

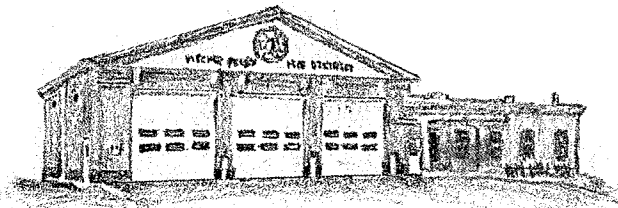
Vischer Ferry Fire District

Board of Fire Commissioners

ANDREW J. CASUCCI
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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 monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, February 12, 2018.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was convened on Monday, February 12, 2018 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Marty Schanz, Andy Casucci, Duane Lindsey, Carl Visconti – Treasurer, Karan Donohue – Secretary, Sarah deForest Administrator, Chief Phil Brousseau, Assistant Chief Ed Vargas, Timmy Brousseau, George Donohue – President of the Vischer Ferry Fire Company, Bill Danaher – American Red Cross, and Roger Saddlemire - Avid Insurance. Absent was Commissioners Kevin Bowman and Dave Pettis.

Bill Danaher discussed the following:

1. The Red Cross would like to install smoke alarms for at risk homes in the community through the "Home Fire Campaign".
2. From April 25th through May 13th they will be installing smoke alarms in every state and invite any fire district interested in participating. On May 5th, they will be installing 1,000 smoke alarms in the Capital Region through the "Sound the Alarm" program.
3. The Red Cross will supply smoke alarms, education, etc., for this promotion.
4. The fire districts are to identify at risk homes in neighborhoods. Preregistration is needed – people can call the Red Cross for smoke alarms or the fire departments can knock on doors.
5. We will be given an agenda at a later date. If we chose to participate, our contact person would be Bill Danaher at 518-694-5149. There would then be a joint conference call with John Miller from Rexford and Anitra Santoro from Clifton Park.

Some items of concern from the Commissioners were:

1. Will the district have insurance coverage? Bill will contact the Town Attorney.
2. This program may be better suited to Fire Prevention or Recruitment activities.
3. The detectors could be placed at the time of a call.

Mr. Danaher left at 7:50.

Roger Saddlemire discussed the following:

1. We could be named in a lawsuit if a firefighter placed smoke alarms in someone's home. This is where the liability comes in. If a paid employee installed the smoke alarms, this could be a worker's comp case if there was an issue.
2. Life members are classified as a member of the Company and would be covered under our insurance. They are not covered under the Provident policy.
3. We should keep the host liquor coverage. It is \$150 for the policy.
4. There is no address for Station #1A. It is listed under the tax map as 360 A, which is the address for Station #1.
5. Coverage for the sign at Station #2 is built into the policy for \$37,5000.
6. The basic employee theft coverage in the Commercial policy (CP1315652) is now \$100,000, up from \$25,000. This covers all "employees", including the members of the Fire Company as named insureds. This coverage provides the bonding for the Fire Company President and Treasurer as signers of the Company's checks. The Commercial policy also includes an endorsement for an additional \$1,000,000 each for bonding of the District Treasurer and Deputy Treasurer. The "Excess Bond" policy (SU4530464A) now only needs to be for \$900,000 each on the District Treasurer and Deputy Treasurer to bring the total bonding for each to the \$2,000,000 that the Board requires for the signers of the District's checks.
7. Avid will bill the Vischer Ferry Fire Company for \$500 for insurance on the USA for a \$106,000 value.
8. Roger will get us a quote on a cyber access policy with a base of \$100,000.
9. Paid Family Leave Act – Participation is required for private employers with one or more employees; public employers may opt in to provide the benefit but are not required to do so. The Fire District decided to opt out of Paid Family Leave on 11-13-17.

Mr. Saddlemire left at 8:50.

George Donohue discussed the following:

1. The Town will be having a "Hamlet Hip Hop Tour" on Saturday, May 19th in the village of Vischer Ferry. The Vischer Ferry General Store will be the base for various activities planned throughout the day.
2. The Company will put out bids for the landscaping for Station #1.
3. There was some discussion on swapping Station #1A for the Company owned land around Station #1.

Mr. Donohue left at 9:20.

Bills

1. A listing of transactions numbered 12392 through 12466, for a total of \$49,866.97, was presented to the Board for approval.

2. There were extra charges (\$738) added to the bill for gear from Strategic Safety Dynamics. The quote was for \$19,512 - which was a 2017 budgeted expense. The bill was for \$20,250. The extra amount was to non-standard sizing and shipping. The \$350 shipping charge was subsequently removed, making the final bill \$19,900.

Commissioner Lindsey made a motion to pay the bills. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Old Business

Commissioner Casucci made a motion to approve the minutes, with corrections. Commissioner Lindsey seconded the motion. The motion was carried unanimously. The corrections were the date of the Organizational meeting was 2018, not 2108 and Newly Elected Chairman should read Commissioner.

Treasurer's Report

1. Bank statements, reconciliations and check images for January 2018 and the listing of approved and paid in January 2018 were given to commissioner Bowman for verification.
2. Bank statements, reconciliations and check images for December 2017 were returned to the Treasurer.

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

Treasurer Visconti presented the *Annual Financial Report and Update Document (AUD)*, which was submitted electronically to the Comptroller's Office on 1-31-18.

Chief's Report

1. Commissioner Casucci made a motion for the following:
 - a. Three (3) members to attend Basic Exterior Operations course and SCBA/Interior Operations course at West Crescent February 5th through June 7th.
 - b. One (1) member to attend Fire Officer 1 February 27th through April 26th at Niskayuna.

