

RE: Minutes of the Organization meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 9, 2023'

The position of Chairman of the Board of Fire Commissioners is terminated on the last day of the year 2022. To open the Organization meeting, Commissioner Marty Schanz board made a motion to appoint Carl Visconti as temporary chairman. Commissioner Keeler seconded the motion. The motion was carried unanimously.

The Annual Organization meeting convened at 7:30 pm on Monday, January 9, 2023 in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Grant Keeler, Dave Pettis, Carl Visconti, Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Patrick Canale, Assistant Chiefs Tim Kimball and Allen VanCleaf and President Phil Brousseau. Commissioner Casucci was absent.

Oath of Office

Dave Pettis was sworn into office as a Commissioner by Administrative Assistant Lisa Castaldo.

Appointments

Chairman –

Commissioner Schanz made a motion to elect Commissioner Bowman as permanent Chairman for 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously.

It was noted that a legal notice pertaining to the Annual Organization meeting was published in the Gazette on Wednesday, January 4, 2023.

District Secretary –

Commissioner Schanz made a motion to appoint Karan Donohue as District Secretary for the year 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously. Karan Donohue was sworn in by Lisa Castaldo.

District Treasurer –

Commissioner Schanz made a motion to appoint Carl Visconti as District Treasurer for the year 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously. Carl Visconti was sworn in by Lisa Castaldo.

Deputy Treasurer –

Commissioner Schanz made a motion to appoint Karan Donohue as Deputy Treasurer for the year 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Attorney –

Commissioner Schanz made a motion to appoint Timothy Hannigan as attorney for the Vischer Ferry Fire District for the year 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Salaries –

Commissioner Schanz made a motion that the 2023 employee salaries and wages be set according to the General Fund Budget as adopted on October 18, 2022:

1. The salary for the Secretary will be \$9,300.
2. The salary for the Treasurer will be \$11,000.
3. The wage rate for the Administrator will be \$19.00 per hour.
4. The wage rate for the Administrative Assistant will be \$17.00 per hour.
5. The wage rate for the maintenance person will be \$16.00 per hour.

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

Designated Newspaper –

Commissioner Schanz made a motion to designate the Gazette as the official newspaper for the year 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Bank Depository –

Commissioner Schanz made a motion to designate TD Bank as the official depository for the District funds for the year 2023. Treasurer Carl Visconti and Deputy Treasurer Karan Donohue are designated to sign checks. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Regular Monthly Meeting –

Commissioner Schanz made a motion that the regular meeting will be the second Monday of the month, starting at 7:30 pm in the Commissioner's' room at 750 Grooms Rd. Rexford. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Bonding for Treasurer and Deputy Treasurer –

The insurance coverage for bonding the Treasurer and Deputy Treasurer needs to be \$2,500,000 for the year 2023. Commissioner Schanz made a motion that the existing insurance policy for this coverage be renewed at \$2,500,000. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Memberships in NYSAFC, AFDSNY, AFDCA and VFPASNY –

Commissioner Schanz made a motion to approve memberships in the following:

- New York State Association of Fire Chiefs
- Association of Fire Districts of the State of New York
- Association of Fire Districts of the Capital Area
- Volunteer Fire Police Association of the State of New York

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

Records Management and Retention Officer –

Commissioner Schanz made a motion to appoint Karan Donohue as the Records and Retention Officer for the year 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Records Access Officer –

Commissioner Schanz made a motion to appoint Karan Donohue as Records Access Officer for the year 2023. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Mileage –

Commissioner Schanz made a motion to set the mileage at \$.655 per mile. Commissioner Pettis seconded the motion. the motion was carried unanimously.

