

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 13, 2025.

The position of Chairman is terminated on the last day of the year 2024. To open the Organizational meeting, Commissioner Pettis made a motion to appoint Carl Visconti as temporary Chairman. Commissioner Keeler seconded the motion. The motion was carried unanimously.

The Organizational meeting convened at 7:30 pm on Monday, January 13, 2025, in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Carl Visconti, Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 1st Assistant Chief Allen Van Cleef, 2nd Assistant Chief Michael Stanley, President Phil Brousseau and Glenn Gabai (member of the public).

Oath of Office

Kevin Bowman was sworn into office as a Commissioner by Lisa Castaldo.

Appointments

Chairman

Commissioner Pettis made a motion to elect Commissioner Bowman as permanent Chairman for 2025. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Legal Notice

It was noted that a legal notice pertaining to the Annual Organizational meeting was placed in the Gazette on Wednesday, December 31, 2024.

District Secretary

Commissioner Pettis made a motion to appoint Karan Donohue as District Secretary for the year 2025 at an annual salary of \$9,486 as specified in the General Fund Budget adopted on October 15, 2024. Commissioner Schanz seconded the motion. The motion was carried unanimously.

District Treasurer

Commissioner Pettis made a motion to appoint Carl Visconti as District Treasurer for the year 2025 at an annual salary of \$11,788 as specified in the General Fund Budget adopted on October 15, 2024. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Deputy Treasurer

Commissioner Pettis made a motion to appoint Karan Donohue as Deputy Treasurer for the year 2025. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Hourly Employees

Commissioner Pettis made a motion to appoint District hourly staff as follows:

Part-time Administrator – hourly wage \$20.34 for a 20-hour work week, plus any applicable benefits as approved by the Board.

Part-time Administrative Assistant – hourly wage \$19.00 for a 25-hour work week, plus four (4) paid days off, plus any applicable benefits as approved by the Board.

Part-time Maintenance person – hourly wage of \$16.32 for a 20-hour work week plus any applicable benefits as approved by the Board.

Each employee will be given an employee wage form at the beginning of the year.

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

Designated Newspaper

Commissioner Pettis made a motion to designate the Gazette as the official newspaper for 2025. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Bank Depository

Commissioner Pettis made a motion that TD Bank be the depository for the district funds for 2025. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Regular Monthly Meeting Night

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

Surety Bond for Treasurer and Secretary

There was discussion on the amount of the bond. It will be for \$2,500,000 through Utica Mutual.

Memberships in NYSAFC, AFDSNY, CAFDA, VFPASNY, AND FASNY

Commissioner Pettis made a motion to approve membership in NYSAFC, AFDSNY, CAFDA, VFPASNY, and FASNY. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Records Management and Retention Officer

Commissioner Schanz made a motion to appoint Karan Donohue as Records Management and Retention Officer for the year 2025. Commissioner Casucci 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 the year 2025. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Mileage

Commissioner Pettis made a motion to set the mileage at \$0.70 per mile for the year 2025. Commissioner Keele 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 5-11-92
Updated – 11-12-10
Updated – 4-11-14
Updated – 1-12-20
Updated – 6-8-20
Updated – 7-11-22
3. Firematic SOGs
Adopted 2005
Updated – 3-11, Search and Rescue
Updated – 2-8-16, Training
Updated – 2-11-16, Apparatus Response
Updated-10-10-16, Apparatus Response
Updated - 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, Protective Clothing
4. Cash Disbursements
Adopted 6-8-20
5. Medical Requirements
Adopted 1-9-92
Updated – 1-14-02, 2-8-16, 1-16-20, Physical exams updated
Updated – 1-8-21, Medical release form added
Updated – 1-9-23, Optional blood tests
6. Universal Precautions
Adopted 5-11-92
7. OSHA
Adopted 1-9-92
Updated – 1-9-92, 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 Membership
Adopted 2-8-99
Updated -1-11-21, name change
11. District Employees
 - a. Treasurer
Adopted 1-14-02

	Updated – 1-9-17
b. Secretary	Adopted 2-9-99
	Updated – 1-12-14
c. Administrator	Adopted 6-12-06
	Updated 12-27-15, 12-12-16, 1-4-22
d. Administrative Assistant	Adopted 1-4-22
e. Maintenance/Custodian	Adopted 1-11-14
	Updated – 12-12-16, 1-13-23
12. Communications	Adopted 6-14-99
	Updated – 10-12-15, 3-13-17
13. Pregnancy	Adopted 11-8-99
	Updated – 2-14-15
14. Code of Ethics	Adopted 5-8-00
	Updated 1-11-21, 1-10-22
15. Chiefs' Vehicles	Adopted 1-14-02
	Updated – 1-10-05, 11-14-22
16. Travel, Training, Conference	Adopted 4-10-07
	Updated 7-10-17
17. AED	Adopted 1-15-10
	Updated – 2-17-13
18. Epi-Pen	Adopted 1-15-10
	Updated – 1-8-14
19. Substance Abuse	Adopted 5-9-11
20. Rules Concerning General...	Adopted 10-10-11
21. Rules & Procedures	Adopted 10-10-11
22. Drug-Free Workplace	Adopted 11-8-04
	Updated – 10-22-04
23. Credit Card	Adopted 10-12-15
	Updated – 2-13-17, 1-11-21, 9-13-21
24. Service Award Program (LOSAP)	Adopted 12-1994
	Updated 10-19-16, 1-13-17, 12-12-17, 12-8-18, 1-11-21, changed companies
25. Equal Employment Opp...	Adopted 4-11-16
26. Capital Assets	Adopted 10-13-14
27. Technology and Elec...	Adopted 6-12-17
	Updated – 7-10-17
28. Leaves of Absence	Adopted 3-8-19
29. FOIL	Adopted 3-8-19
30. Workplace Violence	Adopted 4-9-18
31. Reusable Masks	Adopted 4-12-21
32. Cyber Security Notification	Adopted 1-10-22
33. Security Camera & Key Fob	Adopted 10-9-23
34. Lightweight Gear	Adopted 1-8-24
35. Ballistic Vests	Adopted 1-8-24
36. Cancer	Adopted 10-13-21

