

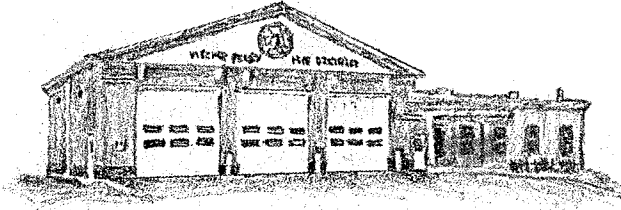
Vischer Ferry Fire District

Board of Fire Commissioners

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KEVIN K. BOWMAN
Chairman
CARL E. VISCONTI
District Treasurer
KARAN A. DONOHUE
District Secretary
SARAH L. DEFOREST
District Administrator



RE: Minutes of the Organizational meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 8, 2018.

The Organizational meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was convened on Monday, January 8, 2018 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Andy Casucci, Duane Lindsey, Dave Pettis, Carl Visconti – Treasurer, Karan Donohue – Secretary, Sarah deForest – Administrator, Chief Phil Brousseau, Assistant Chiefs Kenny Bowman and Ed Vargas and Timmy Brousseau.

Temporary Chairman –

Commissioner Schanz made a motion to appoint Carl Visconti as the temporary chairman. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Newly Elected Commissioner –

David Pettis was sworn into office by Carl Visconti.

Chairman –

Commissioner Schanz made a motion to elect Kevin Bowman as permanent Chairman for 2018. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Legal Notice –

A legal notice was placed in the Gazette on December 29, 2017.

Secretary –

Commissioner Schanz made a motion to appoint Karan Donohue as District Secretary for 2018. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Attorney –

Commissioner Schanz made a motion to appoint Timothy Hannigan as attorney for 2018. His retainer is \$3,500. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Treasurer –

Commissioner Lindsey made a motion to appoint Carl Visconti as District Treasurer for 2018. Commissioner Pettis seconded the motion. The motion was carried.

Deputy Treasurer –

Commissioner Lindsey made a motion to appoint Karan Donohue as Deputy Treasurer for 2018. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Salaries –

Commissioner Pettis made a motion that the salary for the District Secretary will be \$8,800 for 2018. Commissioner Casucci seconded the motion. The motion was carried unanimously. Commissioner Pettis made a motion that the salary for the District Treasurer will be \$9,630 for 2018. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Designated Newspaper –

Commissioner Pettis made a motion to designate the Gazette as the official newspaper for 2018. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Bank Depository –

Commissioner Schanz made a motion that TD Bank be the depository for district funds in 2018 and Treasurer Visconti or Deputy Treasurer Donohue be authorized to sign any checks. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Regular Monthly Meeting Night -

Commissioner Schanz made a motion that the regular meeting night will be the second Monday at 7:30 pm in the Commissioners' room at 750 Grooms Rd. Rexford (Station #2). Commissioner Casucci seconded the motion. The motion was carried unanimously.

Surety Bond for Treasurer and Secretary –

The Surety Bond will be \$2,000,000 for 2018. Commissioner Schanz made a motion that when the bond comes due, it will be renewed and filed with the Town Clerk for the Town of Clifton Park. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Memberships –

Commissioner Schanz made a motion to approve memberships in the New York State Association of Fire Chiefs, the Association of Fire Districts of the State of New York, the Association of Fire Districts of the Capital Area and the Volunteer Fire Police Association of the State of New York. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Records Management and Retention Officer –

Commissioner Casucci made a motion to appoint Karan Donohue as the Records Management and Retention Officer for 2018. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Records Access Officer –

Commissioner Pettis made a motion to appoint Karan Donohue as Records Access Officer for 2018. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Mileage –

Commissioner Lindsey made a motion to set the mileage at \$0.545 per mile for 2018. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Board Policies –

- | | | |
|-------------------------|------------------|------------------|
| 1. Investment | adopted 12/13/99 | updated 05/14/12 |
| 2. Procurement | adopted 1992 | updated 06/13/16 |
| 3. Firematic SOPs | adopted 1993 | |
| a. Section #17 Training | | revised 02/08/16 |
| b. Gear | | revised 12/12/16 |

