

# Vischer Ferry Fire District

## Board of Fire Commissioners

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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, September 12, 2016.

The meeting convened on Monday, September 12, 2016 in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, George Donohue, Marty Schanz, Duane Lindsey, Nelson Peat, Carl Visconti—Treasurer, Karan Donohue—Secretary, Sarah deForest—Administrator, Chief Phil Brousseau, and Tony Fiorillo from Penflex, Inc.

Tony Fiorillo discussed the following:

1. Driving and blood borne pathogens training should have certificates of completion.
2. Blue Devil software does not allow OSHA credit for a miscellaneous category. The software would have to be corrected to include this credit.
3. Drills less than two (2) hours in duration must be considered training, not miscellaneous in order for OSHA credit to be given.
4. Changes and corrections will be made to our point system document and forwarded to Tony.

Tony left at 8:00.

### Bills

1. A listing of transactions for approval numbered 11399 through 11455 was presented to the Board. George Donohue made a motion to pay the bills. Marty Schanz seconded the motion. The motion was carried.

### Old Business

George Donohue made a motion to approve the minutes. Duane Lindsey seconded the motion. The motion was carried.

## **Treasurer's Report**

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

George Donohue made a motion to accept the Treasurer's report. Duane Lindsey seconded the motion. The motion was carried.

1. The budget estimates for the preliminary 2017 budget were reviewed. George Donohue made a motion to approve the 2017 Preliminary Budget. Nelson Peat seconded the motion. The motion was carried.
2. The budget hearing will be Tuesday, October 18, 2016 at 7:00 pm at station #2.

Tim Kimball and Alan VanCleaf arrived at 8:20.

## **Chief's Report**

1. George Donohue made a motion for two members to attend the EMT challenge course at Malta EMS in October. Duane Lindsey seconded the motion. The motion was carried.

## **Administrator's Report**

1. The website needs to be updated.

## **New Business**

1. Received information on UST Operator Training from Capital Region Environmental Engineering & Compliance.
2. Hall Rentals –
  - a. Anastasia Jerome 10-01-16 fee waived
  - b. Kim Vilardi 09-11-16 Pd ck#2445 (\$275)
  - c. Kim Vilardi 06-24-17 Pd ck#2448 (\$275)
  - d. Cathleen Medick 10-04-16 fee waived
  - e. Alan VanCleaf 09-06-16 fee waived
  - f. Paul Pignatelli 09-22-16 fee waived
  - g. Andy Stradel 10-23-16 fee waived
3. Received an Agent/Broker of Record change. Station #1A is included in our fee for insurance but is on a different policy.
4. We need to have insurance coverage on the sign at Station #2.
5. We need to make sure we have the appropriate amount of insurance on TA-626.
6. Received the letter of credit from TD Bank.
7. Received a certificate of insurance from BMW Fabrication, LLC for the sign at Station #2.
8. Received the client statement for August 2016 from Morgan Stanley.

9. Received the second quarter report from Morgan Stanley.
10. We do not have a contract from Sanders Fire & Signal. We also have to find out the status of the work that was approved.
11. Firefighters may not use the computers in the radio rooms for personal use. There is a computer in the workroom at Station #1 for their use.

### **Miscellaneous**

1. The records room needs to be organized.
2. New tools were bought for the workroom in the truck room at Station #1. They need to be labeled.
3. The maintenance man will be out for a few days because of a medical condition with his wife.
4. The sign has been installed. A week from Wednesday we will submit papers for the grant payment. Two trees will be removed around the sign because they are blocking the sign. The sign has to be filled and landscaped.
5. The new Chief's car will be done by the end of the week or next week. The lettering will be done after that.
6. The current Chief's car has to be re-lettered.
7. Marty discussed the SCBA grant. We have to pay \$500 to Grantmasters, Inc. in order to revise the grant application for re-filing. They will sit down with representatives from FEMA to discuss the necessary revisions and present the revised application to the Board for approval. George Donohue made a motion to contract with Grantmasters, Inc. for \$500 to revise the SCBA grant application. Duane Lindsey seconded the motion. The motion was carried.
8. There are many problems with the phones at Station #1. Marty will research the problems and solutions.
9. The ladder bracket on ETA-621 has been fixed.
10. ETA-622 might have a ground problem with the light out on the pump panel. VRS will see if they can duplicate the pump problem.
11. We may have to put a booster wire from the building to the sign at Station #2.

### **Adjournment**

George Donohue made a motion to adjourn. Nelson Peat seconded the motion. The motion was carried. The meeting was adjourned at 9:20pm. The next meeting will be Monday, October 10, 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