

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, November 13, 2023. 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 Cataldo, Assistant Chiefs Tim Kimball and Allen Van Cleef and George Donohue.

Bills

1. A listing of transactions numbered 16434 through 16492, totaling \$117,547.76, was submitted 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

1. The water softener has been installed and working at Station #3.
2. The problem with the base radio at Station #3 is still ongoing.
3. The ballistic vests have been received. Attorney Hannigan will be preparing a policy for review.
4. A draft of a policy for underage firefighters will be sent to Attorney Hannigan for comment.

Commissioner Casucci 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 October 2023 and the listing of transactions approved and paid in October 2023 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for September 2023 were returned to the Treasurer.
3. Commissioner Casucci made a motion for a 2023 budget modification (#4) to add an appropriation for \$4,491.09 to "Buildings and Grounds – Improvements" (A3410.401B) to cover current year credit card purchases for additional Station #3 items:

Sign base	\$2,244.09
TV monitors (9)	2,247.00

Revenue to be provided by an interfund transfer from the Capital Projects Fund. Commissioner Pettis seconded the motion. The motion was carried unanimously.

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

Chief's Report

1. Commissioner Casucci made a motion to approve the following for membership in the Vischer Ferry Volunteer Fire Company:
 - a. Duane Lindsey
 - b. Marcos IlleraCommissioner Keeler seconded the motion. The motion was carried unanimously.
2. Commissioner Casucci made a motion to approve the following:
 - a. Mike Sticklemyer to take IFO in Saratoga County Date TBD
 - b. Tom Pooler to take EMT through Saratoga County Date TBDCommissioner Keeler seconded the motion. The motion was carried unanimously.
3. Commissioner Casucci made a motion to purchase the following:
 - a. Eight (8) Lion helmets from Fire-End @ \$369.46 each for a total of \$2,955.60
 - b. Eight (8) Globe fire boots from www.thefirestore.com @ \$603.20 each for a total of \$4,825.60
 - c. One (1) ripper tool from MES for \$493.67Commissioner Keeler seconded the motion. The motion was carried unanimously.
4. Commissioner Casucci made a motion to approve the following apparatus for a drill at the Saratoga County Training Center: ETA-621, ETA-622, ETA-625, ER-631 and M-624 or M-635 on November 27th. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Administrator's Report

1. We will keep the trail cameras for future use.
2. The new key fobs are in the process of being distributed.
3. Physicals are scheduled for Saturday, January 27, 2024.
4. Commissioner Schanz made a motion to have the Administrator distribute the surplus iPads as they are requested. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Administrator Assistant's Report

1. The Red Cross asked to have a blood drive on December 26th. The request was denied. They may be able to schedule next year.
2. The Girl Scouts have to be out of the meeting room by 6:30 on the fourth Monday drill night.
3. The FDIC show will be April 17-21, 2024. Ten (10) members have signed up. These need to be confirmed with the Administrator Assistant as soon as possible.

New Business

1. Received a quote for a new power supply for the Station #2 base radio from Pittsfield Communications for \$319.68. Commissioner Schanz made a motion to purchase a Motorola 14-volt 15A power supply from Pittsfield Communications for \$319.68. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Received from UBS:
 - a. Client statements from September and October 2023
 - b. Transaction confirmations
3. Received information regarding a seminar on Financial Training for Fire District Officials to be held at the Halfmoon firehouse February 28 – March 1, 2024.
4. Received the Letter of Credit from TD Bank.
5. Received legal notices for:
 - a. Proposed 2024 budget public hearing
 - b. Proposals for RFP for professional audit services
6. Received *Fire District Affairs*

Miscellaneous

1. Station #3 –
 - a. There is a meeting with the Town for the CO
 - b. Most everything on the punch has been completed
 - c. We gave MA Shafer Construction until November 8th to clean the station. They did not comply. We will contact Quick Response for a quote.
 - d. There is a crack in the floor. This was turned in to the architect.
 - e. The floor has to be striped, but can't be done until the crack is fixed.
 - f. The adjusters on the doors and manual override have to be addressed.

- g. BPI has not given us any project manuals. They have not yet submitted final payment applications.
- h. We have to have training on the sign before the balance is paid.
- 2. The cylinders are ordered for the doors to be rekeyed at Station #2.
- 3. Discussion on a trailer for the lift. There is a knuckle trailer for \$14,000, but we would have to find a local dealer.
- 4. Commissioner Schanz made a motion to have EMTech rebuild the shaft on the main circulating pump at Station #2 for \$4,308. Commissioner Pettis seconded the motion. The motion was carried unanimously.
- 5. We have to obtain a rebuild kit for the boiler at Station #1. Propane is clogging the burner tips. This is part of service from EM Tech.
- 6. Commissioner Schanz made a motion to order a Federal Signal and Toner Alert siren switch for wiring at Station #3 from Pittsfield Communications for \$1,203.75. The State Contract number is xxxxxx. Commissioner Pettis seconded the motion. The motion was carried unanimously.
- 7. Commissioner Schanz made a motion to install a second propane tank at Station #1 at no charge from Long Energy. Commissioner Pettis seconded the motion. The motion was carried unanimously.
- 8. Station #1 needs a new door opener from Murphy Overhead Doors.
- 9. George Donohue asked the Commissioners to consider putting the USA in a heated bay once Station #3 is opened. This was agreed to by all commissioners.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:55 pm. The next meeting will be Monday, December 11, 2023 at 7:30 pm in the Commissioners' room at Staton #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