4. Medical Requirements	adopted 5/11/92	updated 01/14/02
a. physical exams		updated 01/14/02
5. Universal Precautions	adopted 05/11/92	
6. OSHA	adopted 01/09/12	updated 02/08/16
7. Sexual Harassment	adopted 09/09/94	updated 12/15
8. Fire District Awards	adopted 01/04/85	
9. Underage Membership	adopted 02/08/99	
10. District Employees		
a. Treasurer	adopted 01/14/02	updated 01/09/17
b. Secretary	adopted 02/09/99	updated 02/12/14
c. Administrator	adopted 06/12/06	updated 12/12/16
d. Custodian	adopted 01/04/14	updated 12/12/16
11. Protective Clothing	adopted 05/15/99	updated on an annual basis according to NFPA 1971-1999
12. Communications	adopted 06/99	updated 10/12/15, 3/13/17
13. Pregnant Firefighters	adopted 11/08/99	updated 02/15
14. Code of Ethics	adopted 05/08/00	
15. Chiefs' Vehicles Guidelines	adopted 01/14/02	updated 01/10/05
16. Travel, Training & Confer...	adopted 04/10/17	updated 07/10/17
17. Collaborative Agreement PAD	adopted 01/15/10	updated 02/17/13
18. Collaborative Agreement Epi-pen	adopted 01/15/10	updated 01/08/14
19. Substance Abuse	adopted 05/09/11	
20. Rules Concerning General...	adopted 10/10/11	
21. Rules & Procedures for...	adopted 10/10/11	
22. Drug Free Workplace	adopted 11/08/04	
23. Credit Card	adopted 10/12/15	updated 02/13/17, 4/10/17
24. Service Award Program	adopted 01/04/94	updated 10/10/16, 8/17
25. Equal Employment Opportunity	adopted 04/11/16	
26. Capital Assets	adopted 10/13/14	
27. Technology & Electronic Use	adopted 06/12/17	updated 07/10/17
28. Hall Rental Agreement	adopted 10/10/17	

Board Assignments

As attached to the minutes

Treasurer's Annual Report Year-End Summary to the Board –

This is to be submitted at the February meeting. 01/12/15, by resolution

Approval of Chief Officers –

Commissioner Casucci made a motion to approve the Chief Officers for 2018 as follows:

Chief	Phil Brousseau
1 st Assistant Chief	Kenny Bowman
2 nd Assistant Chief	Ed Vargas

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

Additional Comments –

1. There was discussion on new policies required by law. We do not have a workplace violence policy.
2. Commissioner Lindsey made a motion to increase vacation time for the hourly employees as follows:
 - a. The custodian to 3 days at 5 hours each
 - b. The Administrator to 4 days at 4 hours each.Commissioner Pettis seconded the motion. The motion was carried unanimously.
3. Our employee manual is not current. This will be sent to Attorney Hannigan for review.
4. Currently, only the Chief is authorized for a credit card. Commissioner Schanz made a motion to authorize cards for both Assistant Chiefs. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
5. The Service Award update should be put into the policy book.
6. The hall rental agreement should be put into the policy book.
7. Our Capital Assets Policy has a threshold value of \$10,000 for recording fixed assets in our financial records. Carl will contact our auditor to see if multiple inventory items (pagers, gear, SCBA, etc.), that in total are valued at \$10,000 or more, should be added to financial records.
8. The number and other information for CorVel should be posted in all the stations.

Bills –

1. A listing of transactions for approval numbered 12335 through 12382, totaling \$5,633.94, was presented to the Board.

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

Old Business –

Commissioner Pettis made a motion to approve the minutes. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Treasurer's Report –

1. Bank statements, reconciliations and check images for December 2017 and the listing of transactions approved and paid in December 2017 were given to Commissioner Bowman for verification.
2. Bank statements, reconciliations and check images for November 2017 were returned to the Treasurer.
3. Bryans and Gramuglia will be here March 1st and 2nd.

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

Chief's Report –

1. Commissioner Schanz made a motion to approve Zack Zambri and Douglas Farrar as active members of the Vischer Ferry Fire Company. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Lindsey made a motion for the following:
 - a. New member and officers to attend rookie training at Halfmoon
 - b. Eight (8) members to attend the Chiefs' show at Turning Stone Casino June 13-16. Registration and classes total \$1,970.Commissioner Casucci seconded the motion. The motion was carried unanimously.
3. Commissioner Lindsey made a motion for the following:
 - a. One (1) super pack from Amazon for \$46.31.
 - b. One (1) HDMI cable from Amazon for \$7.66.
 - c. One (1) wireless remote from Amazon for \$34.95
 - d. The total for the three items is \$88.92.Commissioner Schanz seconded the motion. The motion was carried unanimously.
4. Commissioner Schanz made a motion to purchase the following:
 - a. One (1) helmet from www.thefirestore.com for \$261.59.
 - b. Three (3) helmet shields from Paul Conway.
 - c. One (1) pair of boots from Warrington for \$410.00Commissioner Casucci seconded the motion. The motion was carried unanimously.
5. Commissioner Lindsey made a motion for either ETA-621 or ETA-625 to support the Halfmoon Rookie training program according to the schedule. Commissioner Pettis seconded the motion. The motion was carried unanimously.
6. Stationary for Commissioner Pettis, Chiefs and 2nd Assistant Chief Vargas are to be ordered.
7. The remote car starter has to be installed on the 2011 Impala (Car 629).

