

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, 1<sup>st</sup> Assistant Chief Allen Van Cleef, 2<sup>nd</sup> 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 (effective 01-01-25):

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 required to sign a NYS DOL “Notice and Acknowledgement of Pay Rate” form (LS-54) if their rate of pay changes.

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**

Commissioner Schanz made a motion that the existing insurance policy through Utica National for this coverage be renewed at \$2,500,000. Commissioner Pettis seconded the motion. The motion was carried unanimously.

### **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 Keeler 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  
Updated 7-8-24
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 4-10-17 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

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| 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 <sup>st</sup> Chief	Allen Van Cleef
2 <sup>nd</sup> 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 of the December 9, 2024 meeting. 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 xxxxCommissioner 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. (NYS contract PC67938)
  - b. Seven (7) portable 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 then made a motion to contract with Doyle Security Systems for monitoring and testing the alarm systems at Stations #1 & 2 and to contract with FS&S for monitoring and testing the alarm system at Station #3. Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. The First Due demo is scheduled for January 20<sup>th</sup> 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 2026 spending limit determination from Saratoga County Real Property Tax Services.
3. Received the minutes of the December 5, 2024 meeting of the Vischer Ferry Fire Company.
4. Commissioner Schanz moved and Commissioner Pettis seconded a resolution to approve the 2024 LOSAP points listing as certified by the Vischer Ferry Volunteer Fire Company. The Secretary called the roll:

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

The resolution was adopted.

5. The frame on the ETA-622 porta-tank is corroded and needs to be replaced. Commissioner Schanz made a motion to purchase a new 1250-gallon porta-tank as quoted by VRS for \$1,987.14. Commissioner Pettis seconded the motion. The motion was carried unanimously.
6. Received a copy of the engagement letter for the 2024 audit by 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. Bearcom 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