

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, December 9, 2024.

The monthly meeting convened at 7:30 PM in the Commissioner's room at Station #2. Those in attendance were Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, Assistant Chief Mike Stanley, and President Phil Brousseau. Commissioners Bowman and Pettis were absent.

Bills

1. A listing of transactions numbered 17252 through 17294, totaling \$57,799.52, was presented to the Board for approval.

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

Old Business

1. There was a problem with the heat exchanger on the boiler at Station #1. The cost for a new one is \$13,000. Attorney Hannigan and CMC will send a letter to the manufacturer requesting that the replacement be covered by warranty.

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 November 2024, and a listing of transactions approved and paid in November 2024 were given to Commissioner Casucci for verification.

2. Bank statements, account reconciliations and check images for October 2024 were returned to the Treasurer.

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

Chief's Report

1. Commissioner Casucci made a motion to purchase the following:
 - a. Forty (45) 40' escape ropes from Dival Safety for \$12,838.85.
 - b. One (1) jet nozzle from Dival for \$1,309.85.
 - c. One (1) helmet shield and one (1) turnout coat name tag.Commissioner Keeler seconded the motion. The motion was carried unanimously.
2. Commissioner Keeler made a motion to allow the use of all ETAs and pickups for a Santa detail on Saturday, December 14. Commissioner Casucci seconded the motion. The motion was carried unanimously.
3. The Chief's will be writing a spec for a new Tahoe Chief's vehicle.
4. There was discussion on a gathering dinner for Town Firematic officers. A date was set for Friday, February 28, 2025.

Administrator's Report

1. Company physicals will be on Saturday, January 18, 2025.
2. Commissioner Keeler made a motion to have the PlymoVent system at Stations #1 and 2 serviced. Commissioner Casucci seconded the motion. The motion was carried unanimously.
3. +++
4. Commissioner Keeler seconded the motion. The motion was carried unanimously.
5. The National Fire Service is changing their data base to NFIRS data system. The Administrator is researching different companies.

Administrative Assistant

1. Commissioner Keeler made a motion to spend up to \$600 for nine (9) shirts for Commissioners and employees. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. The plaque for Station #3 was tabled.

New Business

1. Received the minutes of the September 19, 2024 meeting of the Emergency Services Advisory Board.
2. Received the client statement for November 2024 and transactions from UBS.

Miscellaneous

1. Metal is being cut for the tanker.
2. The year-end meeting will be on Monday, December 30, 2024 at 7:30.

Recess

Commissioner Casucci made a motion to recess the meeting until Monday, December 30, 2024, at 7:30 PM in the Commissioners' room at Station #2. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Reconvene

The December 9, 2024 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District reconvened on Monday, December 30, 2024, at 7:30 pm in the Commissioners' room at Station #2. 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, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 1st Assistant Chief Allen Van Cleef, 2nd Assistant Chief Mike Stanley. Commissioner Andrew Casucci was absent.

Bills

1. A listing of transactions numbered 17295 through 17330, totaling \$16,033.30, was presented to the Board for approval.

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

Treasurer's Report

1. The "General Fund-Operations" fund balance as of 12-30-2024 is estimated at \$126,550. Commissioner Schanz made a motion to designate \$14,150 of the General Fund - Operations 2024 fund balance as "Assigned Fund Balance" for payment of 2024 encumbrances and also to designate \$205,000 of the 2024 General Fund – Reserves fund balance as "Appropriated Reserves" for the 2025 payment of a 2024 expenditure. (Tanker chassis – Received 4-8-24, no invoice for 2024). Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. The remaining "General Fund-Operations" fund balance (~\$112,400) will be designated as "Un-assigned".
3. Check #23035 to CMC for the Station #1 repair has not yet been cashed.
4. A letter will be drafted to the manufacturer of the heat exchanger requesting an explanation of the denial of warranty.
5. A pay rate form will be given to each hourly employee at the beginning of the year specifying his or her wage rate, standard work hours/week, and any paid leave

approved by the Board. A motion authorizing the hourly employee payroll and benefits will be included in the minutes of the Organizational meeting.

Chief's Report

Discussion on the call at Fox Run Apartments. All FOIL requests are to be given to Attorney Hannigan.

Administrator's Report

1. Commissioner Pettis made a motion to purchase three (3) Fire Officer 1 textbooks from IFSTA @ \$85 each for a total of \$255. Commissioner Keeler seconded the motion. The motion was carried unanimously.
2. There was discussion on dehumidifiers or fans for the moisture problem at Station #3.
3. The doors at Station #2 have to be adjusted.
4. Commissioner Schanz made a motion to contract FS+S (Fire, Security, and Safety) for monitoring and testing the alarm systems at all three stations. Commissioner Pettis seconded the motion. The motion was carried unanimously.
5. There was discussion on the replacement of Blue Devil records system. The Administrator will set up a meeting with First Due for Monday, January 20 for a demonstration.

Administrative Assistant Report

1. We are receiving positive replies for the Gathering on February 28 at Station #1.

New Business

1. Received a notice from Chrysoula Highland that she is applying for a term conservation easement for historic preservation. She is the owner of Schoolhouse #3 at 343 Riverview Rd.
2. Received *Fire District Affairs* for December and January.
3. Received a notice from Newman Properties, Inc. (NPI) that they have acquired Saxton Signs LLC
4. Received Conditional Renewal Notices-New York from Utica National Insurance Group for the Commercial package.
5. Received the 2024 Commissioner election results from the election inspectors.
6. Received the minutes of the November 6, 2024 meeting of the Vischer Ferry Volunteer Fire Company.

Adjournment

Commissioner Schanz made a motion to adjourn. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:00 pm. The next meeting will be the Organizational meeting on Monday, January 13, 2025, at 7:30 pm in the Commissioners' room at Station #2.

December 9, 2024 cont'd

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