

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 14, 2019.

The Organizational meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was convened on Monday, January 14, 2019 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Marty Schanz, Commissioner Andrew Casucci, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Sarah deForest, Chief Ken Bowman, Assistant Chief Tim Kimball, Attorney Tim Hannigan, Phil Brousseau, Tim Brousseau, and Mike Stanley.

Bids for The Boat Launch in The Preserve

Two bids were received:

Bellany Construction	\$150,000
Unlimited Construction	77,900

Commissioner Schanz made a motion to reject both and rewrite to reevaluate the specifications and go out to bid again. Tonight's meeting will be recessed until Monday, January 28, 2019 at 7:00 at Station #2 to open new bids. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Temporary Chairman

Commissioner Pettis made a motion to appoint Carl Visconti as Temporary Chairman. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Newly Elected Commissioner

Marty Schanz was sworn into office by Tim Hannigan.

Chairman

Commissioner Schanz made a motion to elect Kevin Bowman as permanent Chairman for 2019. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Legal Notice

A legal notice was placed in The Gazette on December 20, 2018.

District Secretary

Commissioner Schanz made a motion to appoint Karan Donohue as District Secretary for 2019. Commissioner Casucci seconded the motion. The motion was carried unanimously. Attorney Hannigan administered the oath of office.

District Treasurer

Commissioner Schanz made a motion to appoint Carl Visconti as District Treasurer for 2019. Commissioner Casucci seconded the motion. The motion was carried unanimously. Attorney Hannigan administered the oath of office.

District Deputy Treasurer

Commissioner Casucci made a motion to appoint Karan Donohue as District Deputy Treasurer for 2019. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Attorney

Commissioner Casucci made a motion to appoint Tim Hannigan as attorney for 2019 with a retainer fee of \$3,500 plus fees for anything above that. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Salaries

Commissioner Pettis made a motion that the salary for the Secretary will be \$9,020 for 2019. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Commissioner Pettis made a motion that the salary for the Treasurer will be \$9,870 for 2019. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Designated Newspaper

Commissioner Pettis made a motion to designate the Gazette as the official newspaper for 2019. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Commissioner Lindsey arrived at 8:00.

Bank Depository

Commissioner Pettis made a motion that TD Bank will be the depository for District funds for 2019. Commissioner Casucci seconded the motion. The motion was carried unanimously. Karan Donohue and Carl Visconti are authorized to sign District checks.

Regular Monthly Meeting Night

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

Bonding for Treasurer and Secretary

The Surety Bond will need to be increased for 2019. Commissioner Casucci 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.

Membership in NYSAFC, AFDSNY and AFDCA

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

Records and Retention Officer

Commissioner Schanz made a motion to appoint Karan Donohue as Records and Retention Officer for 2019. Commissioner Casucci 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 2019. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Mileage

Commissioner Schanz made a motion to set the mileage rate at \$.58 per mile for 2019. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Board Policies

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|------------------------------------|------------------|---------------------------------------|
| 1. Investment policy | adopted 12-13-99 | Updated 5-14-12 |
| 2. Procurement | adopted 1992 | Updated 8-8-11 |
| 3. Firematic SOPs | adopted 1993 | Updated 1-14-02, 12-12-16 |
| 4. Medical Requirements | adopted 05-11-92 | Updated 2-8-12 |
| a. Physical Exams | adopted 01-14-02 | Updated 1-14-02, 1-14-19 |
| 5. Universal Precautions | adopted 05-11-92 | |
| 6. OSHA | adopted 01-09-12 | Updated 2-8-16 |
| 7. Sexual Harassment | adopted 09-94 | Updated 2-8-16, 10-15-18 |
| 8. Fire District Awards | adopted 03-85 | |
| 9. Underage Membership | adopted 02-8-99 | |
| 10. District Employees | | |
| a. Treasurer | adopted 01-14-02 | |
| b. Secretary | adopted 02-09-99 | Updated 1-12-14 |
| c. Administrator | adopted 06-12-06 | Updated 12-12-16 |
| d. Cleaning person | adopted 01-04-14 | Updated 12-12-16 |
| e. Maintenance person | adopted 01-04-14 | Updated 12-12-16 |
| 11. Communications | adopted 06-99 | Updated 10-12-15, 3-13-17 |
| 12. Pregnancy | adopted 11-08-99 | |
| 13. Code of Ethics | adopted 05-08-00 | |
| 14. Chief's Vehicles Guidelines | adopted 01-14-02 | Updated 1-10-05 |
| 15. Travel, Training and Confer.. | adopted 04-10-17 | Updated 7-10-17 |
| 16. Collaborative Agreement AED | adopted 01-15-10 | Updated 2-17-13, 12-20-18 |
| 17. Collaborative Agreement Epi... | adopted 01-15-10 | Updated 1-08-14, 12-20-18 |
| 18. Substance Abuse | adopted 05-09-11 | |
| 19. Rules Concerning General... | adopted 10-10-11 | |
| 20. Rules and Procedures... | adopted 10-10-11 | |
| 21. Drug Free Workplace | adopted 11-08-04 | |
| 22. Credit Cards | adopted 10-12-15 | Updated 2-12-17, 8-13-18,
12-11-18 |
| 23. Service Award Program | adopted 010494 | Updated 12-11-15, 12-11-18 |
| 24. Equal Employment Opportunity | adopted 04-11-16 | Updated 10-10-16 |
| 25. Capital Assets | adopted 10-13-14 | |
| 26. Technology and Electronic Use | adopted 06-12-17 | |
| 27. Workplace Violence | adopted 04-9-18 | |