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

2. Commissioner Lindsey made a motion to purchase the following:
 - a. Six (6) copies of "Volunteer Training Officer's Handbook" from www.pennwellbooks.com @ \$22.75 each for a total of \$136.50.

- b. One (1) copy of "Volunteer Training Drills" www.pennwellbooks.com for \$22.75
 - c. Enrollment in *Fire Engineering* Streaming Video Service for \$600.

Commissioner Casucci seconded the motion. The motion was carried unanimously.
- 3. Commissioner Casucci made a motion to purchase the following:
 - a. One (1) Safety Officer helmet shield www.thefirestore.com.
 - b. One (1) helmet shield from Paul Conway Shields.

Commissioner Lindsey seconded the motion. The motion was carried unanimously.
- 4. Commissioner Lindsey made a motion for the following:
 - a. ETA-621 or ETA-625 and R-631 to support Basic Exterior class and Interior Operations as needed.
 - b. M-624 or M-634 for members attending Basic Exterior class as needed.
 - c. M-624 or M-634 for a member attending Fire Officer 1.

Commissioner Casucci seconded the motion. The motion was carried unanimously.
- 5. Mutual Aid and/or New CAD – This is contingent on the new CAD being in place. This will be discussed at a separate meeting along with radio test updates. Commissioner Lindsey made a motion to submit the new Mutual Aid request upon the recommendation for the CAD system. Commissioner Casucci seconded the motion. The motion was carried unanimously
- 6. The Chief requested permission to establish non-line officer positions for a Fire Police Captain and Fire Police Lieutenant.
- 7. All gear will be inspected quarterly.

Administrator's Report

- 1. Received quotes for physicals

	Access Health	Ellis Works
Physical	\$120	\$75, \$95 with spirometry
EKG	55	30
Fit Test	38	20
Drug Screening	90	45

Commissioner Lindsey made a motion to have Ellis Works perform the physicals. Commissioner Casucci seconded the motion. The motion was carried unanimously.

- 2. The Work Place Violence Policy was tabled until March.
- 3. The list of Bauer qualified members will be discontinued.
- 4. Hose test will be booked for a Saturday in May.

New Business

- 1. Received a service advisory for F-623. There might be a vibration problem in the steering wheel.

2. Received a list of major emergency contacts for National Grid.
3. Received the minutes of the January 3, 2018 meeting of the Vischer Ferry Fire Company.
4. MES advised that the rescue tools are due for annual service.
5. Received notification from the AFDSNY of a proposed by-law amendment for dues.
6. Received the following from Morgan Stanley:
 - a. December 2017 Client statement
 - b. January 2018 Client statement
 - c. Performance Summary as of December 31, 2017
 - d. LOSAP Year-end 2017
7. Received four bids for water treatment at Station #1:

a. Aqua Science	\$1,600
b. H2O Solutions	1,999
c. Aerus	2,549.99
d. Culligan	2,495

Commissioner Lindsey made a motion to hire Aqua Science to install a water softener at Station #1 for \$1,600. Commissioner Casucci seconded the motion. The motion was carried unanimously.
8. Received the engagement letter for the 2017 audit from Bryans and Gramuglia.
9. Received a certificate of insurance from LifeSong, Inc.
10. Received the signed agreement from Sanders Fire and Safety.
11. Received the minutes of the January 18, 2018 meeting of the Emergency Services Advisory Board.
12. Received the affidavit of publication for the legal notice for the monthly meetings.
13. Received the notice from the Real Property Tax Service.
14. Commissioner Lindsey made a motion for Secretary Donohue to attend secretary training at the Albany Marriott on Thursday, April 19th, sponsored by AFDSNY. Commissioner Casucci seconded the motion. The motion was carried unanimously.
15. Received information from Penflex, Inc. to establish monthly LOSAP payments for vetted firefighter Joe Lajueneesse.
16. Hall rental –

a. George Donohue	02/03/18	fee waived
b. Flavia Sukert	02/24/18	fee waived
17. Received a certificate of insurance from Daigle Cleaning Systems, Inc.
18. Received *Fire District Affairs* for February and March

Miscellaneous

1. Members can now be set up with eDispatch.
2. There was discussion on cleaning and maintenance positions. This position will be advertised in April for a May start date.
3. There have been some problems in the District Office. Any item marked confidential will not be opened except by the person whose name is on the item.

The computers in the office are not to be used by anyone other than those authorized to use them.

4. The ladders racks for ETA-625 should be in Wednesday, February 14th.
5. The Town is doing the paperwork for the boat launch in the preserve.
6. The brake lines, frame welding and repair of rusted parts will be done on M-624.
7. Commissioner Lindsey made a motion to repair the transmission on the 2011 Impala (car 629) by Quality Transmissions at an estimated cost of \$3,000 paid upon completion. Commissioner Casucci seconded the motion. The motion was carried unanimously. The tires will be checked at the next oil change.
8. Received and estimate from GIG Computers, Inc. for \$1,815.97 to update the WiFi at Station #1. Commissioner Lindsey made a motion to spend up to \$2,350, upon completion, to have GIG Computer, Inc. update the WiFi at Station #1. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Adjournment

Commissioner Casucci made a motion to adjourn. Commissioner Lindsey seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:55 pm. The next meeting will be Monday, March 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

Martin Schanz, Chairman ProTem
Board of Fire Commissioners'
Vischer Ferry Fire District