

Vischer Ferry Fire District

Board of Fire Commissioners

GEORGE F. DONOHUE
DUANE LINDSEY
NELSON E. PEAT
MARTIN SCHANZ

750 GROOMS ROAD
REXFORD, NEW YORK 12148
TEL: (518) 371-2167
FAX: (518) 371-2117

KEVIN K. BOWMAN
Chairman
CARL E. VISCONTI
District Treasurer
KARAN A. DONOHUE
District Secretary
SARAH L. DEFOREST
District Administrator



RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, June 13, 2016.

The meeting convened on Monday, June 13, 2016 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Duane Lindsey, Nelson Peat, Carl Visconti-Treasurer, Karan Donohue-Secretary, Sarah deForest-Administrator, Chief Phil Brousseau, Assistant Chiefs Patrick Canale and Kenny Bowman, Hilary Canale, and Timmy Brousseau.

Bills

A listing of transactions for approval numbered 11247 through 11298 was presented to the Board. Nelson Peat made a motion to pay the bills. Marty Schanz seconded the motion. The motion was carried.

1. Sanders Fire and Signal was at Station #2 and made some additional adjustments to the system and it seems to be working now. They have billed us \$7,540 to date for service work at Station #2 vs a pre-approved, not-to-exceed, amount of \$5,000. We paid \$1,110 for work through March 16, 2016. Sanders will reevaluate their bill.

Old Business

Duane Lindsey made a motion to accept the minutes. Nelson Peat seconded the motion. The motion was carried.

1. DEC is in receipt of the letter that was sent to them concerning the underground tanks at Station #1.
2. Pittsfield Communications billed us for the installation of the radio speaker, however they did not speak to anyone about the placement of the speaker.

Treasurer's Report

1. Bank statements and account reconciliations for May 2016 and the listing of transactions approved and paid in May 2016 were sent to Commissioner Donohue for verification.
2. Bank statements and account reconciliations for April 2016 and the listing of transactions approved and paid in April 2016 were returned to the Treasurer.

Nelson Peat made a motion to accept the Treasurer's report. Marty Schanz seconded the motion. The motion was carried.

Chief's Report

1. Marty Schanz made a motion to approve Ryan Claire into membership of the Vischer Ferry Fire Company. Nelson Peat seconded the motion was carried.
2. Duane Lindsey made a motion to purchase the following:
 - a. Six (6) textbooks for Firefighter I classes from Amazon @ \$78.20 each for a total of \$469.20.
 - b. Twelve (12) gloves from www.stearnsflotation.com @ \$24.99 each for a total of \$299.88.
 - c. One (1) small bag from www.nrs.com for \$39.95
 - d. Three (3) large bags from www.nrs.com @ \$49.95 each for a total of \$149.85.
 - e. Four (4) inflatable life jackets from West Marine @ \$194.99 each for a total of \$779.96
 - f. Four (4) size 4x life jackets from www.westmarine.com @ \$132.99 each for a total of \$531.96.
 - g. Four (4) size 2x life jackets from www.westmarine.com @ @\$119.99 each for a total of 479.96'
 - h. Four (4) floatation jackets from www.westmarine.com @ \$249.99 each for a total of \$999.96.

Total cost of PFD upgrades is \$3,281.52 vs budget of \$3,700. Marty Schanz seconded the motion. The motion was carried.

3. Duane Lindsey made a motion for the following:
 - a. ETA-621 and the USA to Ballston Spa on Saturday, June 25 for Ballston Spa's 200th Anniversary parade.
 - b. ETA-621, M-623, ETA-625 and MR-632 for the Town of Clifton Park July 4th parade.

Marty Schanz seconded the motion. The motion was carried.

4. There was discussion on members going to the Firehouse Expo in Nashville, Tennessee from October 18-22. Any member that plans to attend must pay for the entire trip themselves and the District will reimburse them according to accepted standards. Registration will be addressed at the July meeting.
5. The credit card will be used at the Chief's show. Mileage and food will be reimbursed.

Administrator's Report

1. We received a quote from Troy Ironworks for \$4,275 for materials and labor to repair the rear outside stairs at Station #1. We also received a quote from Standard Steel to replace the stairs for \$16,000. Nelson Peat made a motion to hire Troy Ironworks, Inc. to repair the rear outside stairs at Station #1 for \$4,275. Duane Lindsey seconded the motion. The motion was carried.
2. One smoke detector at Station #3 needs to be replaced. The cost is \$265. One horn/strobe at Station #1 needs to be replaced. The cost is \$285. All of the strobes at Station #1 are out of synchronization. We need to obtain a quote for this.
3. Received two quotes for pest control:
 - a. Accurate Pest Control \$150 per month for all three stations
 - b. ACE Pest Control Specialists \$ 89 per month for all three stationsDuane Lindsey made a motion to hire ACE Pest Control Specialists for \$89 per month for all three stations. Marty Schanz seconded the motion. The motion was carried.
4. There is a member who has been suspended and has been requested to return District property. He has not responded. The Secretary will send him a registered letter requesting that he return District issued property.

Alan VanCleeef arrived at 8:15.

