

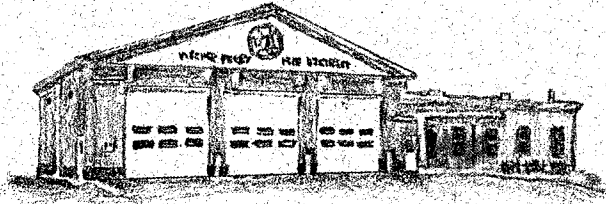
Vischer Ferry Fire District

Board of Fire Commissioners

ANDREW J. CASUCCI
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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 annual Organizational meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 9, 2017 at 7:30 pm in the Commissioners' room at Station #2.

The position of Chairman of the Board of Fire Commissioners is terminated on the last day of the year 2016. To open the Organizational meeting, Kevin Bowman made a motion to appoint Carl Visconti as temporary Chairman. Marty Schanz seconded the motion. The motion was carried.

The Organizational meeting convened at 7:30 pm on Monday, January 9, 2017 in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Andrew Casucci, Duane Lindsey, Nelson Peat, Carl Visconti, Karan Donohue, Chief Phil Brousseau and Attorney Tim Hannigan.

Oath of Office

Andrew Casucci was sworn into office by Attorney Tim Hannigan.

Appointments

Chairman – Marty Schanz made a motion to elect Kevin Bowman as permanent Chairman for the year 2017. Duane Lindsey seconded the motion. The motion was carried.

It was noted that the legal notice pertaining to the Organizational meeting was placed in the Gazette on December 21, 2016.

District Secretary – Duane Lindsey made a motion to appoint Karan Donohue as District Secretary for the year 2017. Marty Schanz seconded the motion. The motion was carried. Attorney Tim Hannigan administered the oath of office.

District Treasurer – Marty Schanz made a motion to appoint Carl Visconti as District Treasurer for the year 2017. Duane Lindsey seconded the motion. The motion was carried. Attorney Tim Hannigan administered the oath of office.

Deputy Treasurer – Nelson Peat made a motion to appoint Karan Donohue as Deputy Treasurer for the year 2017 and to sign all checks of the Vischer Ferry Fire District for the year 2017 in the absence of the Treasurer. Duane Lindsey seconded the motion. The motion was carried. Attorney Tim Hannigan administered the oath of office.

Attorney – Timothy Hannigan, Attorney, would be pleased to represent the Vischer Ferry Fire District for the year 2017. Duane Lindsey made a motion to appoint the Hannigan Law Firm, PLLC, as legal counsel for the Vischer Ferry Fire District for the year 2017. As specified in their engagement letter dated 1-9-17, Hannigan will be paid a flat fee of \$3,500 for routine work during the year and will provide quotes for any significant additional items. Hourly rates are \$305 for partners and \$125 for paralegals. Nelson Peat seconded the motion. The motion was carried.

The constitutional oath of office, which was sworn to, reads as follows:

I (name), of the town of Clifton Park, Saratoga County and the State of New York, do solemnly swear the I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of Commissioner/Secretary/Treasurer/Deputy Treasurer, for the Vischer Ferry Fire District, according the best of my ability.

The Secretary will file the oath of office with the Town of Clifton Park.

Salaries – Marty Schanz made a motion that the salary of the Secretary will be \$8,550, the Treasurer will be \$9,350, the Administrator will be \$12,000 (hourly rate-every 2 weeks), and the Custodian will be \$11,000 (hourly rate-every 2 weeks). Nelson Peat seconded the motion. The motion was carried.

Designated Newspaper – Nelson Peat made a motion that the Gazette be designated as the official newspaper for the Board of Fire Commissioners of the Vischer Ferry Fire District for the year 2017. Marty Schanz seconded the motion. The motion was carried.

Bank Depository – Duane Lindsey made a motion that TD Bank be the official Bank Depository. Nelson Peat seconded the motion. The motion was carried.

Regular Monthly Meeting Night - Marty Schanz made a motion that the regular monthly meeting will be held on the second Monday of the month at 7:30 pm in the Commissioners' room at Station #2 for 2017. Nelson Peat seconded the motion. The motion was carried.

Surety Bond for Treasurer and Deputy Treasurer – the Surety Bond will be \$2,000,000 for 2017. Marty Schanz made a motion that when the bond comes due, it will be renewed

and filed with the Town Clerk for the Town of Clifton Park. Nelson Peat seconded the motion, the motion was carried. The Surety Company is Utica Mutual. The bond amount should be sufficient to cover the amount the Treasurer and Deputy Treasurer will handle.

Membership of the NYSAFC, AFDSNY and AFDCA – Marty Schanz made a motion that membership in the New York State Association of Fire Chiefs, the Association of Fire Districts of the State of New York and the Association of Fire Districts of the Capital Area be approved. Duane Lindsey seconded the motion. The motion was carried.

