

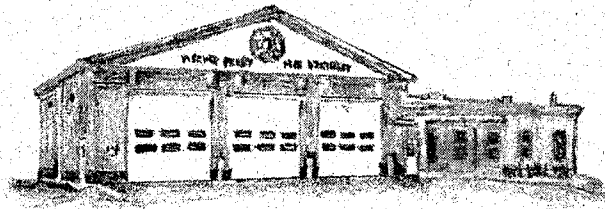
# Vischer Ferry Fire District

## Board of Fire Commissioners

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

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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, December 12, 2016.

The meeting convened on Monday, December 12, 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; Karan Donohue – Secretary, Sarah deForest – Administrator, Chief Phil Brousseau and Assistant Chiefs Patrick Canale and Kenny Bowman.

### **Bills**

1. A listing of transactions for approval numbered 11597 through 11631 was presented to the Board.

Nelson Peat made a motion to pay the bills. Marty Schanz seconded the motion. The motion was carried.

### **Old Business**

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

1. Only one shop vac was purchased from Lowes.
2. Received final comments from Tony Fiorillo concerning LOSAP.
3. There was a discussion on out of state training. The Chief can authorize out of state training subject to the prior approval of the Board of Fire Commissioners. The Board of Fire Commissioners also has to resolve that the training "is necessary, in the public interest and not available within a reasonable distance and time in New York State".
4. We will send Attorney Tim Hannigan a \$3,500 retainer for 2017. If other litigation occurs causing his work to go over this amount, his fee would be \$300 per hour.
5. We need to purchase better paper towels.

## **Treasurer's Report**

1. Bank statements and account reconciliations for November 2016 and the listing of transactions approved and paid in November 2016 were given to Commissioner Donohue for verification.
2. Bank statements and account reconciliations for October 2016 and the listing of transactions approved and paid in October 2016 were returned to the Treasurer.
3. After review, the November bank statements and account reconciliations and the listing of transactions approved and paid in November 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.

The year-end meeting will be Monday, December 26, 2016 at 7:00 pm.

## **Chief's Report**

1. George Donohue made a motion for the following:
  - a. A member to attend Electrical Cause Determination 1 & 2 at Montour Falls on April 10-14. The cost is \$241.
  - b. Three members to attend an Active Shooter Training course at Clifton Park on December 12.
  - c. Two members to attend the Firefighters Guide to Lightweight Wood Construction at Malta Ridge on February 13, 15, 27 & March 1.

Duane Lindsey seconded the motion.

2. A member would like to take an EMT class at the Malta Stillwater EMS building January 9 – June 15. They would like to be reimbursed for mileage. We would prefer the use M-634. George Donohue made a motion that the member must become qualified on M-634 in order to take the class or we will not reimburse them for mileage. Duane Lindsey seconded the motion. The motion was carried.
3. George Donohue made a motion to purchase five (5) pails of class A foam concentrate. Nelson Peat seconded the motion. The motion was carried. There was discussion on purchasing bulk foam concentrate. We will research this.
4. George Donohue made a motion to purchase three (3) pairs of gloves from MES and one (1) helmet shield from Paul Conway. Nelson Peat seconded the motion. The motion was carried.
5. George Donohue made a motion to approve the SOPs changes for radio test. Marty Schanz seconded the motion. The motion was carried.

## **Administrator's Report**

1. Received an explanation from Morgan Stanley concerning a mix-up of payment of LOSAP benefits to two beneficiaries
2. The firehouse, especially the Firefighters' room, needs to be cleaned up regularly in order for pest control to be effective.

## **New Business**

1. Received the Canvass of Election for the Commissioners election. Andrew Casucci received 18 votes.
2. Received trade confirmations from Morgan Stanley.
3. Received confirmation of outgoing funds transfer from Morgan Stanley.
4. Received confirmation of recurring outgoing funds transfer from Morgan Stanley.
5. Received confirmation of check issuance from Morgan Stanley.
6. Received a summary of our consulting group advisor plan review from Morgan Stanley.
7. Received the client statement for November 2016 from Morgan Stanley.
8. Received *Fire District Affairs* for December 2016 – January 2017.
9. Received a letter from Norm Petricca asking for our support in electing him as a Regional 1 Director for AFDSNY.
10. Received a signed contract from Sanders Fire & Safety for Central Monitoring for the District.
11. Hall rental – Andy Stadel                      12-11-16                      fee waived
12. Received the minutes of the November 17, 2016 meeting of the Emergency Services Advisory Board.
13. Received an anonymous letter concerning the conduct of a member of the Vischer Ferry Fire Company.
14. Received a certificate workers' compensation insurance.
15. Received certificates of insurance from UTSAB, Inc. DBA UTSAB.
16. Received a Notice of Claim for the loss of an earring of a member of Clifton Park-Halfmoon Fire. This occurred at a Mutual Aid call on September 5, 2016.

