

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, August 14, 2023. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Assistant Administrator Lisa Castaldo, Chief Patrick Canale, Assistant Chief Allen Van Cleef and President Phil Brousseau. Commissioner Andrew Casucci was absent.

Bills

1. A listing of transactions numbered 16294 through 16322, totaling \$16,413.45, 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. No response for the gear order from Globe was received.

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 for July 2023 and the listing of transactions approved and paid in July 2023 were sent to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for June 2023 were returned to the Treasurer.
3. Commissioner Pettis made a motion for a 2023 budget modification to add an appropriation for \$10,464.83 to "Buildings and Grounds (A3410.401B) to cover

current year General Fund purchases for the Station #3 project. Revenue to be provided by a transfer from the Capital Projects fund. Commissioner Keeler seconded the motion. The motion was carried unanimously.

4. The tax cap will be discussed at the budget workshop.
5. The budget workshop will be Monday, August 28, 2023 at 7:30 in the Commissioners' room at Station #2.

Commissioner Keeler made a motion to accept 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 Colby Meyer for Firefighter Apprentice in the Vischer Ferry Fire Company. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to purchase the items shown in the attached Special Ops trailer final fitment for a total of \$1,814.96. Commissioner Pettis seconded the motion. The motion was carried unanimously.
3. There will be a meeting at Mechanicville High School in September, sponsored by the CDAFD, to discuss leaving OSHA and following recommendations by PESH.
4. Commissioner Schanz made a motion to do the following to TA-626:
 - a. Turn it back into an ETA
 - b. Rename it ETA-622
 - c. Use it as the MA truck
 - d. It will be housed at Station #3Commissioner Keeler seconded the motion. The motion was carried unanimously.
5. The AC is not working in the trailer and the spring load unit needs to be wound up tighter.

Administrator's Report

1. The internet is working at Station #3.
2. The new iPads are in. Work is being done for installation.
3. Commissioner Pettis made a motion to purchase, from Amazon, four (4) 1500 amp jump packs with a dual starter switch for MR-632 and installation for up to \$500. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Administrative Assistant's Report

1. Stickers need to be purchased for M-634 and TA-626
2. Items in the Special Operations trailer should be labeled with "SPEC-OPS" stickers.

New Business

1. Received the contract from FireFly
2. Received the letter of credit from TD Bank.
3. Received the client statement for July 2023 and transactions from UBS.
4. Received a letter from Shakerley Fire Truck Sales regarding the commercial truck body.
5. Received the spending limit notification for the year 2024 from Saratoga County Real Property Tax Services.
6. Received *Fire District Affairs* for June – July 2023.
7. Received the legal notices from the *Gazette* for:
 - a. Bids for the sign for Station #3
 - b. Bids for a tanker body
 - c. Notice of resolution to purchase the tanker chassis using funds from the A&E Capital Reserve.

Miscellaneous

1. Station #3 –
 - a. CPWA will not give us a water meter until it is paid for. The cost of the meter is \$1,236. BPI has to obtain and install the meter.
 - b. BPI has a punch list.
 - c. The people doing the epoxy floors should be here today or tomorrow. They have to seal 8” up the wall. A 3” cove is missing in some places, mostly in the locker room. They will extend the warrantee out to 3 to 5 years.
 - d. Doyle will be here tomorrow for the fob system and cameras. A bill for \$80 per month for remote access to open the doors for us was received.
 - e. The gear lockers are finished.
 - f. Fire, Security and Sound Systems, Inc. will be doing the fire alarm maintenance, annual inspection and testing at Station #3. The service contract is \$995 per year. The fire alarm monitoring is an additional annual fee of \$495.
 - g. The antenna bracket for the antenna should be done.
 - h. We are waiting to hear from the electrician for the sign.
2. The floor machine has been plugged in all the time. One battery is dead and one is low. Commissioner Pettis made a motion to order two (2) batteries from Tom Lee Advanced Battery. Commissioner Schanz seconded the motion. The motion was carried unanimously.
3. The power washer is at Station #1.
4. DelSignore is still doing the core drilling at Station #2. He will drop off a spec for the parking lot before August 28th.
5. The AC in the Chief’s and President’s offices should be kept at 76 degrees to see if that is the optimum temperature for the dehumidifier to work.
6. We should use the hydrant by Trade Winds Horse Farm. Colonie will check the dry hydrant on 1 Vischer Ferry Rd. to see if it is okay.

