxiliary should probably have a link on the Company website.
3. There was discussion on the Sexual Harassment policy.
4. Unemployment increased from 1.8 to 3%. 2021 contributions will be recalculated (\$654).
5. Received reimbursement of \$1,380 for LOSAP overpayment for Eugene Helin. The check was sent to the District, which will forward the check to UBS.
6. Received the scissor lift and it is located at Station #1. There is a training video and a form to be signed after watching the video.
7. We will begin investigating vendors for R-631. There was discussion on which equipment will remain with the truck.
8. Any change orders for the new ER should be brought to the whole Board.
9. There was a demonstration of DeWalt tools. Commissioner Pettis made a motion to purchase an electric chain saw for \$350 with one 60-volt flexvolt battery and a 9" cut-off saw kit for \$849.99 with a 20-volt flexvolt battery, five (5) 9" cut-off wheels for \$70.60 and two (2) 16" chain links for \$33.84, for a total of \$1,304.06, from Colonie Hardware. Commissioner Schanz seconded the motion. The motion was carried unanimously. We will obtain another quote for tools.
10. The docks will go in in May. We need augers and sleeves for stability.
11. There was a report from the Emergency Services Advisory Board. They are discussing having Mutual Aid Departments having access to all Knox boxes in the Town.

Adjourn

Commissioner Schanz made a motion to adjourn. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:20 pm. The next meeting will be Monday, April 12, 2021 at 7:30 pm in the Commissioners' room at Station #2.

(3-8-21 Cont'd)

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

