

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, December 14, 2020

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire district convened 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, Chief Kenny Bowman, Assistant Chief Patrick Canale and Administrator Timmy Brousseau. Commissioner Andy Casucci, Secretary Karan Donohue and Assistant Chief Tim Kimball attended via Zoom. Treasurer Carl Visconti and Assistant Administrator Lisa Castaldo were absent.

Bills

1. A listing of transactions numbered 14315 through 14361, totaling \$31,279.68, was presented to the Board.

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

Old Business

Commissioner Schanz 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 November 2020 and the listing of transactions approved and paid in November 2020 were given to Commissioner Casucci for reconciliation.
2. Bank Statements, account reconciliations and check images for October 2020 were returned to the Treasurer.
3. There will be \$264,028 left at the end of 2020.

4. We will need a budget modification for ETA-625.

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

Administrator's Report

1. Commissioner Pettis made a motion to purchase a large key box from Amazon for \$129. Commissioner Schanz seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to purchase a computer back up system for \$970 and an external hard drive for \$95. Commissioner Pettis seconded the motion. The motion was carried unanimously.
3. Company physicals will be Saturday, January 9, 2021. Information will be sent out.
4. The SCBA compressor will need servicing soon. We have one quote from Jerome for \$970. We will contact Bauer for another.

Administrative Assistant's Report

No report

Chief's Report

1. Commissioner Schanz made a motion to approve the following membership changes in the Vischer Ferry Fire Company:
 - a. Marc Badalucco - active
 - b. Ron Bruzdinski, Jr. - active
 - c. Mohammed Neman Tuite – active
 - d. John Agosti – military
 - e. George Donohue – LifeCommissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following:
 - a. Mike Stanley, Peter Kudrewicz and Rachel Douglas to attend an EMT course at Porters Corners 1-21 through 6-21.
 - b. Purchase three (3) EMT books @ \$135 each for a total of \$405 from Saratoga County EMS Council.Commissioner Pettis seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz made a motion to purchase the following:
 - a. Gear for Ed Vargas because his gear is not repairable.
 - b. Twelve (12) portable radio batteries from Pittsfield Communications @ \$67.20 for a total of \$806.40. The NYS state contract number is PT68722.
 - c. 100 masks @ \$3.94 each for a total of \$394 from Proforma. Our logo will be on them.Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. Commissioner Schanz made a motion for the following:

- a. M-624 for EMT class 1-21 through 6-21.
 - b. R-631 for a Toys for Tots drive at Quick Response on 11-18 and 11-19.
- Commissioner Pettis seconded the motion. The motion was carried unanimously.

New Business

- 1. Received a letter from Clifton Park Water Authority informing us of an increase in rates.
- 2. Received the Client statement for November 2020 from UBS.
- 3. Received a letter from Penflex, Inc. concerning moving the administration of our LOSAP to Firefly, Inc.
- 4. Received the legal notice for the Commissioners election.
- 5. Received the results of the Commissioners' election and Proposition 1 vote on December 8, 2020.

Miscellaneous

- 1. Several items were declared surplus. Bids were received for these items:
 - a. Kevin Kruger
 - i. Air compressor at Station #2 - \$125.00
 - b. George Donohue
 - i. Portable generator at Station #1 - \$33.00
 - ii. Hale pump 14.00
 - iii. Rupp pump 11.95

No bids were received for the Station # 1 air compressor.

- 2. Only on-line training will be available until the end of the year. The stations will be closed as of December 28, 2020.
- 3. The Out of Service tags are not being completed properly. The name of the person taking the item out of service, the date and the problem with the item must be on the tag.
- 4. Rivets on the attic ladders are inhibiting their proper use.
- 5. The ladder rack on ETA-625 does not work properly. VRS will be strengthening the center braces.
- 6. We will be installing the air compressors ourselves, if possible. They will be left on the pallet.
- 7. There is a problem with the hydraulic primer valve on ETA-625. Commissioner Schanz made a motion to have a hydraulic primer valve put on the truck by VRS, for \$3,143.15. Commissioner Pettis seconded the motion. The motion was carried unanimously.
- 8. There has been some interest in ETA-622. Commissioner Schanz will send all information to Fire Tech.
- 9. We will meet with Butler Rowland Mays after the first of the year to begin the Station #3 final design process.

