

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, December 11, 2023. Those in attendance were Commissioner Kein 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 Patrick Canale, Assistant Chiefs Tim Kimball and Alan Van Cleef, George Donohue and President Phil Brousseau.

Bills

A listing of transactions numbered 16499 through 16554, totaling \$84,802.42, 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. We wait for an invoice from Pittsfield Communications for the NYS contract number for the siren switch for Station #3.

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 November 2023 and the listing of transactions approved and paid in November 2023 given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for October 2023 were returned to the Treasurer.

3. Money from 2023 (\$205,000) has been designated to pay for the chassis for the tanker.
4. \$140,000 is still owed to Shafer
5. The bill from EMTech for the service contract and upgrades to Station #2 are still in negotiation.
6. We received one bid for audit services from Bryans and Gramuglia, CPAs. Commissioner Schanz made a motion to sign the engagement letter from Bryans and Gramuglia, CPAs, for \$5,500 yearly for the years 2023 through 2027. Commissioner Pettis seconded the motion. The motion was carried unanimously.
7. The end of the year meeting will be Wednesday, December 27, 2023 at 7:30 pm at Station #2.

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 made a motion to approve the following for membership in the Vischer Ferry Volunteer Fire Company:
 - a. George Donohue
 - b. William AndrewsCommissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following to attend Ice Water Recue Basic at West Crescent: DTBD
 - a. Peter Kudrewicz
 - b. Matt MuranoCommissioner Casucci seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz made a motion to purchase the following:
 - a. One (1) Standpipe kit from www.thefirefightingdepot.com for \$1,725
 - b. Three (3) hose straps from www.thefirestore.com @ \$129.90 each for a total of \$356.97
 - c. One (1) gated wye from www.thefirestore.com for \$444.39
 - d. Twenty (20) door chocks from www.thefirestore.com @ \$7.19 each for a total of \$143.80
 - e. Ten (10) gear bags from www.the firestore.com @\$88 each for a total of \$880
 - f. Thirteen (13) pairs of gloves from Strategic Safety Dynamics @ \$85.45 each for a total of \$1,110.85
 - g. Fifteen (15) CBA masks from S>M> smith Co. @\$21.99 each for a total of \$329.85
 - h. Two (2) garment racks from www.clothingracks.com @ \$615 each for a total of \$1,230
 - i. Two (2) storage cabinets from Uline @ \$336.95 each for a total of \$673.90

- j. Mike McEvoy will do a CME program for \$2,000 per year. The proposal was sent to Attorney Hannigan for review.
- k. Commissioner Schanz made a motion to accept the ballistic vest policy and the policy. Commissioner Pettis seconded the motion. The motion was carried unanimously.
Commissioner Pettis seconded the motion. The motion was carried unanimously.

Administrator's Report

- 1. Company physicals will be Saturday, January 27 at Station #1.
- 2. Distribution of the iPads is complete, with the exception of two Chiefs' cars.
- 3. Work is progressing with iamresponding at Staton #3.

Administrative Assistant

- 1. Car-629's gas meter was calibrated
- 2. There is a list of electrical issues.
- 3. The gear room at Station #2 needs to be painted
- 4. Discussion on a floor machine for Station #3.
- 5. FDIC convention – Lisa will obtain tickets to the show for those attending.
- 6. There was discussion on the fire alarm renewal contract for Station #2. The contract with Doyle ends in February or March.
- 7. Tax exemption forms are due in January and should be given to Lisa prior to that.

New Business

- 1. Received the minutes of the August 17, 2023 Emergency Services Advisory Board.
- 2. Received a notice from National Grid concerning gas delivery.
- 3. Received the October 4, 2023 minutes of the Vischer Ferry Fire Company.
- 4. Received the client statement for November 2023 and transactions from UBS.
- 5. Received notice of Santa's Playland from Quick Response on Monday, December 18th from 5-8 pm.
- 6. Received the statement of Substantial Completion from Butler, Rowland and Mays, Architects, LLP.
- 7. Received the nominating petition for commissioner from Marty Schanz.
- 8. Received the legal notice for the commissioner's election the Gazette.

Miscellaneous

- 1. Station #3 –
 - a. New locksets have been ordered
 - b. The windows need to be installed in the radio and gear room doors
 - c. Shelves need to be installed in the laundry room
 - d. No retainage has been approved. Shafer could not find the core key for the exterior doors. His locks are on them.

- e. The building was cleaned by Quick Response. The cost was \$1,570. This will be taken off of Shafer's retainage.
- f. The Company has asked for two (2) additional recliners and a bar height table and stools for the ready room
2. Greenlight has a new accountant. Commissioner Bowman has asked her to pay the bill for September 2022 through April 2023 and to write on the checks what time period the check is for.
3. The gear lockers at Station #2 will be taken off of the wall. We need one (1) more for Station #3. We will research what we can do for the windows at Station #2 in the truck room for blocking UV light. Commissioner Schanz will research window treatments for the ready room at Station #3.
4. The picnic tables have to be moved off of the sewer caps. If there is no snow, we have to get hay.
5. A meeting for the tax exemption was held at the Shenendehowa library on Monday, December 4th.
6. The Company has asked to be in charge of the sign at Station #3. Tim Brousseau will train the sign committee.
7. There is a problem with the truck room floor at Station #3. Received an estimate from Tech Valley Concrete, Inc. for \$18,455. The architect has agreed with us that the floor should be redone.
8. ER-631 will be going out of service to repair the air bag valve.
9. ETA-625 and ETA- 622 will be going out of service to have the items on the Administrative Assistant's list taken care of
10. F-633 will be going out of service to have the pump rebuilt
11. The bearings on the circulator pump at Station #1 are bent. EMTech wants to replace the pump with a bearing less pump,
12. The commissioner election is on Tuesday, December 12th.