New Business

1. Received three quotes for a floor machine:
 - a. Powr-Flite \$4,999.00
 - b. Grainger 5,752.60
 - c. Clarke 5,495.00Marty Schanz made a motion to purchase the floor machine from Powr-Flite for \$4,999. Nelson Peat seconded the motion. The motion was carried.
2. Received the hazardous material report form from Nonnie's Nuggets.
3. Received a privacy notice from Provident.
4. Received the minutes of the May 4, 2016 meeting of the Vischer Ferry Fire Company.
5. Received the collateralization letter from TD Bank.
6. Hall rentals:
 - a. Mark Burroughs 07-02-16 fee waived
 - b. Andy Stadel 06-12-16 fee waived
 - c. Linda Jordan 06-05-16 fee waived
7. Received the client statement from Morgan Stanley for May 2016.
8. Received *Fire District Affairs* for June and July 2016.
9. Received a notice from Poster Compliance Center that we are in compliance with our posters.
10. Received a copy of our response letter to DEC regarding the petroleum bulk storage inspection at Station #1.

11. Received the minutes of the May 19, 2016 meeting of the Emergency Services Advisory Board.
12. Received a copy of a letter from Attorney Wayne Burton to Toyne, Inc.
13. Received a letter from Adirondack Trust Insurance regarding our Workers Comp audit.

Miscellaneous

1. Attorney Wayne Burton would like the sign to go out for bid again. He would like to have a requirement of 5 years' experience in business to qualify to bid. Marty Schanz made a motion to accept the contract from En-Sign for the sign only. All appropriate paperwork has been received from them. Duane Lindsey seconded the motion. The motion was carried. The meeting will be recessed tonight in order to obtain bids for the masonry work for the sign.
2. The iPads will be mounted very soon. Equipment data is being imputed into them.
3. There was discussion on updating our procurement policy. Duane Lindsey moved and Marty Schanz seconded a resolution to update the procurement policy by adding a best value purchasing resolution to the policy. The Secretary called the roll:

Kevin Bowman	yes	
George Donohue		absent
Marty Schanz	yes	
Duane Lindsey	yes	
Nelson Peat	yes	

4. Marty Schanz made a motion to approve purchasing a 2016 Tahoe (vehicle only) on a Midway Fire District contract, for up to \$39,700, using the best value purchasing policy ("piggybacking"). Duane Lindsey seconded the motion. The motion was carried.
5. The air conditioner on ETA-621 has been repaired.

Alan VanCleeef left at 9:00.

6. There was discussion on putting R-631 ahead of ETA-622 in the apparatus replacement rotation. Carl will revise the A&E Reserve Fund projection.
7. Nelson will meet with ACE Pest Control to go through the inside of the buildings.
8. All of the stations have to be pressure washed.

The meeting was recessed at 9:30. The meeting will reconvene at 7:30 pm on Monday, June 27 in the Commissioners' room at Station #2.

Reconvene

The June 13, 2016 meeting of the Board of Fire Commissioners reconvened on Monday, June 27, 2016 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, George Donohue, Marty Schanz, Duane Lindsey, Nelson Peat, Carl Visconti-Treasurer, and Chief Phil Brousseau.

1. Carl Visconti presented a revised A&E Reserve Fund projection, updated to replace R-631 ahead of ETA-622.
2. The ladder rack on ETA-621 will be corrected by Toyne. This should happen in August.
3. The representative from Hale will be here on Wednesday, June 29 to look at the problems with the pump on ETA-621. He will also be bringing a pump manual, which we did not receive.
4. Attorney Wayne Burton has been mostly satisfied with the requirements of the sign bidders.
5. Marty will contact En-Sign to have them order the sign for Station #2.
6. Marty will obtain two quotes for the brick work for the sign.
7. There was discussion on changes to the drill sheets. The major change is the time requirements for each drill category. George Donohue made a motion to approve the revised drill sheets. Duane Lindsey seconded the motion. The motion was carried. A copy of the revised drill sheet is attached.
8. Marty Schanz made a motion to purchase five new paper towel dispensers for the bathrooms at Station #1. Nelson Peat seconded the motion. The motion was carried.
9. There is a problem with the pump on ETA-622 having high discharge pressure. The preset on the pump control may be charging on its own. The problem will be investigated.
10. There was discussion on a new chief's car to replace the 2006 Tahoe. Best value purchasing ("piggybacking") is legal to do as long as another government agency has written a spec and it allows best value purchasing. Marty Schanz made a motion to pursue purchasing a 2016 Chevy Tahoe from Desnoyer Chevrolet for \$40,171.50 on a best value purchase. Duane Lindsey seconded the motion. The motion was carried. Kevin will send an e-mail to Bill Aspron expressing our intention to purchase the vehicle. We will also need to contact our insurance company to put insurance on the new vehicle.
11. There is a problem with the water pressure at Station #1. George will contact the water authority to see if there is a supply problem. We have also contacted Living Water to check the problem.

Adjournment

Duane Lindsey made a motion to adjourn. George Donohue seconded the motion. The motion was carried. The meeting was adjourned at 8:30 pm. The next meeting will be Monday, July 11, 2016 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