Board Policies –

1. Investment
Adopted 12-12-99,
Updated - 2-9-09 added LOSAP
Updated - 1-10-11 added advisor
Updated – 5-14-12 updated to current
OSC model
Updated – 11-12-18 LOSAP amended
Updated – 11-12-18 Capital Assets
added
Updated – 1-14-21 updated financial
advisor
2. Procurement
Adopted 05-11-92
Updated – 11-12-10
Updated – 4-11-11
Updated – 1-13-20
Updated – 6-8-20
Updated – 7-11-22
3. Firematic SOPs
Adopted 2005
Updated – 3-11 Search and Rescue
Updated – 2-8-16 Training
Updated –2-11-16 Apparatus Response
10-10-16 Apparatus Response
4-12-18 Apparatus Response
Updated – 7-8-18 Mutual Aid
Updated – 1-11-11 Water/Ice Rescue
Updated – 3-13-17 Escape/Bailout
Updated – 12-12-16 Radio Test
Updated – 1-14-19 Gear
4. Medical Requirements
Adopted 1-9-92
Updated – 1-14-02 physical exams
updated
Updated – 1-14-02, 2-8-16, 1-16-20,
1-8-21 medical release form
added
Updated – 1-9-23 optional blood tests
5. Cash Disbursements
Adopted 6-8-20
6. Universal Precautions
Adopted 6-11-92
7. OSHA
Adopted 1-9-92
Updated 1-12-09,2-8-16
8. Sexual Harassment
Adopted 9-8-94

	Updated 12-2015, 1-12-20
9. Fire District Awards	Adopted 1-14-85
10. Restrictive Active Member	Adopted 2-8-99 Updated - 1-11-21 name change
11. District Employees	
a. Treasurer	Adopted 1-14-02
b. Secretary	Adopted 2-9-99 Updated - 1-12-14, 1-9-17
c. Administrator	Adopted 6-12-06 Updated - 12-27-15, 12-12-16, 1-4-22
d. Administrative Assistant	Adopted 1-14-22
e. Custodian/Maintenance	Adopted 1-11-14 Updated - 12-12-16, 1-14-22
12. Protective Clothing	Adopted 5-10-99 Updated on an annual basis
13. Communications	Adopted 6-14-99 Updated - 10-12-15, 3-13-17
14. Pregnancy	Adopted 11-8-99 Updated - 2-14-15
15. Code of Ethics	Adopted 5-8-00 Updated - 1-11-21, 1-10-22
16. Chiefs' Vehicles	Adopted 1-14-02 Updated - 1-10-05, 11-14-22
17. Travel, Training & Conference	Adopted 4-10-07 Updated - 7-10-17
18. AED	Adopted 1-15-10 Updated - 2-17-13
19. Epi-Pen	Adopted 1-15-10 Updated 1-8-14
20. Substance Abuse	Adopted 5-9-11
21. Rules Concerning General...	Adopted 10-10-11
22. Rules and Procedures...	Adopted 10-10-11
23. Drug Free Workplace	Adopted 11-8-04
24. Credit Card	Adopted 10-12-15 Updated 2-13-17, 1-11-21, 9-13-21
25. Service Award Program	Adopted 12-1994 Updated 10-9-16, 1-13-17, 12-12-17, 12-08-18, 1-11-21
26. Equal Employment ...	Adopted 4-11-16
27. Capital Assets	Adopted 10-13-14
28. Technology and Electronic...	Adopted 6-12-17 Updated 7-10-17
29. Leaves of Absence	Adopted 3-8-19

30. FOIL	Adopted 3-8-19
31. Workplace Violence	Adopted 4-9-18
32. Reusable Masks	Adopted 4-12-21
33. Cyber Security Notification	Adopted 1-10-22

Board Assignments –

As attached

Treasurer’s Annual Report Year-End Summary –

By resolution dated 01-12-15, this report is now presented at the regular February Board meeting.

Approval of Chief Officers –

Commissioner Pettis made a motion to approve the Chief Officers for 2023 as follows:

Chief	Patrick Canale
1 st Assistant Chief	Tim Kimball
2 nd Assistant Chief	Allen VanCleaf

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

The following was discussed:

- Bloodwork for members. Commissioner Schanz made a motion to offer blood work to members at the time of their annual firefighter physical, if they request it. Commissioner Pettis seconded the motion. The motion was carried unanimously.
- Seeing if a policy naming a specific company for maintenance of all vehicles would be necessary.
- Waiting for Saratoga County to develop a new communications policy.
- Remove commercial endeavors from the Chiefs’ vehicles policy.
- Research updates for marijuana use for the drug free policy.