Board Assignments

As Attached

Treasurer's Annual Report Year-End Summary

By resolution on 01-12-15, this report is to presented at the regular February Board meeting. The Annual Financial Report (AUD) is to be submitted to the Office of the NYS Comptroller by the end of February.

Approval of Chief Officers

Commissioner Lindsey made a motion to approve the Chief Officers for 2019 as follows:

Chief	Ken Bowman
1 st Assistant Chief	Patrick Canale
2 nd Assistant Chief	Tim Kimball

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

At this point, the following concerns were directed to Attorney Hannigan:

1. Discussion occurred regarding possible replacement of hand lights on ETA-625. Commissioner Schanz to investigate pricing for replacement handlights and chargers, if needed..

Bills

1. A listing of transactions numbered 13021 through 13064, totaling \$15,287.16, was presented to the Board.

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

Old Business

1. The light tower on ETA-625 has been repaired.

Commissioner Lindsey made a motion to approve the minutes. Commissioners Casucci seconded the motion. The motion was carried.

Treasurer's Report

1. Bank statements, account reconciliations and check images for December 2018 and the listing of transactions approved and paid in December 2018 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for November 2018 were returned to the Treasurer.
3. The new SCBA equipment has been delivered. Commissioner Schanz made a motion to authorize payment for the SCBA from the Apparatus & Equipment Reserve Fund as

budgeted. This resolution is subject to a permissive referendum. Commissioner Casucci seconded the motion. The Secretary called the roll:

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

The resolution was adopted. A copy of the full resolution is attached to the minutes.

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

Chief's Report

1. Commissioner Schanz made a motion to approve Jeremy Komp for membership pending physical, LENS and sex offender findings. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Lindsey made a motion to approve the following:
 - a. Andy Stadel and Mike Stanley to attend Principals of Instruction class March 5-11 at Beukendaal, Schenectady County.
 - b. Tim Kimball to attend the Tactical Fireground Simulations course at West Crescent January 21,22, 24. This had prior approval.
 - c. Requesting reimbursement for textbook fees for Brittany Keleman, Dominic Scaringe and Greg Agosti for EMT classes. This had prior approval
 Commissioner Pettis seconded the motion. The motion was carried unanimously.

3. Commissioner Schanz made a motion to purchase the following:
 - a. two (2) helmet shields from www.paulconway.com
 - b. one (1) safety officer helmet shield from www.paulconway.com
 - c. one (1) charger for a spotlight from www.amazon.com for \$20
 - d. one (1) replacement battery for Streamlight box light from www.agtbattery.com for \$7.95
 - e. seven (7) gear bags from www.thefirestore.com @ \$79.99 each for a total of \$559.93
 - f. six (6) AED pads from www.aedmarket.com @ \$56 each for a total of \$336
 - g. four (4) sets of boots from www.thefirestore.com as follows:

size 6	\$409.49
size 7	409.49
size 9	409.49
size 10	<u>558.49</u>
	\$1,86.96

Commissioner Pettis seconded the motion. The motion was carried unanimously. We will purchase the boosts from MES if they are lower in cost.

