

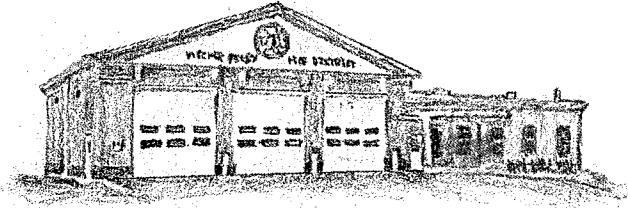
Vischer Ferry Fire District

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, April 9, 2018.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was convened on Monday, April 9, 2018 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andy Casucci, Commissioner Duane Lindsey, Commissioner Dave Pettis, Carl Visconti – Treasurer, Karan Donohue – Secretary, Sarah deForest – Administrator, Chief Phil Brousseau, Assistant Chiefs Kenny Bowman and Ed Vargas and Andy Stadel.

Lawn Bids

The following bids were received:

1. T & P Lawn and Landscape	\$5,060
2. Capital District Lawn Care	5,300
3. Pajak's Lawn & Landscape	2,375
4. 3E's Landscaping	2,256.25
5. 12065 PROPERTIES	1,850

Commissioner Pettis made a motion to hire 3E's for \$2,256.25 for lawn mowing and landscaping. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Bills

1. A listing of transactions numbered 12517 through 12574, totaling \$146,073.48, was presented to the Board.
Commissioner Schanz made a motion to pay the bills. Commissioner Pettis seconded the motion. The motion was carried unanimously.
1. There were questions and discussion on a voucher submitted for payment for meals for members attending a conference at the fire academy at Montour Falls.

Commissioner Schanz made a motion to pay \$89.25 per diem for Friday and Saturday evening dinners. Commission Pettis seconded the motion. The motion was carried unanimously. Members will be informed before they travel as to what the reimbursement will be, whether it will be per diem or actual expenses, which will require a receipt.

Old Business

1. The fee of \$750 for hall rental for Silvia Marpicati was received.

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

Treasurer's Report

1. Bank statements, reconciliations and check images for March 2018 and the listing of transactions approved and paid in March 2018 were given to Commissioner Bowman for verification.
2. Bank statements, reconciliations and check images for February 2018 were returned to the Treasurer.
3. The Annual Report from Penflex, Inc. was received.

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

Chief's Report

1. Commissioner Schanz made a motion for the following:
 - a. Four (4) members to attend the "Apparatus Operator-Pump" course at Jonesville on April 16, 19, 24, 26, May 1, 3, and 5.
 - b. One (1) member to attend the "Firefighter and Survival" course at Schuylerville on April 10, 17, and 21.
 - c. FAST members to attend a joint drill with Jonesville on April 23.
 - d. One (1) member to attend the "Principles of Instruction" course at Malta Ridge on May 7, 10, 14, 21, and 24.

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

2. Commissioner Schanz made a motion to purchase the following:
 - a. Seven (7) coats, jackets and liners from Safety Wearhouse LLC for \$2,680.34. This is a budgeted item.
 - b. Seven (7) raincoats, hats and gloves from Safety Wearhouse LLC for \$1,096.66. This is a budgeted item.
 - c. Three (3) Haz mat booms and two (2) pack of Haz mat pads. The Administrator will research prices.

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

3. Commissioner Pettis made a motion for the following:
 - a. R-631 to Jonesville on April 23.

- b. ETA-625 or the next available apparatus for BEFO support on June 2 at the training center.
- c. ETA-625 or next available apparatus for the "Apparatus Operations – Pump" course at Jonesville on the dates indicated.

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

- 4. There was discussion on using Station #2 for Recruit NY on April 28, along with a vehicle fire demonstration. Commissioner Schanz made a motion for a vehicle extrication demonstration only. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
- 5. Commissioner Lindsey made a motion to accept the revision to the SOPs. Commissioner Pettis seconded the motion. The motion was carried unanimously.
- 6. Received a signed waiver and release for a pregnant firefighter.

Administrator's Report

- 1. Commissioner Lindsey made a motion to approve the Workplace Violence Policy. Commissioner Schanz seconded the motion. The motion was carried unanimously.
- 2. There was discussion on replacing the coffee maker in the hall at Station #1. This was tabled for research into costs and manufacturers.
- 3. We will be purchasing pager cases on an as needed basis from www.thefirestore.com.
- 4. There was discussion on ice rescue suits. Commissioner Schanz will be researching State grants for replacement of some of our suits.

New Business

- 1. Received correspondence concerning our AEDs. This was given to Chief Brousseau.
- 2. Received a certificate of insurance from Black Diamond Design.
- 3. Received the 1099 forms for the LOSAP.
- 4. Received the client statement for March 2018 from Morgan Stanley.
- 5. Hall rentals –
 - a. Jeanne and Dino Sciocchetti 05-06-18 fee pd ck #1456 \$350
 - b. Flavia Sukirt 05-27-18 fee waived
 - c. Constance Valenti 07-01-18 fee pd ck #729 \$350
 - d. NYWEA, Inc. fee pd ck #1218 \$750
- 7. Received the minutes of the March 15, 2018 meeting of the Emergency Services Advisory Board.
- 8. Received the laboratory report for compressed air/gas quality testing for the Bauer unit. The sample is within specifications.
- 9. Received a quote from Utica National from CyberRater Rater- Small Business for cyber security. It would cost \$960 per year. This was tabled until next month so we can discuss this with our insurance agent.