## **Miscellaneous**

1. Because ETA-621 is a new piece of apparatus with many new features that members have to become familiar with, VRS will be discussing our concerns and questions with Hale.
2. R-631 became stuck in mud at a call and had to be towed out. We will submit an insurance claim for this.
3. We received a check in the amount of \$23,968.96 from the NYS DHSES grant program for the sign at Station #2.
4. There was discussion on equipping the Chiefs' cars with SCBA. We have applied for funding for 25 replacement SCBAs from the 2016 AFG grant program. The discussion was tabled.
5. PEF has determined that bail-out systems are not necessary. This will be discussed with Attorney Tim Hannigan.
6. We need to put a lock on the door to the storage room at Station #3.
7. The heater on ETA-622 was not working properly. This was taken care of.

8. We finally received invoices from Immanuel Electric for work performed in 2016.
9. Kevin will discuss the insurance for the USA and others items with Company members.

### **Recess**

George Donohue made a motion to recess. Marty Schanz seconded the motion. The motion was carried. The meeting was recessed at 8:45 pm. The meeting will reconvene on Monday, December 26, 2016 at 7:00 pm in the Commissioners' room at Station #2.

### **Reconvene**

The December 12, 2016 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District reconvened on Monday, December 26, 2016 at 7:00 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, Chief Phil Brousseau and Andrew Casucci.

### **Bills**

1. A listing of transactions for approval numbered 11632 through 11661 was presented to the Board.

Nelson Peat made a motion to pay the bills. George Donohue seconded the motion. The motion was carried.

### **Treasurer's Report**

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

1. After payment of outstanding bills, approximately \$30,000 is to be carried over to 2017 as "unassigned fund balance" in the General Fund..
2. A check (#687305) for \$750 was received from Utica National for towing R-631.
3. Duane Lindsey made a motion to transfer, as budgeted, \$200,000 to the Apparatus & Equipment Fund and \$15,000 to the Building and Land Reserve Fund. Marty Schanz seconded the motion. The motion was carried.

### **New Business**

1. We need a letter from Long Energy verifying fuel pricing is at State contract rate.
2. The compressor on ETA-621 is making a very loud noise. We will write a letter to VRS concerning this.
3. The generators need to be serviced.
4. Received the notice of the publication of the legal notice for the Organizational meeting on January 9, 2017.

5. Received a letter from Shakerley Fire Truck Sales with updates about the company.
6. Received the letter of credit from TD Bank.
7. Received the minutes of the December 1, 2016 meeting of the Vischer Ferry Fire Company.
8. Received a ballot for two directors to represent our region on the Association's Board of Directors for the Association of Fire Districts of the State of New York.
9. Received a confirmation of recurring outgoing funds transfer from Morgan Stanley.
10. Received a copy of a letter to a member regarding use of firefighting gear.
11. Received a copy of an information application/Update form from the New York State Department of Health.

### **Miscellaneous**

1. We will send a letter to Wayne Burton thanking him for his service to the District.
2. We are getting together the necessary information to process our LOSAP information for Penflex, Inc.
3. We have to renew our filing number for grants with FEMA.
4. We have not heard anything on the SCBA grant.
5. The door latch on R-631 is broken on the right rear door. VRS has been notified.
6. The lights in the trophy case were fixed.
7. Duane Lindsey was reappointed as our representative to the Emergency Services Advisory Board. Andrew Casucci will be the alternate.
8. Kevin welcomed Andy to the Board.
9. Kevin thanked George for 19 years of dedicated service to the District.

### **Adjournment**

George Donohue made a motion to adjourn. Nelson Peat seconded the motion. The motion was carried. The meeting was adjourned at 7:40 pm. The next meeting will be the annual Organizational meeting on Monday, January 9, 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