Bills

A listing of transactions numbered 15833 through 15859, totaling \$100,774.13, 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

1. A new toolbox for the maintenance person will have to be set up. Commissioner Keeler made a motion to approve the minutes. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Treasurer’s Report

1. Bank statements, account reconciliations and check images December 2022 and the listing of transactions approved and paid in December 2022 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for November 2022 were returned to the Treasurer.

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 Schanz made a motion to purchase the following:
 - a. four (4) extinguisher mounts from Amazon @ \$53.75 each for a total of \$215.
 - b. 100 operational tags from IDESCO Safety @ \$2.55 each for a total of \$255.Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve M-624, Ta-626 and ER-631 to West Crescent for a drill.
Commissioner Pettis seconded the motion. The motion was carried unanimously.

Administrator’s Report

1. All but 4 members have appointments for physicals on February 4th.
2. Commissioner Schanz moved and Commissioner Pettis seconded a resolution to approve the 2022 certified LOSAP points listing as submitted by the Vischer Ferry Volunteer Fire Company.

3. The Secretary called the roll:

Commissioner Bowman	yes	
Commissioner Schanz	yes	
Commissioner Casucci		absent
Commissioner Keeler	yes	
Commissioner Pettis	yes	

The resolution was adopted.

Administrative Assistant

1. Two (2) Girl Scout troops have asked to use the hall for meetings. There is already one troop using the hall. We will have no more than three troops use the hall.
2. The hall can be rented 2-18-23 by Hafsa Khan.
3. The five (5) pairs of boots ordered in 2022 from the Firestore have not been received.
4. We will contact Globe to see if there is a rep in the area. We will also look for new vendors for gear.
5. We have to have the trailer weighed to know the tire pressure.

New Business

1. Received the minutes of the December 1, 2022 meeting of the Vischer Ferry Company.
2. Received a thank you card from Commissioner Schanz's family
3. Received the spending limit notification for FY 2024 from Saratoga County Real Property Tax Services. The total assessed value for the District decreased in 2022. According to the Town Assessor this is due to NYS regulations regarding the assessment of solar farms.
4. Received the client statement from UBS for December 2022.
5. Received the *Lifesong Post* newsletter from Life Song.

Miscellaneous

1. There was discussion on acquiring a new Construction Coordinator. Commissioner Keeler made a motion to hire High Peaks Construction as our new construction coordinator for \$40.00 per hour. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Station #3 –
 - a. The water line passed pressure tests. We are waiting on the Clifton Park Water Authority for chloroform tests.
3. VRS was supposed to do the body work on ETA-625 from the accident. We are waiting for stamped plans for the ladder rack.
4. The electrician has not yet completed the list of items given to him.
5. There are still surplus items in the storage unit.
6. The oven at Station #1 was left on for quite some time. The maintenance person will be checking it daily.
7. The punch list for ER-631 has not been completed yet.
8. Hose test has been scheduled for Wednesday, May 17th.
9. VRS was asked to take the pump out of F-633 to repair the housing.
10. Tom Boucher will be making the frame for the arrow stick.
11. There was discussion on returning TA-626 back into an ETA. No decisions were made.
12. Firefly will determine our contribution when they are finished with the reports.

- They and UBS will be at the March meeting.
13. There will be a tanker committee meeting on Monday, February 6th at Station #1.
 14. A presentation on “My Local Safety” was presented by Andy Stadel. It can be a part of iamresponding where iamresponding will communicate with residents concerning areas that will keep them informed.
 15. There will be a public hearing on Monday, February 13th at 7:00 pm in the Commissioners room on a property tax exemption. Commissioner Schanz moved and Commissioner Pettis seconded the resolution authorizing partial real property tax exemption for volunteer firefighters and volunteer ambulance service workers.

The Secretary called the roll:

Commissioner Bowman	yes
Commissioner Schanz	yes
Commissioner Casucci	yes
Commissioner Keeler	yes
Commissioner Pettis	yes

The resolution was adopted.

Executive Session

Commissioner Pettis made a motion to go into Executive Session to discuss a personnel issue. Commissioner Schanz 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 Pettis made a motion to adjourn. Commissioner Keeler seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:30 pm. The next meeting will be Monday, February 13, 2023 at 7:30 pm in the Commissioners’ room at Station #2.

Cont'd January 9, 2023

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