Board Assignments

As attached

Treasurer's Annual Report Year-End Summary

By resolution dated 1-12-15, 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 the year 2025 as follows:

Chief	Timothy Kimball
1 st Chief	Allen Van Cleef
2 nd Assistant Chief	Michael Stanley

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

Bills

1. A listing of transactions numbered 17336 through 17365, totaling \$14,885.80, 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

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

Treasurer's Report

1. Bank statements, account reconciliations, check images for December 2024 and a listing of transactions approved and paid in December 2024 were to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for November 2024 were returned to the Treasurer.

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 Ashley Meyer into membership in the Vischer Ferry Fire Company. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following for training:
 - a. Matt Munafo - Truck Company Ops xxxxx at xxxxx
 - b. Mike Stickelmeyer – Safety Officer xxxx at xxxx
 - c. Brittany Keleman, Peter Kudrewicz, and Mike Stanley – Fire Officer I xxxx at xxxx
 - d. Mike Stankey, Peter Kudrewicz, and Tim Brousseau – Ice rescue xxxx at xxxxxCommissioner Casucci seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz made a motion to purchase the following:
 - a. Twelve (12) sets of gear from Fire-End & Croker Corp. for \$52,444.80.
 - b. Six or seven (6 or 7) radios from Motorola. This is a budgeted expense.Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. There have been some problems with the bailout system. We will use the scissors lift for training.

Administrator's Report

1. Physicals are on Saturday, January 18.
2. All members are signed up for Sexual harassment training.
3. After receiving more information, Commissioner Schanz rescinded a motion he made on December 30, 2024, to contract with FS&S for monitoring and testing the alarm systems at all three stations. Commissioner Schanz made a motion to contract with Doyle for monitoring and inspecting/ testing Stations #1 & 2 for \$549 and \$704, respectively, and contracting with FS&S for Station #3 for inspection and testing alarms for \$990 and monitoring for \$495. Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. The First Due demo is scheduled for January 20th at 7:00 at Station #3.

Administrative Assistant

1. We will not be booking the Red Cross this year.
2. West Crescent would like to host a Gathering next year.
3. Received a survey from OSHA asking for statistics of our district.

New Business

1. Received a copy of the legal notice for the Organizational meeting,
2. Received the equalization rates from Real Property Tax Service Agency
3. Received the minutes of the December 5, 2024 meeting of the Vischer Ferry Fire Company.

4. Commissioner Schanz moved and Commissioner Pettis seconded the resolution to approve the 2024 certified points. The Secretary called the roll:

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

The resolution was approved.

5. The frame on a porta-tank is rotting. Commissioner Schanz made a motion to purchase a new 1250-gallon porta-tank from VRS for \$1,987.14. Commissioner Pettis seconded the motion. The motion was carried unanimously.
6. Received an engagement letter from Bryans and Gramuglia.
7. Received the client statement for December 2024 and transaction from UBS.
8. Received a notice from the Clifton Park Water Authority concerning our backflow prevention device.

Miscellaneous

1. There are cracks in the parking lot at Station #1. DelSignore has looked at it.
2. The winch on the yellow trailer does not have a cover on it. It will be put inside until we have a cover.
3. The Velcro on the hose cover on ETA-621 needs to be redone.
4. There is no heat in the ready room and radio room at Station #2.
5. The outside handicap signs at Station #1 need to be replaced.
6. Veracom will be coming to look at the speakers for the radio at Station #2.
7. E-dispatch is working and still being used.
8. We cannot get new batteries for the TIC cameras they have been discontinued by Scott.
9. We are waiting for the pump on the tanker. The estimated delivery date for the tanker will most likely be September 2025.
10. We need to purchase two (2) clips for the arrow sticks.
11. There is a leak in the roof at Station #1 in the workroom off the truck bays.
12. Commissioner Schanz made a motion to purchase a new single-cup Keurig for Station #3. Commissioner Pettis seconded the motion. The motion was carried unanimously.
13. Commissioner Schanz moved and Commissioner Pettis seconded a resolution to appoint election inspectors for 2025. The Secretary called the roll:

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

The resolution was adopted.
14. Received an invitation to Jonesville's banquet on Saturday, February 1, 2025, at the Mohawk River Country Club. Commissioner Casucci will be going.

Adjournment

Commissioner Schanz made a motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:25 pm. The next meeting will be Monday, February 10, 2025, 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