Recess

Commissioner Pettis made a motion to recess the meeting until Wednesday, December 27th at 7:30 pm in the Commissioners' room at Station #2. Commissioner Keeler seconded the motion. The motion was carried unanimously. The meeting was recessed at 9:30 pm.

Reconvene

The December 11, 2023 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District reconvened on Wednesday, December 27, 2023 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Assistant Chiefs Tim Kimball and Alan Van Cleef, Captain Mike Stanley, George Donohue and Charle Smith, Jr.

Bills

1. A listing of transactions numbered 16557 through 16584, totaling \$20,953.10, was presented to the Board for approval. Commissioner Schanz made a motion to pay the bills. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Treasurer's Report

1. FDIC trip –
 - a. Commissioner Schanz made a motion to authorize travel expense for up to nine (9) Fire District/Company officers to attend the *FDIC International* conference scheduled for April 2024 in Indianapolis, Indiana. Costs for conference registrations lodging, per diem meals and local transportation will be paid by the Fire District in accordance with the district ***Travel, Training and Conference Policy***. Commissioner Pettis seconded the motion. The motion was carried unanimously.
 - b. It is necessary for the members to attend this conference because offerings at this conference are not offered in New York.
 - c. The Chief will notify OFPC of the Company Officers who attended the conference after the conference is over.
 - d. Those attending are the following:

District Officers

Kevin Bowman – Commissioner

Martin Schanz – Commissioner

Timothy Kimball – Chief

Alan Van Cleef – Assistant Chief

Company Officers (Volunteer FF)

T. Brousseau – Captain

B. Keleman – Captain

T. Bobrow – Captain

K. Kruger – Lieutenant

R. Bruzdinski – Lieutenant

ESTIMATED COSTS

Conference registrations ((9) \$5,032 (8)

Lodging (Airbnb) \$3,759.36 (ck in: 4-17-24, ck out: 4-21-24)

Meals & IE (per diem) \$2,484 3 days @ \$69, 2 days @\$51.75 = \$310.50

Local transportation – van rental

2. Budget Modification – commissioner Schanz made a motion for a budget modification to add an appropriation for \$1,705.16 to “Buildings and Grounds –

Improvements” (a3410.401B) to cover current year credit card purchases for additional Station #3 items.

Interior work	\$296.20
Network materials	735.06
Garment racks	673.90

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

3. The issues with MES – locker, hooks helmet stand and EMTech – have not trained us and have not fixed the pump valve at Station #2.
4. We will not be having a plaque at Station #3.
5. Commissioner Schanz made a motion to make 2023 General Fund Budget Adjustments. Commissioner Pettis seconded the motion. The motion was carried unanimously.

2023 General Fund Budget Adjustments – 12- 27- 2023

1. Designate \$17,750 of the GF – Operations2023 Fund Balance as “Assigned FB” for payment of 2023 encumbrances. (Helmets, dry suits, & miscellaneous items)
2. Designate \$33,000 of the GF – Operations2023 Fund Balance as “Assigned FB” for payment of a 2023 encumbrance. (2024 contribution to the “Insurance Reserve Fund)
3. Designate \$205,000 of the GF Reserves 2023 Fund Balance as “Assigned FB” for payment of a 2023 encumbrance. (Tanker chassis)
4. Designate \$40,000 of the GF – Operations 2023 Fund Balance as “Assigned FB” for the purchase of portable radios in 2024.
5. Designate \$25,000 of the GF – Operations 2023 Fund Balance as Assigned FB” for the purchase of new AEDs in 2024.
6. Designate \$15,000 of the GF – Operations 2023 Fund Balance as “Assigned FB” for the purchase of additional hose in 2024.
7. Transfer \$200,000 of the GF – Operations 2023 Fund Balance to the “A&E Reserve Fund” for future purchases.

West Crescent

Representatives of the West Crescent Fire District were present to give a presentation on a fire training structure located at their firehouse. Those who attended were John Meehan - Chairman of the Board of Fire Commissioners, Denny Ayotte - Chief, Rick Rojker – Commissioner, John Cooper – Secretary and Chris Sullivan – Commissioner.

Items discussed were:

- a. Homeland Security grant
- b. Group size is unknown
- c. Our attorney, Tim Hannigan is ok with the concept, but has questions on the details
- d. The grant date is April
- e. The structure would be 100% volunteer
- f. Contact Clifton Park, Jonesville and Rexford to set to a meeting. Possibly ask Halfmoon and Hillcrest
- g. A certified instructor will be needed

New Business

1. Received the minutes of the November 1, 2023 meeting of the Vischer Ferry Volunteer Fire Company.
2. Received conditional renewal notices from Utica National Insurance Group for increasing a deductible and a reduction in coverage.
3. Received a letter from National Grid regarding a potential change in our electric rate
4. Received the certified commissioner election results and the Affidavit of the Board of Elections. Commissioner Schanz was re-elected to another 5-year term.
5. Received information for Commissioner and Financial Training at Halfmoon firehouse. This is sponsored by CAFDA.
6. Received a quote from Tech Valley Concrete for an epoxy floor for \$18,455.

Miscellaneous

1. Discussion on a floor cleaning machine. Commissioner Schanz made a motion to purchase a Phantom Traction- Drive Scrubber 20” from Powe-Flite for \$5,437.00. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. There was discussion on benches for Station #3
3. George Donohue asked for permission to hang pictures in Station #3. This was agreed to by all.

Executive Session

Commissioner Schanz made a motion to enter into Executive Session for the purpose of discussing personnel. Commissioner Pettis seconded the motion. The motion was carried unanimously.

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 9:30 pm. The next meeting will be the Organizational meeting on Monday, January 8, 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