Records Management and Retention Officer – Marty Schanz made a motion to appoint Karan Donohue as the Records and Retention Officer. Nelson Peat seconded the motion. The motion was carried.

Records Access Officer – Marty Schanz made a motion to appoint Karan Donohue as Records Officer. Nelson Peat seconded the motion. The motion was carried.

Mileage – Marty Schanz made a motion to set the mileage reimbursement at \$.535 per mile. Andrew Casucci seconded the motion. The motion was carried.

Board Policies – the District policies were reviewed as follows:

- | | | |
|---|---|---|
| 1. Investment | adopted 12-13-99 | updated 5-14-12 |
| 2. Procurement | adopted 1992 | updated 8-11-11, 6-13-16 |
| 3. Firematic SOPs | adopted 11-3-93 | updated 12-12-16 |
| 4. Medical requirements | adopted 1992 | Physical exams updated 1-14-02,
2-8-16 |
| 5. Universal Precautions | adopted 5-11-92 | |
| 6. OSHA | adopted 1-9-12 | |
| 7. Sexual Harassment | adopted 9-94 | |
| 8. Fire District Awards | adopted 1-14-85 | |
| 9. Underage Membership | adopted 2-8-99 | |
| 10. District Employees | | |
| a. Administrator | adopted 6-12-06 | updated 12-27-15 |
| b. Custodian | adopted 1-4-14 | updated 12-12-16 |
| 11. Duties of the Treasurer | adopted 1-14-02 | updated 8-12-13 |
| 12. Duties of the Secretary | adopted 2-8-99 | updated 1-12-14 |
| 13. Protective Clothing | adopted 5-10-99 to be updated on an annual basis
according to NFPA 1971-1991 standards for all
protective clothing as adopted 1-12-09 | |
| 14. Communications | adopted 6-99 | updated 10-12-15 |
| 15. Pregnancy | adopted 11-8-99 | |
| 16. Code of Ethics | adopted 5-8-00 | |
| 17. Chief's Vehicle | adopted 1-14-02 | revised 1-10-05 |
| 18. Mileage Reimbursement
for Chiefs | adopted 12-30-01 | updated 1-11-16 |
| 19. Travel Reimbursements | | |

- for Company Members adopted 12-30-01 updated 1-12-15
- 20. Training Mileage Reimbursement adopted 1-9-06 updated 1-13-14
 - 21. Collaborative Agreement adopted 1-15-10 (PAD) updated 2-17-13
 - 22. Collaborative Agreement adopted 1-15-10 (Epi-Pen) updated 1-8-14
 - 23. Drug-Free Workplace and Consumption of Alcohol adopted 11-8-14
 - 24. Rules and Procedures for Complaints and Disciplinary Proceedings Based on Misconduct or Incompetence or Violation of a Rule or Policy adopted 10-10-11
 - 25. Rules Concerning General Conduct and Performance of Fire Company Members adopted 10-10-11
 - 26. Capital Assets adopted 10-13-14
 - 27. Credit Card adopted 10-12-15
 - 28. Service Award Program (LOSAP) revised 10-10-16
 - 29. Equal Employment Opportunity adopted 4-11-16

Board Assignments

(attached to the minutes)

Treasurer's Annual Report Year-End Summary – It was noted that a resolution to allow the year-end report to be submitted in March was approved on December 9, 1999. A resolution, dated January 12, 2015, allowed the report to be presented in February.

Approval of Chief Officers – Andrew Casucci made a motion to approve the Chief Officers for 2017 as follows:

Chief	Phil Brousseau
1 st Assistant Chief	Patrick Canale
2 nd Assistant Chief	Kenneth Bowman

Duane Lindsey seconded the motion. The motion was carried.

At this point, the following was directed to Attorney Hannigan:

1. Bail-out system – not every firefighter has to demonstrate proficiency in bail-out. They must explain the procedure without actually doing it. If the Board decides that a firefighter must do the procedure in the first year of membership in the Company, a policy must be adopted. The Company still has to have a bail-out system.
2. Tim would like to look over the constitution and SOPs of the Vischer Ferry Fire Company.
3. Blue light cards should be issued by the Board of Fire Commissioners.

4. Suspension of firefighters – the Chief can suspend a firefighter until the next Board meeting. They can then go into Executive Session to discuss the situation. We should also contact Tim.
5. Solar – we can enter into a contract with a solar company, but the contract should be sent to Tim first.
6. Tim will work on an out of state travel policy.
7. Tim would like to see a hall rental agreement.
8. Tim will give us a FOIL policy. The request must be prepaid before any information is sent. Contact Tim if we have a request.