Recess

Commissioner Pettis made a motion to recess until Monday, December 28, 2020 at 7:30 pm in the Commissioners' room. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Reconvene

The December 14, 2020 meeting of the Board of Commissioners' of the Vischer Ferry Fire District reconvened on Monday, December 28, 2020 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Bowman, Commissioner Schanz, Commissioner Casucci, Treasurer Carl Visconti and Administrative Assistant Lisa Castaldo. Secretary Karan Donohue, Chief Ken Bowman and Assistant Chief Tim Kimball attended via Zoom. Commissioner Keeler and Administrator Tim Brousseau were absent.

Items Discussed

1. A listing of transactions numbered 14362 through 14387, totaling \$16,354.28, was presented to the Board for approval. Commissioner Schanz made a motion to pay the bills. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. There is a balance of \$211,686 in the "Operations" portion of the General Fund as of 12-28-20. Discussion on allocations:
 - a. \$20,000 is designated for 7 sets of turnout gear on order from Garrison.
 - b. \$3,143 is designated for the ETA-625 primer valve replacement (VRS)
 - c. Some additional invoices for 2020 items are also expected.
 - d. The following budgeted equipment items not yet ordered will be deferred to 2021:
 - Ballistic vests
 - CO meters
 - LED flashlightsCommissioner Casucci made a motion to keep the amount remaining in the General Fund – Operations as "unassigned fund balance". Commissioner Schanz seconded the motion. The motion was carried unanimously.
3. Bond proceeds and disbursements must be recorded in a "Capital Projects Fund". We will need to open additional bank accounts for the Station #3 project in 2021
4. There was discussion on purchasing a van instead of a trailer for ice/water rescue equipment.
5. A listing of transactions numbered 14362 through 14387, totaling \$16,354.28 was presented to the Board. Commissioner Schanz made a motion to pay the bills. Commissioner Pettis seconded the motion. The motion was carried unanimously.
6. Commissioner Schanz made a motion to approve Peter Kudrewicz for a Firefighter Survival class on 1-11-21 and 1-16-21. Commissioner Casucci seconded the motion. The motion was carried unanimously.

7. There will be Commissioners training in Clifton Park in 2021.
 8. Classes in ice rescue will be held in Porters Corners in 2021.
 9. Tim Brousseau will open the hall for physicals January 9th. Commissioner Bowman will close.
 10. We need to obtain information on how to mount the air compressors at Stations #1 & 2.
 11. Some members have not completed OSHA requirements for 2020. They may not respond to calls after December 28th until all 2020 obligations have been met.
 12. Meters to be calibrated:
 - a. TA-626 gas
 - b. R-631 cyanide and CO
 - c. ETA-621 CO
 13. M-624 and F-633 oil changes
 14. Car-620 NYS inspection and new tires
 15. Fire Tech has brokered a sale of ETA-622 for \$50,000 to the Waltonville Fire Protection Association in Illinois. Commissioner Pettis made a motion to declare the following items on ETA-622 as surplus:
 - a. 450' of 2 1/2" hose
 - b. Two (2) 2 1/2" nozzles
 - c. Four (4) mounted Streamlight flashlights
 - d. Deck gun and tips
 - e. Floating dock strainer
 - f. Three (3) ladders – 35' extension, roof and attic
 - g. 25' hydrant connection on front of truck
 - h. Electric reel and exhaust fan
 - i. Barrel strainer
 - j. Two (2) lengths of hard suction
- Commissioner Schanz seconded the motion. The motion was carried unanimously.

Pittsfield Communications will be removing the County radio, the old low band and the wireless headset radio shortly.

VRS will be winterizing the truck for transport. The bill of \$300 for this will be paid by Waltonville. VRS will bill them. VRS will be coming to Station #3 to check the following:

1. Primer valve
 2. Fluid light
 3. Lowering of the cab
 4. Any other minor problems
16. The new primer valve has been installed on ETA-625.
 17. There will be a virtual meeting with Fire and Marine next Wednesday.
 18. Hart alarms have changed their name to Doyle Security Systems. All current Hart employees have been retained and billing will continue from Hart Alarm until further notice.

Adjournment

Commissioner Casucci made a motion to adjourn. Commissioner Schanz seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:45 pm. The next meeting will be the Organizational meeting on Monday, January 11, 2021 at 7:30 pm in the Commissioners' room.

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