

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on August 12, 2024.

The monthly meeting convened at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 1st Assistant Chief Allen Van Cleef, 2nd Assistant Chief Mike Stanley, and Trevor Bobrow. Commissioner Casucci was absent.

Bills

1. A listing of transactions numbered 17041 through 17098, totaling \$419,132.09, was presented to the Board for approval.

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

Old Business

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

Treasurer's Report

1. Bank statements, account reconciliations, and check images for July 2024 and the listing of transactions approved and paid in July 2024 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for June 2024 were returned to the Treasurer.
3. There will be a continuation of the meeting and a budget discussion on Monday, August 19 at 7:30 pm in the Commissioners' room.

4. Greenlight is caught up with payments until July 2024

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

Chief's Report

1. Commissioner Schanz made a motion to approve Aiden Brady into membership in the Vischer Ferry Fire Company. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following:
 - a. Peter Kudrewicz and Tim Brousseau to attend Firefighter II at the Saratoga County Training Center October 8 through November 2.
 - b. Kevin Bowman to attend Group Intervention at the Saratoga County Training Center August 26th through 29th.Commissioner Pettis seconded the motion. The motion was carried unanimously
3. Commissioner Schanz made a motion to purchase the following:
 - a. Forty-five (45) Sterling Escape systems from MES @ \$427.93 each for a total of \$19,256.85.
 - b. Three (3) pedestal fans from Amazon @ \$229.99 each for a total of \$689.97.Commissioner Pettis Seconded the motion. The motion was carried unanimously.
4. Commissioner Schanz made a motion for the necessary gear, equipment, and a pick-up truck to go to the Saratoga County Training Center for the Firefighter II class October 8th through November 2nd. Commissioner Pettis seconded the motion. The motion was carried unanimously.
5. Commissioner Schanz made a motion to approve the Fire Police SOGs update. Commissioner Pettis seconded the motion. The motion was carried unanimously.
6. A fob was approved for National Grid representative Jim Guyette.

Administrator's Report

1. Fob systems for Stations #1 & 2 are reaching end of life. Tim is researching new fobs. The system will need updating first.
2. Ralph Lemme, from UBS, and Tony Hill, from Firefly, will be at the August 19th meeting to discuss proposed revisions to our LOSAP payment process.
3. Research is ongoing for replacing Blue Devil.

Administrative Assistant's Report

1. Snow plow bid specs for 2024-2025 were presented to the Board for approval.
2. The old gear room is now the records room. Access is limited to Commissioners, Treasurer, Secretary, Administrator and Administrative Assistant.
3. The filing cabinets in the hallway are going to Life Song and a church. Any remaining cabinets will be recycled.

New Business

1. Received *Fire District Affairs* for August and September 2024.
2. Received a notice from the Department of Environmental Conservation – Department of Health with a poster to reinforce requirements for the phase out of PFAS- containing foam. The poster will be posted in all stations.
3. Received an invitation from Homeland Security and Emergency Services for the 27th NYS Fallen Firefighters Memorial Ceremony on Tuesday, October 8th at 11:00 at the NYS Fallen Firefighters Memorial located at the Empire State Plaza Convention Center.
4. Commissioner Schanz made a motion to hire Apex Turf, LLC for \$234.49 for lawn treatment at Station #3.
5. Received the Letter of Credit from TD Bank.
6. Received the client Statement for July 2024 and a transaction from UBS.
7. Received the notice of our 2025 statutory spending limit from the Saratoga County Real Property Tax Service.

Miscellaneous

1. Two refrigerators at Station #1 do not work. We are researching new refrigerators. Received a quote from Rapids Wholesale Equipment Co. for \$4,786.55. No action was taken at this time.
2. There will be a building and truck dedication ceremony and open house on Saturday, October 19th at Station #3.
3. The Planning Board will meet on August 13th for the Droms Road Development project.
4. We will need to talk to residents on the water main between Grooms Rd. and Maple Leaf Estates regarding a right of way for water to be brought to Station #2.
5. The porta tank on ETA-622 needs to be replaced due to wear. VRS will look at it.
6. The dock is in. West Crescent would like to use the launch site.
7. The winch on the yellow trailer has been installed.
8. We are looking into the possibility of a tie-down class.
9. All Town of Clifton Park fire districts will be having a meeting on Monday, September 16th at 6:00 pm at Station #1.
10. Bear Com will be installing the new radio chargers.
11. We will be having a demo of new headsets from Fire Com in October or November.
12. We have not had any updates on the tanker body.
13. A check was sent to MA Shafer Construction for the amount due on their last payment application
14. CMC has begun working on the air conditioner at Station #1. The thermostat was set to Celsius instead of Fahrenheit.
15. We will not run the generator under load anymore.

