

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, April 13, 2020.

Due to the covid-19 pandemic, the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened via Zoom. Appropriate notices were filed and placed where necessary. The meeting was convened at 7:30 pm. Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Duane Lindsey and Treasurer Carl Visconti were in the Commissioners' room and socially distanced while Commissioner Dave Pettis, Secretary Karan Donohue, Administrator Sarah deForest, Chief Kenny Bowman and Assistant Chiefs Patrick Canale and Tim Kimball were in attendance via Zoom. All participants were identified.

Lawn Bids

The following bids were received:

1. TMC Lawns	\$4,030	\$730 monthly	St. #2
	<u>1,955</u>	<u>355</u> monthly	St. #3
	\$5,985	\$1,085	
	\$6,980 total		
2. 3 EEEs	\$1,200		St.#2
	1,080		St.#3
	396	mulch	
	240	labor	
	<u>84</u>	trim	
	\$3,000		
3. Jay Honsaker	\$5,100	Sts. #2&3	
4. Splash Lawn Services	\$4,450	Sts. #2&3	

Commissioner Lindsey made a motion to hire 3EEEs for \$3,000. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Bills

1. A listing of transactions numbered 13910 through 13962, totaling \$168,608.08, was presented to the Board.

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

Old Business

Commissioner Lindsey 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, check images for March 2020 and the listing of transactions approved and paid in for March 2020 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for February 2020 were returned to the Treasurer.
3. The new Verizon bill for Station #1 has a one-time set up charge of \$435. It was reported that Verizon has taken over the phone service at stations #1,2, & 3, but the new billing has yet to be resolved. We are still being billed by Broadview Network. Commissioner Casucci will research this. Stations #1&2 have been completed, keeping the same numbers. Station #3 has a new number.
4. We are still waiting for an invoice from Ellis Hospital for the physicals that were done in January and February.
5. The boat launch will be paid for out of the General Fund when completed. Commissioner Schanz made a motion to pay the bill from Unlimited Construction LLC for \$61,200 plus a change order of \$7,575 to add another 10-foot extension for a total of \$68,775. Commissioner Casucci seconded the motion. The motion was carried unanimously.

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 purchase one (1) helmet shield from Paul Conway. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
2. There was discussion on the purchase of an UTV. This was tabled for 30 days. Halfmoon is on automatic mutual aid for all calls to the Vischer Ferry Nature Preserve.

3. B-Lann is no longer a vendor for Globe gear. We will have to find a new vendor.

Administrator's Report

1. Chief Bowman will contact a former member to return his gear.
2. Duval sells Globe gear.
3. On-training is doing well.
4. The report from Penflex will be sent out as soon as they are back in their office.

Assistant Administrator's Report

1. Commissioner Schanz made a motion to add \$350 (\$250 for rental and \$100 for cleanup) to the hall rental agreement. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
2. We are waiting for the disaster SOPs from Saratoga County to complete the SOP binder.
3. We need to obtain more cabinets and shelving for the Records room.
4. The SDS sheets are almost complete.
5. We need to have VanVorst Tire come to replace the valve stem extensions on ETA-621 and ETA-622.
6. Quick Response will be sanitizing the stations tomorrow.

New Business

1. Received a check (#4131766) for \$135 from Suburban Propane for a refund of propane.
2. Received from UBS:
 - a. Client statement for March 2020
 - b. Confirmation of payment
 - c. Transactions
3. Received the Auditor Communications letter from Bryans & Gramuglia, CPAs regarding the annual audit for 2019. Due to the current meeting restrictions, the audit fieldwork will be performed at their offices. The Treasurer will prepare all necessary audit materials and files for pickup by the auditor.
4. Received the legal notice for monthly meetings.
5. Hall rental – Mary Pipino would like to rent the hall. She will send payment when we know when the hall can be reopened.
6. Received a letter from an attorney with a HIPAA request for Mike Stanley. They were advised to contact Ellis hospital.
7. Any FOIL requests must have Board approval and be sent to Attorney Hannigan.
8. Received an acknowledgement from the Public Service Commission regarding Windstream.
9. Received a notice from Utica National Insurance Group regarding Business Income and Civil Authority. We have an endorsement for exclusion of loss due to virus or bacteria.

10. Received a certificate of insurance from Black Diamond Design.

Miscellaneous

1. The boat launch has begun.
2. There was discussion on purchasing the new ER. This was tabled.
3. M-623 will be going out for repair of the back side.
4. Car 62 and 620 have damage on the tailgate.
5. Pump test is almost complete. ETA-621 has to be done.
6. There was discussion on LOSAP. State legislatures are working on possibly prorating the points. Members will still receive points for calls.
7. There was discussion on covid-19 getting into SCBA and the compressor. The virus will not survive over 3,000 psi. Members are still to take precautions with cleaning the SCBAs and compressor.
8. The extinguisher on ETA-622 was replaced.
9. There was discussion on Hart Alarm testing the system at Station #2 and switching over to radio from landline. Received a quote for \$675. We will hold off until next year.
10. Discussion on a contract for the copier. No action was taken.
11. Commissioner Casucci will contact Verizon about the bill for \$500.
12. The Fire Investigators seminar on Long Island has been postponed.
13. The Town will be removing the tree that is in the way of the boat launch.
14. We will obtain quotes for resurfacing the parking lot at Station #2.

