

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on March 10, 2025.

The monthly meeting convened at 7:30 pm in the Commissioners' room at Station #2. 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, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 2<sup>nd</sup> Assistant Chief Mike Stanley, President Phil Brousseau, Ralph Lemme – UBS, and Craig Relyea – FireFly.

Mr. Relyea discussed the following:

1. Our funded ratio is 102.3%. There is a slight surplus. There is no longer anything to amortize.
2. There will be normal costs only, no other costs.
3. Contributions can be lower, but we will stay the same with our contributions. Our normal contribution of \$150,000 is more than enough, but \$100,000 would be sufficient.
4. Investments and members collecting are the major costs

Mr. Lemme discussed the following;

1. Our portfolio is at 66% equity. This must be rebalanced.
2. Almost all returns are coming from stocks.
3. Cash and fixed income area starting to give returns.
4. Our performance numbers are solid.

Commissioner Schanz made a motion to reallocate John Hancock Bond Fund to PIMCO Income Fund - 18947.67 shares - \$278,304, reallocate legacy 4 GNMA bonds to PIMCO Income Fund \$14,190. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Mr. Lemme and Mr. Relyea left at 8:00. Our next meeting with them will be Monday, August 11, 2025.

### **Bills**

1. A listing of transactions numbered 17437 through 17496, totaling \$235,703.06, 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.

### **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 February 2025, and a listing of transactions approved and paid in February 2025 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations, and check images for January 2025 were returned to the Treasurer.  
Commissioner Schanz made a motion to accept the Treasurer's report. Commissioner Keeler seconded the motion. The motion was carried unanimously.

### **Chief's Report**

1. Commissioner Schanz made a motion to approve Glenn Gabai for membership into the Vischer Ferry Volunteer Fire Company. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following:
  - a. Zone 5 meeting at Station #1 on March 18<sup>th</sup>.
  - b. Mike Stanley, Brittney Keleman and Peter Kudrewicz to attend Fire Officer 1 series at Clifton Park Module 4: 3-11, 3-13, 3-20. Module 5: 4-10, 4-15, 4-17, 4-22, 4-29
  - c. Matthew Selfridge to attend Basic Passenger Vehicle Rescue at West Crescent o 4-22, 4-24, and 4-26x2
  - d. ResQJack University, Saturday, September 27<sup>th</sup> at Cortland. The fee is \$395 each plus travel.Commissioner Casucci seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz made a motion to approve the following:
  - a. 3-19 Ice Water Rescue on the Mohawk River – various apparatus
  - b. 3-24 Vehicle Stabilization at West Crescent – various apparatus

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

4. Commissioner Schanz made a motion for Dival to test the SCBA for \$1,207.06. Commissioner Casucci seconded the motion. The motion was carried unanimously.

### **Administrator's Report**

1. Commissioner Schanz made a motion to purchase (3) Microsoft office for the radio room computers from Groupon for \$12.51 each for a total of \$37.53. Commissioner Pettis seconded the motion. The motion was carried unanimously.

### **Administrative Assistant's Report**

1. Lisa will be out of the office 3-28, 3-31 and out for at least a week 4-16.

### **New Business**

1. Received a notice from the Clifton Park Water Authority for the annual water quality report.
2. Received transaction, advisory review, and the client statement from UBS.
3. Received Commissioner training certificates from Commissioners Bowman and Schanz.
4. Received information on the CAFDA 22025 Conference on April 10-12 in Lake George.

### **Miscellaneous**

1. Commissioner Schanz made a motion to hire Frank Goodwin as a maintenance person, starting March 18<sup>th</sup>. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to authorize travel expenses for up to ten (10) Fire District / Fire Company officers to attend the *FDIC International* conference scheduled for April 2025 in Indianapolis, Indiana. It is necessary and in the public interest for the officers to attend this out-of-state event because the training provided at the conference is not available in New York. The costs for conference registrations, lodging, per diem meals, and local transportation will be paid by the Fire District in accordance with the district Travel, Training and Conference Policy. Commissioner Keeler seconded the motion. The motion was carried unanimously.

The estimated costs for this event are as follows:

Conference registrations (10) - \$6,240  
Lodging (Airbnb) – (In 4-8-25 – out 4-12-25) - \$4,610 (\$2,230 pre-paid in 2024)

Meals (per diem) – (3 days @ \$80 + 2 travel days @ \$60 = \$360) X 10 = \$3,600

Local transportation – Rental vehicles (2) / Parking - \$800

The following District and Company personnel are attending the conference:

DISTRICT OFFICERS

Martin Schanz – Commissioner  
Tim Kimball – Chief  
Allen Van Cleef – Assistant Chief  
Mike Stanley – Assistant Chief

COMPANY OFFICERS

Brittany Keleman – Captain  
Trevor Bobrow – Captain  
Ron Bruzdziński – Lieutenant  
Peter Kudrewicz – Lieutenant  
Marc Badalucco – Lieutenant  
Don Andrews - Lieutenant

3. There was discussion on costs for County Waste. This was tabled.
4. There was a mix up on the invitation to West Crescent's banquet.
5. Commissioner Keeler is working on the maintenance list.
6. Required conflict of interest notification for Fire District Commissioners only applies when a LOSAP program is first started.
7. Commissioner Schanz made a motion to delete e-dispatch. Commissioner Pettis seconded the motion. The motion was carried unanimously.
8. The porta-tank for ETA-622 will be here next week. VRS will be keeping the old one.
9. There was discussion on DOT lights for ETA-xxx.
10. The new tank for ETA-625 is in. The pump is going to Hale to see why the panel will not recognize the pump. The tank was undercoated. All the trucks will be undercoated.
11. There was discussion on digitizing records and how to destroy records.
12. Received a bid from Joe Torre for \$750 to rebuild the prop for the cellar window in the bail-out.
13. Discussion on members responding to Station #3 and/or manning the stations.
14. We need to make an appointment to have someone look at the floor again at Station #2.
15. Heat tapes should be installed at Station #3.
16. We have received no information on the litigation for Station #3.
17. There is a problem with the overhead doors at Station #3. Commissioner Keeler will meet with Adirondack Doors.

**Adjournment**

Commissioner Schanz made a motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:00 pm. The next meeting will be Monday, April 14, 2025 at 7:30 pm in the Commissioners' room at Station #2.

3-10-2025 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