

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 June 12, 2017 at 7:30 pm in the Commissioners' room at Station #2.

The meeting convened on Monday, June 12, 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 and Attorney Tim Hannigan.

Executive Session

The Board retired to Executive Session at the start of the meeting to discuss a personnel matter.

Assistant Chief Kenny Bowman, Timmy Brousseau, Ed Vargas and Kevin Kruger arrived at 8:10.

The Board discussed the following with Attorney Hannigan:

1. RFP to redo the parking lot at Station #1. This was tabled pending further research.
2. Underground tanks at Station #1. The tanks should be removed and decommissioned. This was tabled pending further research.
3. The Board should approve the fund drive for the Vischer Ferry Fire Company Fund Drive. The Company should file a form 990. Attorney Hannigan recommended an external audit of the Company, which has already been done.

Tim left at 8:45.

Bryans and Gramuglia

Bob Gramuglia discussed the following for the 2016 audit:

1. The audit for 2016 was performed. No material weaknesses were found. All controls were proper and in place.
2. The District was given an unmodified opinion, which is the cleanest opinion you can have.
3. This was a clean audit
4. We have one more year remaining on our current agreement with Bryans & Gramuglia. A new RFP will be required for audit services beginning with 2018.

Bob left at 9:00

Bills

1. A listing of transactions for approval numbered 11963 through 12019 was presented to the Board.

Nelson Peat made a motion to pay the bills. Andy Casucci seconded the motion. The motion was carried.

Old Business

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

1. the company we can send our pagers to for repair and to sell old pagers for parts is United Communications Corp. (www.uccwireless.com)
2. Payment upon completion of work was authorized for Audio Obsessions as long as the invoiced amount was the same as their quote.

Assistant Chief Patrick Canale arrived at 9:10.

Treasurer's Report

1. Bank statements, account reconciliations and check images for May 2017 and the listing of transactions approved and paid in May 2017 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for April 2017 and the listing of transactions approved and paid in April 2017 were returned to the Treasurer.

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

Chief's Report

1. Marty Schanz made a motion to approve John Agosti as a member of the Vischer Ferry Fire Company. Duane Lindsey seconded the motion. The motion was carried.

2. Marty Schanz made a motion to approve the following:
 - a. Members to attend FAST training on June 13 at the Colonie Training Center.
 - b. New members to attend a drill at the Halfmoon fire house on June 28.
 - c. Members to attend training at Lock 7 in Niskayuna on June 26.Andy Casucci seconded the motion. The motion was carried.
3. Duane Lindsey made a motion to approve the following:
 - a. ETA-621 or ETA-622 for FAST training on June 13 at the Colonie training center.
 - b. M-623, M-624, and M-634 for a drill at Lock 7 on June 26.
 - c. ETA-622 for a new member drill at the Halfmoon firehouse on Wednesday, June 28.
 - d. ETA-621, M- 623, ETA-625, MR-632 for the July 4th parade in Clifton Park.Marty Schanz seconded the motion. The motion was carried.
4. Duane Lindsey made a motion to purchase the following:
 - a. One (1) helmet shield from Paul Conway
 - b. One (1) "Essentials of Fire Fighting 6th Edition Interactive Course – Firefighter I/IFSTA for \$40 for one member taking the Basic Exterior Fire Fighting Operations course.Marty Schanz seconded the motion. The motion was carried.
5. Four (4) lengths of 5" hose was taken out of service at hose test. Three because of seized couplings and one because of failure. We will try to repair the couplings. One length of 2 ½ and one length of 1 ¾ also failed.
6. R-631 is out for repairs at Cummins Northeast. There is a bad hose and a bad elbow. The leak in the weld of the air cooler has been repaired.

Administrator's Report

1. ABC Fire Extinguisher is retiring.
2. There is no "just vibrate" mode when programming pagers. United Communications Corp. will purchase used pagers for parts for \$40 each. Duane Lindsey made a motion to sell seven (7) pagers to United Communications Corp. Marty Schanz seconded the motion. The motion was carried.
3. Daily allotments for food were discussed When travelling for conferences or training. The GSA per diem allowance is \$51 - \$11 for breakfast, \$12 for lunch and \$28 for dinner. The first and last day of travel is \$38.25 or 75% of a full day's allowance.

New Business

1. Received a file copy of our management letter from Bryans & Gramuglia CPAs, LLC regarding the 2016 audit.
2. Our maintenance man has been doing tire pressure tests on the apparatus.
3. Received a letter from ABC Fire, LLC announcing Catherine's retirement. ABC Fire Equipment will be sold to Albany Fire Extinguisher Sales and Service.
4. Received the minutes of the May 3, 2017 meeting of the Vischer Ferry Fire Company.
5. Received the following from Morgan Stanley:
 - a. Client statement for May 2017
 - b. Trade confirmations
 - c. Confirmation of Our Personal and Account Information
6. Hall Rental from Mary Pipino for 08-12-17. Pd ck #3963 \$275
7. Received the minutes of the May 18, 2017 meeting of the Emergency Services Advisory Board.
8. Received the addendum to contract from Audio Obsessions.
9. Received *Fire District Affairs* for June – July 2017
10. Received a quote from Towne TV for a whiteboard.

Ed Vargas and Kevin Kruger left at 10:00.

Miscellaneous

1. There have been some concerns with Life Song. Kevin will speak with them.
2. We need rock and filter fabric for the west wall of Station #3.
3. We have some minor changes to the Travel rate that we will discuss with Attorney Hannigan.
4. Andy thanked the Board for the flowers for his mother.
5. Andy talked with the Emergency Services Advisory Board about a small house built at the Transfer Station to be used for training. The ESAB will send a letter to Supervisor Phil Barrett to start the process.
6. Every Friday the grants are released. We are still waiting for word of the SCBA grant.
7. Marty Schanz made a motion to purchase a 12v self-contained LED Arrow Board from www.able2products.com for \$932.34 and a tailgate bracket for \$70.17. Duane Lindsey seconded the motion. The motion was carried.
8. We will try to set up a meeting with the Clifton Park Water Authority to talk about bringing water to Station #2.
9. There is a member who is interested in being a daytime driver, but not wearing a SCBA. Phil will look into this.
10. Duane Lindsey moved and Marty Schanz seconded a resolution to increase LOSAP benefits from 30 years of service to 40 years of service credit. The Secretary called the roll.

Kevin Bowman yes
Marty Schanz yes
Andrew Casucci yes
Duane Lindsey yes
Nelson Peat yes

The resolution was approved.

Adjournment

Nelson Peat made a motion to adjourn. Marty Schanz seconded the motion. The motion was carried. The meeting was adjourned at 10:25 pm. The next meeting will be Monday, July 10, 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