4. There was discussion on awarding OSHA credit for online courses – Fire

Extinguisher Safety, Bloodborne Pathogens and Right-to-Know/Hazard Communication. Certificates will be issued for these courses and when given to the Training Captain, members will be given one (1) drill credit and appropriate OSHA credit.

5. There was discussion on FAST members. Six (6) members are needed to make up a team. A duty crew list will be posted.

Administrator's Report

1. The Boy Scout charter will not be renewed.
2. We need to purchase another package of e-Dispatch so all members will have access to e-Dispatch. Commissioner Schanz made a motion to increase e-Dispatch to 100 members per month for \$179. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
3. Attorney Hannigan will send a draft for administrative, medical and personal leave. Points will be pro-rated for LOSAP purposes.
4. There are some problems with the serial numbers on the new SCBAs. There is more than one serial number on each pack and these numbers are not corresponding with the paperwork sent with the packs.

New Business

1. Received a quote from VRS Sales Ltd. for work to be done on ETA-625 and ETA-621 for \$2,266.34.
2. Received an invitation from West Crescent to their banquet on Saturday, January 19th. Commissioner Lindsey will be attending.
3. Received an invitation from Clifton Park to their banquet on Saturday, February 9. Commissioner Pettis will be attending.
4. Received a quote from Adams to replace the air-conditioning unit at Station #1 for \$6,950. We will obtain another quote.
5. Received a certificate of insurance from Black Diamond.
6. Received a hall rental from Bruce Jerome for 6-29-19. The fee is waived.
7. Received a policy amendment from Utica National to add the 2019 Tahoe to the policy.
8. Received a proxy statement from Utica Mutual Insurance Company.
9. Received the client statement from Morgan Stanley for December 2018.

Tim Kimball left at 10:20.

Miscellaneous

1. Brian Vickers is asking for a list of items for a grant.
2. VRS will be coming here Wednesday, January 16, to try to see if they can find the problem with ETA-621.
3. A plug for the arrowhead has been installed on M-624.
4. There is no word on when the 2019 Tahoe will be complete.

5. The door motor at Station #3 had a problem, but it has not had one since that time.
6. The door on the southeast corner of Station #2 is very hard to open.
7. The bunting hangers are almost done.
8. The heat has been fixed at Stations #1 and 2.
9. Commissioner Schanz moved and Commissioner Pettis seconded the resolution for election inspectors for 2019. The Secretary called the roll:

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

The resolution has been adopted.

Recess

The meeting was recessed at 10:40 pm and will reconvene at 7:00 am on Monday, January 28 in the Commissioners' room at Station #2.

Reconvene

The Monday, January 14, 2019 meeting of the Vischer Ferry Fire District was reconvened on Monday, January 28, 2019 at 7:00 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Dave Pettis, Carl Visconti – Treasurer, Karan Donohue -Secretary and Steve Rowland from Butler, Rowland Mays.

Bids for Boat Launch

One bid was received for construction of the boat launch:

1. Unlimited Construction	\$61,200
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Commissioner Casucci made a motion to hire Unlimited Construction for \$61,200 to build a boat launch in the Vischer Ferry Nature Preserve. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Commissioner Duane Lindsey and Chief Ken Bowman arrived at 7:30.

Crescent Woods Subdivision

There was discussion on the proposed subdivision on Crescent Rd. The plots shown on the map to be in our district will stay in our district.

Station #3 Remodel

There was a discussion with Steve Rowland about the needs for a remodeled Station #3. He will begin with the Town codes to see what can be done.

SCBA Upgrades

New mounting brackets are needed to install the new SCBAs on R-631, ETA-622 and ETA-626. Commissioner Pettis made a motion to hire MES to replace approximately nineteen brackets on R-631, ETA-622 and ETA-626 for a cost not to exceed \$2,000. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Water Pressure at Station #1

There is low water pressure at Station #1. We believe there is a 1" line coming into the station. We have talked with Aqua Science and received two options:

- 1. a bladder tank before the water softener
- 2. a larger (2" or larger) water line

We will speak with the Water Authority first to determine what size line is coming into the building.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:45 pm. The next meeting will be Monday, February 11, 2019 at 7:30 pm in the Commissioners' room at Station #2.

Respectfully submitted by,

Karan Donohue, Secretary
Board of Fire Commissions
Vischer Ferry Fire District

Kevin Bowman, Chairman
Board of Fire Commissioners
Vischer Ferry Fire District