Recess

Commissioner Keeler made a motion to recess the meeting until Monday, August 19th at 7:00 pm. Commissioner Pettis seconded the motion. The meeting was recessed at 9:25 pm.

Reconvene

The August 12, 2025 meeting of the Vischer Ferry Fire District was reconvened on Monday, August 19, 2024, at 7:00 pm. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 1st Assistant Chief Allen Van Cleef, 2nd Assistant Chief Mike Stanley, Ralph Lemme – UBS, and Tony Hill – Firefly.

Mr. Lemme and Mr. Hill discussed the following:

1. Firefly is now offering check distribution for LOSAP payments.
2. Comerica is Firefly's vendor for LOSAP payments.
 - a. Comerica will process all payment documentation – including checks, 1099 forms, tax withholding, and direct deposit.
 - b. Issue monthly pay stubs
 - c. 2025 – we would have to pay more because of 2024 payments. There would be no more 1099s in 2026.
 - d. Available electronically to Firefly
 - e. Would start January 1, 2025
 - f. The money is always processed immediately. If a problem should arise, Firefly will take care of it immediately
3. Firefly's fee schedule is attached. The contract with Firefly was tabled until next month, pending review by Attorney Hannigan.
4. Mr. Lemme did a client review of the LOSAP program. Commissioner Schanz made a motion for the following:
 - a. Reallocate \$84,850 to Vanguard Small Cap Core from VIRTUS KAR Small Cap
 - b. Reallocate \$75,201 to Vanguard Developed Markets from John Hancock International Growth
 - c. \$40,000 from cash/money market funds to Blackrock Strategic Income Fund
 - d. Rebalance PACE mutual funds to align with asset allocation goals and risk tolerance - 60% stock 40% bonds/cashCommissioner Pettis seconded the motion. The motion was carried unanimously.

Miscellaneous

1. The radio chargers are being installed on Wednesday.
2. There is a Sweet 16 party on August 30
3. There are three (3) Girl Scout troops
4. There will be no blood drive by the Red Cross.

Budget Discussions -

1. After researching prices, \$7,500 would be an approximate cost for replacing the Blue Devil program.
2. The fob system upgrade would be approximately \$6,000 for Station #2 and \$10,000 for Station #1.
3. The Treasurer's computer replacement would be about \$2,000 for high end with software.
4. The upgrade for the four e-mails would be \$12 per e-mail, per month - \$576 per year.
5. The Knox boxes to replace one yearly would be \$600 from Lock View Software, \$2,600 per box.
6. Keep ETA-625 until 2034, then we would have no expense from the Apparatus Fund for the next ten years.
7. Keep the 2016 Tahoe and use it for Fire Police
8. Stucco repair at Station #1
9. FDIC training
10. Six (6) complete sets of gear
11. EV response equipment – have the tow companies use the blankets
12. Taylor'd Training Prop - \$65,000 – this would not be necessary if West Crescent's grant is approved
13. Three (3) fans - \$229.99 each from Amazon – 2024 purchase
14. Bailout - \$19,256.85 – MES quote – 2024 purchase. Alternate quote required.

Executive Session

Commissioner Pettis made a motion to go into Executive Session to discuss employee salaries. Commissioner Schanz 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.

Recess

Commissioner Schanz made a motion to recess the meeting again until Monday, August 26, 2024, at 7:30 pm. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was recessed at 9:30 pm.

Reconvene

The August 12, 2024 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was reconvened on Monday, August 26, 2024, at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, and Chief Tim Kimball.

Miscellaneous

1. Received a letter from Hannigan Law Firm PLLC regarding legal services for 2025. Commissioner Schanz made a motion to retain the Hannigan Law Firm for \$6,500 for the year 2025. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Received two quotes for lawn services. These were tabled until more information could be received.

Budget Workshop

After the presentation by the Treasurer, it was noted that our tax cap has increased slightly for 2025. If our tax levy is set at the cap (\$1,163,650), the estimated tax rate would increase by about 3.2%. There was a lengthy discussion on the tax cap and bond payment alternatives.

1. We could make the bond payment (\$323,000) utilizing the surplus in the Capital Projects Fund, which would leave approximately \$17,000 in the Capital Projects checking account.
2. We would need to provide about \$55,000 should we lose any potential litigation with Shafer Construction.
3. The annual bond payment is due in April
4. Attorney Tim Hannigan and Gramuglia, CPAs have both confirmed that transfer of the surplus project funds to the General Fund is acceptable.
5. The Treasurer will prepare the 2025 Proposed Budget documentation for review and approval at the September Board meeting.
6. The Budget Hearing will be on Tuesday, October 15, 2024.

Adjournment

Commissioner Keeler made a motion to adjourn. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:15 pm. The next meeting will be Monday, September 9, 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