

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, August 14, 2017 in the Commissioners' room at Station #2.

The meeting convened on Monday, August 14, 2017 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Andy Casucci, Duane Lindsey, Nelson Peat, Karan Donohue – Secretary, Sarah deForest – Administrator, Chief Phil Brousseau, Assistant Chief Kenny Bowman, Timmy Brousseau and Dave Pettis.

Bills

1. A listing of transactions for approval numbered 12065 through 12120, totaling \$13,129.75, was presented to the Board.

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

Old Business

Commissioner Casucci made a motion to approve the minutes. Commissioner Lindsey seconded the motion. The motion was unanimously carried.

Treasurer's Report

1. Bank statements, account reconciliations and check images for July 2017 and the listing of transactions approved and paid in July 2017 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for June 2017 were returned to the Treasurer.
3. A new section to the report was added that shows the current month and the YTD summary of our LOSAP accounts with Morgan Stanley.

4. A workshop for the 2018 budget will be held on Monday, August 21, 2017 at 7:30 pm in the Commissioners' room at Station #2.

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

Chief's Report

1. Commissioner Lindsey made a motion to approve Anthony Rodriguez into membership in the Vischer Ferry Fire Company. Commissioner Schanz seconded the motion. The motion was unanimously carried.
2. Commissioner Lindsey made a motion to approve the following:
 - a. New members and officers, ETA-622 and/or R-631 to attend a new member drill at Halfmoon on August 17, 24 and 31.
 - b. One (1) member to attend EMT-Basic from September 5 through January 18th for a total cost of course and book fee of \$200 and to use M-634 at xxxxxx .
 - c. One (1) member to attend a Farm Medic course September 23 and 24 at the General Schuyler Emergency Squad for a course fee of \$75 and to use M-634.

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

3. Commissioner Casucci made a motion to purchase the following:
 - a. One (1) VHF high band portable radio from Amazon for \$185.99
 - b. One (1) 4-pack of flares from West Marine for \$24.99
 - c. One (1) thermal imaging camera from MES for \$19,103.50
 - d. Two (2) SCBA masks from xxxx @ \$288.12 each for a total of \$576.24
 - e. Fifteen (15) key tags from xxxxx for xxxxx @ for a total of xxxxx

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

4. Commissioner Schanz made a motion to purchase gear from M2-Prime as follows:
 - a. Eight (8) turnout coats @ \$1,222.20 each for a total of \$9,777.60
 - b. Eight (8) pair of bunker pants @ \$1,216.80 each for a total of \$9,734.40
 - c. The total for the gear is \$19,512.00

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

5. A new cancer SOP was introduced to the Board. This was tabled until the next meeting.

Administrator

1. Utica National has changed its companies name for training to from Centre Learn to Target Solutions.
2. A member's car was damaged during a drill recently. He will obtain a repair estimate and we will contact our insurance company to see if we need to file a claim.
3. We will inquire about a gas card at Stewart's.

New Business

1. Received the client statement for July 2017 from Morgan Stanley.
2. Received *Fire District Affairs* for August and September 2017.
3. Hall rental –
 - a. Kevin Bowman 10-06-17 fee waived
 - b. Bruce Jerome 10-21-17 fee waived
4. Received the minutes of the July 5, 2017 meeting of the Vischer Ferry Fire Company.
5. Received a letter from Adirondack Trust Insurance concerning New York State Paid Family Leave Benefit.
6. Received the minutes of the July 20, 2017 meeting of the Emergency Services Advisory Board.
7. Received information on the Fall Leadership Summit and Vendor Expo in Saratoga Springs on October 12th through 15th.

Miscellaneous

1. The maintenance person will be pressure washing the stations soon.
2. The demo wireless headset for ETA-625 has arrived. Pittsfield Communications will be installing it.
3. Some work has been done on the boat launch in the Preserve. More work needs to be done past the waterline.
4. We have not heard about the SCBA grant yet.
5. The arrow stick LED light has been received.
6. R-631 is at VRS. They are trying to find the cause of the leak in the top of the roof of the cab. The electric reel is also being repaired.
7. VRS has repaired the porta-tank from ETA-621.
8. Commissioner Casucci attended the FASNY convention.
9. Integra LED will be coming to give a proposal to change over the stations to LED lighting. Station #2 will be done first.
10. There is a problem with the upper roof at Station #1. The cover over the stove hood vent is missing.
11. We have not received a quote from Hudson Valley Tank and Pumps yet for the removal of the underground tanks.
12. All hand lights, radios, etc. must have the batteries removed from them when they are stored.
13. The ice machine is not working. The freezer is full.

Recess

Commissioner Schanz made a motion to recess until Monday, August 21st at 7:30 in the Commissioners' room for the purpose of a budget workshop. Commissioner Lindsey seconded the motion. The motion was unanimously carried. The meeting recessed at 8:30 pm.

Reconvene

The Monday, August 14, 2017 meeting of the Vischer Ferry Fire District reconvened on Monday, August 21, 2017 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Andy Casucci, Duane Lindsey, Nelson Peat, Carl Visconti – Treasurer, Karan Donohue – Secretary, Sarah deForest – Administrator, Chief Phil Brousseau, Assistant Chiefs Patrick Canale and Kenny Bowman (arrived at 9:05), Dave Pettis, Tim Kimball, Timmy Brousseau and Kevin Kruger.

Budget Workshop

1. All worksheets pertaining to the 2017 budget are attached to the minutes.

Adjournment

Commissioner Lindsey made a motion to adjourn. Commissioner Peat seconded the motion. The motion was unanimously carried. The meeting was adjourned at 9:55 pm. The next meeting will be Monday, September 11, 2017 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

Budget Workshop – August 21, 2017

1. Discussion on adding a maintenance person. Our current maintenance person will be a custodian. It would be for 15 hours per week. The salary would be approximately \$11,000.
2. There was discussion on the underground tank. A new 500-gallon tank could be \$1,800+/- . A 1,000-gallon tank could be \$3,600+/- . Albany Tank and Pump could remove the tank. We do not have a quote from them.
3. The parking lot at Station #1 could be \$100,000+/- . Stations #2 & 3(#3 patch and seal only) could be \$20,000+/- .
4. Lawn mowing, alarm systems, pest control, generators - \$135,000
5. 4 more iPads would up the monthly Verizon bill. This is under telecommunications.
6. Vehicle includes fuel, maintenance, repairs.
7. Medical is physicals
8. Communications includes radios, radio repairs, pagers, pager repair, iPads
9. Discussion on making M-624 a Fire Police truck. A cap would be added to protect equipment.
10. Discussion on work coats. We could buy 13 coats for officers to try out – durability, washability, etc. Unsure of reception of members if only a few were to receive coats. Commissioners Schanz and Casucci would like to purchase 13 coats. Commissioners Bowman, Lindsey and Peat would like all or none. Purchase all.
11. E-Dispatch for \$2,026 for 2017. This includes MA dispatch.
12. SCBA - \$175,000 would come from Apparatus and Equipment Fund
13. New Chief's car. Another Tahoe - \$52,000.
14. Lighting for the stations could be eligible for grant money. The ballasts are compatible with LEDs.
15. The budget total for 2018 is \$897,450.