10. The 75th Annual Meeting and Conference of the Association of Fire Districts of the State of New York will be held April 19-21 at the Marriott on Wolf Rd. Secretary Donohue will be taking secretary training on Thursday, April 19. Commissioner Schanz may be attending "Fire Cancer Insurance" on Friday, April 20.
11. Received *Fire District Affairs* for April – May 2018.

George Donohue and Rich Guerin arrived at 8:25.

Miscellaneous

1. Several applicants for the cleaning position have been interviewed. There was a bid for \$720 on a month to month basis. This would be for all stations, two days per week. Commissioner Schanz made a motion to hire Tri-City Janitorial to clean all three stations for \$720 per month on a month-to-month basis with a 30-day termination notice until a permanent cleaner is hired. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
2. Received two quotes for the telephones at Stations #1 and 2:
 - a. GraceCom Communications \$10,817.15
 - b. TAG Solutions 5,447.90This will be tabled until Wednesday, April 11, to research this more thoroughly.
3. President George Donohue discussed the following:
 - a. Land exchange:
 - i. There was much discussion on transferring the land which is owned by the District and Station #1A. Special committees will meet to discuss the possible exchange of land for the building.
 - b. 501c3:
 - i. The Company has signed a letter of engagement with Bryans and Gramuglia to complete the process of applying and re-establishing their not-for-profit status with the IRS.

George and Rich left at 9:30 pm.

4. The land exchange with Rexford has been completed except for one small area concerning one house that was in both districts. The sewer line was changed so the house is now in only one district.
5. MR-634 was serviced last year.
6. Pump test will be done this month.
7. We need a second quote for repair work for M-624. It will go to J & M Motors for a second quote for brake and fuel lines and rear spring shackles. It passed inspection.
8. Commissioner Lindsey made a motion to have Smith Automotive repair the rust on the rear bumper and support for \$364.63 on the 2011 Impala. Commissioner Schanz seconded the motion. The motion was carried unanimously.
9. There was discussion on purchasing a one-ton pickup truck to pull an ice water trailer. Commissioner Schanz will research a grant for this.
10. We are waiting for the final drawing for the boat launch on the preserve.

11. National Grid will be doing a house to house survey for natural gas to Station #1.
12. There was a lengthy discussion on purchasing a new R or ER to replace R-631. The consensus was to purchase an ER.
13. We will meet with Roland Mays to have the wetlands delineated at Station #3 to determine what we have to work with for a station remodel.
14. Hillcrest will be coming to look at ETA-621 and/or ETA-625.
15. The water softener has been installed at Station #1. We have to run the water there often.
16. Commissioner Lindsey will amend his Fire District easement where the sewer line is to allow the water line to go through.

Executive Session

Commissioner Pettis made a motion to go into Executive Session for the purpose of discussing the employment history of a particular person pursuant to Public Officers Law 105(f). Commissioner Lindsey seconded the motion. The motion was carried unanimously. Executive session was convened at 10:30 pm.

A motion to adjourn the Executive Session was made by Commissioner Casucci. Commissioner Schanz seconded the motion. The motion was carried unanimously. Executive session adjourned at 10:50 pm.

Recess

Commissioner Schanz made a motion to recess until Wednesday, April 11, 2018 at 7:00 pm in the Commissioners' room at Station #2. Commissioner Pettis seconded the motion. The meeting was recessed at 11:05 pm.

Reconvene

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District, which was convened on Monday, April 11, 2018, reconvened on Wednesday, April 11, 2018 at 7:00 pm. Those in attendance were Commissioner Bowman, Commissioner Schanz, Commissioner Casucci, Commissioner Lindsey, Commissioner Pettis, Carl Visconti – Treasurer and Karan Donohue – Secretary.

1. Commissioner Pettis made a motion to hire GraceCom Communications for \$10,817.15 (State contract: PM 20910, SAP C240008708, Internal 71061, Group 73600, Award 22802) to upgrade the telephone system at Station #1 and tie in with Station #2
Commissioner Lindsey seconded the motion. The motion was carried unanimously.
2. We will re-key Station #1A. The cost for keys from Phillips Locksmith is \$15 per key for 20 keys is \$560. The mechanical room at Station #1 will be fobbed.
3. There was discussion on a new coffee maker at Station #1. We received two quotes:
 - a. Bunn (on line) \$755.82

b. Chris' Coffee 985.00

Commissioner Lindsey made a motion to purchase a Bunn coffee maker on line for \$755.82. Commissioner Schanz seconded the motion. The motion was carried.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Schanz seconded the motion. The motion was carried unanimously. The meeting adjourned at 7:45 pm. The next meeting will be Monday, May 14, 2018 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