Recess

Commissioner Schanz made a motion to recess the meeting until Monday, April 27, at 7:30 pm. Commissioner Linsey seconded the motion. The motion was carried unanimously. The meeting will be in the Commissioners' room at Station #2 unless we are still unable to meet together. Appropriate notices will be placed as before.

Reconvene

The April 13, 2020 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District reconvened on Monday, April 27, 2020 at 7:30 pm using the same Zoom format as was used on April 12. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Dave Pettis, Treasurer Carl Visconti, and via Zoom, Commissioner Andy Casucci, Secretary Karan Donohue, Administrator Sarah deForest, Chief Ken Bowman, Assistant Chief Patrick Canale. Commissioner Duane Lindsey was absent.

1. The final specification for the new rescue vehicle was presented by Commissioner Schanz. A copy was e-mailed to all truck committee members for review and comment. It will be presented for final Board approval at the May meeting and then sent to Attorney Tim Hannigan for review. Withholding of 10% of payment will be included in the bid.

2. Commissioner Pettis made a motion to purchase 3 (three) televisions, one for each station, for iamresponding for not more than \$1,000 total. Commissioner Schanz seconded the motion. The motion was carried unanimously. One TV will be for responding members and the other will be for incidents and maps.
3. Commissioner Schanz reported that the boat launch has been installed. The concrete has to be sealed. Riff raff has to be cleared from the launch. The Town will put in a stone and partially paved road to the launch.
4. There are two large hand lights on MR-632 that have bad bulbs or possibly bad batteries. Commissioner Pettis made a motion to send the two hand lights to Streamlight to be serviced. Commissioner Schanz seconded the motion. The motion was carried unanimously. The Assistant Administrator will check on the cost of two new hand lights and see if it will be cost effective to purchase two new hand lights.
5. Vehicle maintenance –
 - a. TA-626 –
 - i. The tank prime fill suction valve is not holding. The cost of repair would be \$500. VRS indicated that this was not a necessary repair. We will wait on this.
 - ii. The top right of the tank is leaking in the tower. It will leak if the tank is completely filled.
 - iii. The master drain handle is seized shut
 - iv. There is a bad battery on the drivers' side
 - b. ETA-622 –
 - i. The light tower won't go down on remote. It will go up.
 - ii. The rear AC switch is inoperable. New wires may have to be run.
 - iii. The drivers' side rear spring is broken. This is scheduled for repair.
 - iv. The front intake valve won't rotate.
 - v. The tank prime fill suction valve is not holding.
 - c. R-631 –
 - i. We will replace all the lights that are out.
 - ii. The left side rear window is inoperable
 - iii. The scene lights are out on the officer's side
 - iv. The jumper posts have rotted off
 - v. The AC leaks into the cab. The evaporator is no good.
Commissioner Pettis made a motion to replace the AC evaporator unit on R-631 for \$1,671.73 from xxx. Commissioner Schanz seconded the motion. The motion was carried unanimously.
 - d. ETA-621 –
 - i. The tank suction valve leaks. This will be scheduled for repair.

6. Boat Launch – Commissioner Schanz and Unlimited Construction, LLC agreed to a progress payment of \$34,000 for the boat launch. This represents 50% (+/-) of the total invoice of \$68,775. The balance will be due after final acceptance.
7. We have not heard about the grant for the extrication tools, but we haven't been denied.
8. The Town has removed the tree by the boat launch.
9. We will be receiving two bills for Verizon, one for Station #3, 518-371-0496 and one for Stations #1 and 2, 518-371-3991 and 518-371-2167, respectively. The fax number for Station #2 is 518-371-2117. The 518-371-7575, fax number, was not brought over from Station #1.
10. Knox Boxes – we use the Lockview 2.1 program for the Knox boxes, which is an old program. Knox does not service the trucks, only their own boxes. Commissioner Schanz made a motion to spend up to \$500 to update the Lockview 2.1 system software for the Knox boxes. Commissioner Pettis seconded the motion. The motion was carried unanimously.
11. Commissioner Schanz made a motion to purchase two (2) TIC batteries from MES. Commissioner Pettis seconded the motion. The motion was carried unanimously.
12. Chief Bowman requested the use of apparatus for drive-byes for children's birthdays and other special occasions. Commissioner Schanz made a motion to approve any requests for drive-byes. Commissioner Pettis seconded the motion. The motion was carried unanimously.
13. The Administrative Assistant was directed to send thank you notes to Quick Response and the Town for their contributions during this time of quarantine.
14. The 2019 audit information went to Bryans and Gramuglia.

Executive Session

Commissioner Schanz made a motion to enter into Executive Session, pursuant to Public Officers' Law – 105(f), for the purpose of discussing the medical history of a particular person.

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

Adjournment

Commissioner Schanz made a motion to adjourn. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:45 pm. The next meeting will be Monday, May 11, 2020 at 8:30 pm in the Commissioners' room at Station #2, unless we are still unable to meet together. If that is the case the meeting will be conducted via Zoom with appropriate notices filed and placed where necessary.

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

