

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, May 9, 2016.

The meeting convened on Monday, May 9, 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, Jeanne Forkeutis, from Morgan Stanley and Robert Gramuglia, from Bryans & Gramuglia, CPAs.

Sign Bids

Two bids were received for the construction of the sign:

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|---------------------------------|----------|
| 1. Olson Sign Company, Inc. | \$29,650 |
| 2. En-Sign Affordable LED Signs | 22,499 |

Marty Schanz made a motion to accept the bid from En-Sign Affordable LED Signs for \$22,499, pending review by Attorney Wayne Burton and meeting the criteria set forth by the Department of Homeland Security. Duane Lindsey seconded the motion. The motion was carried.

Morgan Stanley

Jeanne Forkeutis discussed the following:

1. In February the market was down 12%. By the end of March, it was up .05%. Year to date is up 1.00%
2. The market should be positive by the end of the year (6-8%).
3. Our actuarial presumption rate has been lowered to 5.50%
4. Bond rates will not raise any time soon.
5. The next meeting will be Monday, November 14, 2016 at 7:30 pm.
6. No changes in our portfolio were recommended at this time.

Jeanne left at 8:10.

George Donohue arrived at 8:10.

Bryans and Gramuglia, CPAs, LLC

Robert Gramuglia discussed the following:

1. We had a very good audit.
2. We should have hard copies of all checks written for review. This is another good control.
3. Carl will send the audit to the Comptroller and Moody's Investment Service.

Robert left at 8:25.

Bills

A listing of transactions for approval numbered 11198 to 11243 was presented to the Board. Duane Lindsey made a motion to pay the bills. Nelson Peat seconded the motion. The motion was carried.

Old Business

Marty Schanz made a motion to approve the minutes. Nelson Peat seconded the motion. The motion was carried.

Treasurer's Report

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

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

Chief's Report

1. Duane Lindsey made a motion to purchase the following:
 - a. Three (3) helmet shields from Paul Conway for \$132.
 - b. Two (2) seat organizers from Gall's @ \$60 each for a total of \$120.
 - c. One (1) Rescue Basket Cover from First Aid Supplies Plus for \$200.Nelson Peat seconded the motion. The motion was carried.
2. There was discussion on general travel out of county or out of state for training. This was tabled until more information is received.

Administrator's Report

1. A contact for services was included with the 11-30-15 quote from Sanders Fire & Signal; however, the contract was never approved by the Board. Kevin will call Sanders regarding recent service work. In addition, the Station #2 alarm system

is still malfunctioning. Sanders has recommended a complete rewiring of the system at an estimated cost of \$7,500. If the building has to be rewired, we will have to go out for bid.

2. The underground tanks were inspected by the Department of Environmental Conservation. The following were noted:
 - a. Tank 001A (Fuel Oil): Leak detection monitoring is not being performed. This must be done weekly along with monthly operability inspections of the electronic monitoring systems. Documentation that weekly leak monitoring was performed must be submitted to DEC by May 26, 2016.
 - b. Tank 001A (Fuel Oil): Leak detection records are not being maintained. Documentation of the last four weekly monitoring reports must be submitted to DEC by May 26, 2016.
 - c. Tank 001A (Fuel Oil) & Tank 001B (Diesel): The registration information for "piping secondary containment" is not current and valid. Need to correct the PBS Registration Certificate.
 - d. Tank 001B (Fuel Oil) & Tank 001B (Diesel): The registration information for "piping leak detection" is not current and valid. Need to correct the PBS Registration Certificate.
3. One quote was received to repair the rear stairs at Station #1. We need more than one quote.

New Business

1. Received a copy of a letter sent to Phil Barrett requesting a no passing zone in front of Station #2.
2. Received a letter from Central Insurance informing that there is no coverage for the loss of the pump on TA-626.
3. Received a notice of returned premium to Graphic Arts Mutual Insurance Company for a Worker's Compensation audit. The premium was \$37.
4. Received a quote from Powr-Flite for \$4,999 for a floor scrubber. We need to obtain another quote.
5. We will look into rolled paper towels for the bathrooms at Station #1.
6. Attorney Wayne Burton was not sure there are any legal reasons to pursue a case against Toyne. The ladder rack does not meet our specs. We will take pictures to send to Wayne to show him why the rack does not meet the specs.
7. Received the legal notice for the sign from Wayne Burton.
8. Received information from Shakerley Fire Truck Sales on fire apparatus made by Toyne.
9. Received the Safety Data Sheets from Chemguard for Class A foam concentrate.
10. Received the minutes of the April 6, 2016 meeting of the Vischer Ferry Volunteer Fire Company.
11. A letter was sent out to unsuccessful bidders for the lawn contract.
12. Received a quote for mulching from 3E's Landscaping for \$1,873 for all four stations.
13. Hall rentals –
 - a. George Donohue 08-06-16 fee waived

- | | | |
|---------------------|----------|------------|
| b. Emily Sowalsky | 08-12-16 | fee waived |
| c. Anastasia Jerome | 06-18-16 | fee waived |
| d. Bruce Jerome | 07-17-16 | fee waived |
14. Received a certificate of insurance from Dino and Jeanne Sciocchetti.
 15. Received \$525 (check #420) for hall rentals (3) from D. Durfee (NYWEA).
 16. Received the trade confirmations from Morgan Stanley.
 17. Received the client statement for April 2016 from Morgan Stanley.
 18. Received the first quarter (2016) report for LOSAP investments from Morgan Stanley.

Miscellaneous

1. The government is starting to read grants. We have not received a denial letter, so that is good news.
2. The bid has been awarded for the sign so we have to determine the base for it. We will contact En-Sign for their input. We will need two (2) written quotes.
3. All ETAs have had chassis and pump service, NYS inspection and annual pump test.
4. ETA-621 has had the new front rims put on. The AC is not working on the truck.
5. F-623 has an alley light out.
6. Everything on the punch list for ETA-621 has been completed except for the ladder rack.
7. All the electrical work at Station #1 has been completed.
8. The flag pole at Station #2 is leaning. We will ask the masons when work is being done on the sign to take a look at the pole.

Adjournment

George Donohue made a motion to adjourn. Duane Lindsey seconded the motion. The motion was carried. The meeting was adjourned at 9:50 pm. The next meeting will be Monday, June 13, 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