Administrator's Report –

1. The LOSAP papers were signed by all Commissioners.
2. The Boy Scouts have not yet returned their hall rental agreement.
3. The Red Cross would like to have a blood drive at Station #1 in June. We will send them the hall rental agreement.
4. The Auxiliary will be able to have iamresponding on their phones.
5. Commissioner Lindsey made a motion to require Life, Social Officers and paid employees take the sexual harassment course. Commissioner Schanz seconded the motion. The motion was carried unanimously.
6. The sign-up sheet for physicals has been posted in the stations and e-mailed to members.
7. Three (3) iPads for M-624, TA-626 and F-633 have to be ordered. These are a budgeted item for 2018.
8. The netbooks in the stations have to be replaced so they can be compatible with iamresponding.
9. There is a networking problem with the sign at Station #2. A hard cable may be the solution.
10. We need to order batteries from Amazon for the Minitor 5 pagers.
11. Commissioner Schanz made a motion to approve the contract from eDispatch for \$2,026. Commissioner Pettis seconded the motion. The motion was carried unanimously.

New Business –

1. Morgan Stanley notified us that a check for \$140 from July has not been cashed. Commissioner Schanz will contact Jeanne Forkeutis.
2. Received a Conditional Renewal Notice -New York from Utica National Insurance Group.
3. Received a notice from Utica National about Risk Management. Commissioner Bowman will contact them.
4. Hall rental –
 - a. Girl Scouts Unit 208 dates are with the administrator fee waived
 - b. Isabel Prescott 12/21/17 Pd ck #2731 \$350
5. Received an invitation to Clifton Park's Installation banquet on Saturday, February 10, 2018 at the Mohawk River Country Club. Commissioner Casucci will be attending.
6. Received the revised charter of the Vischer Ferry Fire Company. This was sent to Attorney Hannigan for review.
7. Received a notice from Bulldog Fire and Emergency Apparatus that they are now in this area.
8. Received two (2) copies of a contract for maintenance and monitoring from Sanders Fire and Safety. These were signed and returned to Sanders.
9. Received the elections results for the Commissioner election on December 12, 2017.

Miscellaneous

1. The Defensive Driving course is due this year.
2. There was discussion on delivery dates for SCBAs. This purchase requires a permissive referendum.
3. The ladder rack base on ETA-625 needs to be replaced.
4. We are waiting for light tower parts for ETA-621.
5. We are waiting for light bulbs to be delivered.
6. The driver's side telescopic light on ETA-622 will require a major repair.
7. There was a lengthy discussion on keeping old gear in station if the gear firefighters are wearing become frozen, contaminated, etc. at an incident. The cost of new gear is approximately \$2,500+/- each. This was referred to the Chief for discussion with the officers.
8. The new gear should be shipping next week.
9. The headset on ETA-625 is not holding a charge. This will be given to MES.
10. The front corner light on ETA-625 is now a LED instead of a halogen.
11. We will start the tank removal process at Station #1.
12. We will contact water softener companies for quotes on a system for Stations #1 and 2.
13. Commissioner Schanz moved and Commissioner Pettis seconded a resolution to appoint election inspectors for the year for all necessary elections. The Secretary called the roll:

Commissioner Bowman	yes
Commissioner Schanz	yes
Commissioner Casucci	yes
Commissioner Lindsey	yes
Commissioner Pettis	yes

The resolution was adopted.

14. Evaluation forms were distributed to the Commissioners for the custodian and administrator.
15. Commissioner Schanz reported that there are transmission issues with the 2008 Impala. The vehicle will be taken to Quality Transmissions for repairs on 01/09/18. The cost is estimated at approximately \$2000 to \$3000. Commissioner Lindsey made a motion to authorize payment for the repairs when completed. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Adjournment –

Commissioner Casucci made a motion to adjourn. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:30 pm. The next meeting will be Monday, February 12, 2018 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