Other items discussed regarding our policies:

1. Karan and Sarah will get together to discuss and update the Secretary's duties.
2. The PAD has to be renewed.
3. The Records Retention Policy should be added to the policy book.
4. The Epi-pen forms are complete and should be added to the policy book.
5. A workplace violence policy and right to know hazards in the firehouse was discussed.
6. We have to look at the hall floor at Station #1.
7. Large budget items for 2017 are the parking lot and air conditioning at Station #1.
8. The updated SOPs will be printed in house if that is more cost effective.
9. Kevin Bowman made a motion to give the Administrator and Custodian two (2) paid days off (4 hours for the Administrator and 5 hours for the Custodian) in lieu of a pay raise. Nelson Peat seconded the motion. The motion was carried. Duane Lindsey abstained.

Bills

1. A listing of transactions for approval numbered 11674 through 11701 was presented to the Board.

Duane Lindsey made a motion to pay the bills. Andrew Casucci seconded the motion. The motion was carried.

Old Business

Duane Lindsey made a motion to approve the minutes. Marty Schanz seconded the motion. The motion was carried.

Treasurer's Report

1. Bank statements and account reconciliations for December 2016 and the listing of transactions approved and paid in December were given to Commissioner Bowman for verification.

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

Chief's Report

1. Duane Lindsey made a motion for the following:
 - a. Five (5) members to attend the "Firefighter Assist and Search Team (FAST)" at Jonesville and the training center on January 12, 14, 19, 21 and 28, 2017.
 - b. Four (4) members to attend "Fire ground Responsibilities of the Incident Commander" at West Crescent on January 27, 28 and 29, 2017.

Nelson Peat seconded the motion. The motion was carried

2. Marty Schanz made a motion for the following:
 - a. Three (3) boxes of SCBA towelettes from MES @ \$49.46 each for a total of \$148.38.
 - b. One (1) case of Disinfectant/Sanitizer from, MES for \$148.
 - c. One (1) gallon jug and three (3) spray bottles from MES for \$209.
 - d. 12 (twelve) SCBA regulator gaskets from MES @ \$13 each for a total of \$156.
 - e. One (1) SCBA large nose cup from MES for \$42.
 - f. One (1) SCBA medium nose cup from MES for \$42.
 - g. Six (6) SCBA regulator holders from MES @ \$30 each for a total of \$180.
 - h. Two (2) 16 packs of AA batteries.
 - i. Three (3) 8 packs of 9 volt batteries.
 - j. One (1) stop/slow paddle with 7' pole from Signs Direct for \$72.

Duane Lindsey seconded the motion. The motion was carried.

3. Andrew Casucci made a motion to approve M-634 for use at training classes. Nelson Peat seconded the motion. The motion was carried.
4. Eight (8) pails of Class A foam was obtained from Har-Rob @ \$95 per pail for a total of \$760. Twenty-five (25) pails of Class A foam was ordered from Jerome @ \$75 per 5-gallon pail for a total of \$1,875.

New Business

1. Received the client statement for December 2016 from Morgan Stanley.
2. Received a change for our Workers Compensation policy from Utica National.
3. Received information on Treasurer's and Commissioner Training.
4. Received a copy of a letter to V.R.S. concerning the CAFs air compressor on ETA-621.
5. Received a Directory update form from the Association of Fire Districts of the State of New York, Inc.

Miscellaneous

1. The grommets on the flap of the port-a-tank on ETA-621 are broken. Marty will call VRS. The tank will stay on the truck, but will be out of service until it is repaired.

2. We are still waiting for the SCBA grant. If approved, we have to determine what we want:
 - a. Identifier
 - b. TIC in mask
 - c. Threaded bottle
 - d. Partner breathing
3. There was discussion on wireless radio headsets. MES carries them. The radios are compatible with our system. The cost of the headsets is \$2,750 per set for a total of \$11,000. This includes the hardware. It is recommended that Albany Communications install the headsets.
4. There is research going on for a repeater in Coburg Village or Okte school to improve our communications with Fire Com.
5. Marty Schanz made a motion to approve the Service Awards firefighter training records. Duane Lindsey seconded the motion. The motion was carried. The LOSAP forms for 2016 were signed and will be posted at Station #1 for 30 days.
6. The software for the iPads is ready to go. We are waiting for the iPads. The service has been updated.
7. The Secretary will have keys made for the locked file cabinet in the Commissioners' room.
8. The door on R-631 has been repaired.
9. The timer that allows the moisture to be dumped from the air compressor on ETA-625 runs approximately every 30 minutes. It can run safely twice a day. This has to be looked at.
10. The vacuums at Stations #1 and 3 do not work. Duane Lindsey made a motion to purchase two (2) vacuums from Lowes. Nelson Peat seconded the motion. The motion was carried.
11. ETA-621 was out of exhaust fluid. This was added to the truck.

Adjournment

Andrew Casucci made a motion to adjourn. Marty Schanz seconded the motion. The motion was carried. The meeting was adjourned at 11:00 pm. The next meeting will be Monday, February 13, 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