7. VRS has informed us that we would save approximately \$20,000 if the tanker body was pre-paid at time of contract. VRS will be asked to pay a performance bond.
8. We will need a spec for snowplowing at Station #3.
9. Commissioner Schanz made a motion to purchase three (3) level 3, soft armor ballistic vests from MES @ \$1,394.79 each for a total of \$4,184.79. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Executive Session

Commissioner Pettis made a motion to go into Executive Session for the purpose of personnel discussion. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Commissioner Keeler made a motion to come out of Executive Session. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Recess

Commissioner Schanz made a motion to recess until Monday, August 28, 2023 at 7:30 pm in the Commissioners' room at Station #2. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Reconvene

The August 14, 2023 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was reconvened on Monday, August 28, 2023 at 7: 30 pm in the Commissioners' room at Station #3. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Chief Patrick Canale and Assistant Chief Allen Van Cleef.

Bills

1. A listing of transactions numbered 16326 through 16340, totaling \$12,773.57, was submitted to the Board for approval.

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

Miscellaneous

1. Received a notice of a highway closure of Scotch Bush Rd. (CR-56) where it crosses La Rue Creek in the Town of Ballston from September 11, 2023 until December 8, 2023 for a culvert replacement

2. The Red Cross would like to have a blood drive in October. The last time they used the hall it was not left clean. This was tabled until the September meeting.
3. There was discussion on the parking lot at Station #2. DeSignore recommended waiting until next summer when it will be warmer. A specification and bid notice will be prepared at the end of this year or the beginning of next year.
4. It was decided not to pre-pay the new tanker from Toyne; we would forfeit significantly more interest than the discount offered by the vendor.

Executive Session

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

Commissioner Schanz made a motion to come out of Executive Session. Commissioner Casucci seconded the motion. The motion was carried unanimously.

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, September 11, 2023 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

Budget Workshop

1. The Treasurer presented a preliminary appropriations worksheet for 2024:
 - a. Salaries are based on a 20-hour week for all hourly employees.
 - b. There is a 4% increase built in to the preliminary estimate for salaries. The final payroll budget will be established in Executive Session.
 - c. The equipment, communications, training and conference estimates are based on the Chief's requests presented at the 8/14 Board meeting.
 - d. Estimates for other categories follow historical trends.
 - e. For every additional \$100,000 spent, the property tax rate will increase by about \$0.14/ 1000 AV.
 - f. The tanker will not be paid until 2025. No expenditures from the A&E reserve fund are anticipated in 2024.
 - g. Other operations revenue (interest and rentals) is estimated at \$9,500.
2. Funds may be put into the Insurance Reserve if available at the end of the year.
3. There was discussion on a trailer for the UTV. \$15,000 was added to Capital Outlay for this item.
4. There is approximately \$700,000 in the A&E Reserve fund.
5. There was discussion on radios. There is \$22,000 appropriated for 2024 communications, but the radios could be \$35,000 - \$40,000 for six (6) portables. If there is any surplus money at the end of 2023, additional funds will be put into the A&E Reserve fund for new radios.
6. Eleven (11) new AEDs will cost approximately \$25,000. Hose replacements will be approximately \$15,000. This will also utilize 2023 surplus funds.
7. Exterior gear and bail out equipment are included in the 2024 budget.
8. A repeater is being tested now. The cost is approximately \$5,000.
9. Added additional income from Greenlight co-location to estimated revenue.
10. Added an appropriation for the Station #2 parking lot (\$200,000 – B&L Reserve).
11. The preliminary worksheet is attached. The finalized worksheet and proposed 2024 Budget will be presented for approval at the September Board meeting.