

# Vischer Ferry Fire District

## Board of Fire Commissioners

750 GROOMS ROAD  
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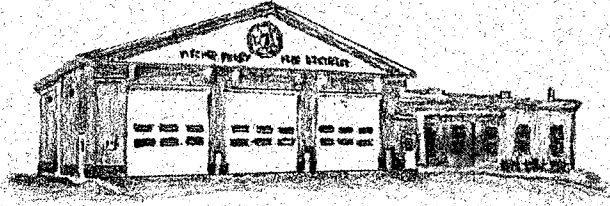
ANDREW J. CASUCCI  
DUANE R. LINDSEY  
NELSON E. PEAT  
MARTIN M. SCHANZ

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, February 13, 2017 at 7:30 pm in the Commissioners' room at Station #2.**

The meeting convened on Monday, February 13, 2017 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Andy Casucci, Nelson Peat, Chief Phil Brousseau, Assistant Chiefs Patrick Canale and Kenny Bowman, Carl Visconti-Treasurer, Karan Donohue-Secretary, Sarah deForest-Administrator, Timmy Brousseau and Roger Saddlemire, from Avid Insurance.

Roger discussed the following:

1. Additional coverage was added for the annual picnic and host liquor.
2. ESIP, VFIS and Utica Mutual are the three major insurance companies. Roger reviewed quotes from VFIS and Utica Mutual for our Commercial Package and Liability Umbrella policies.
3. Station #1A was on a separate policy. Avid included it on our policy, with \$5,000 for contents.
4. The cost of insurance for Station #2 was higher than Station #1. Roger will check into the reason for this. He will increase the coverage for Station #2 to \$1,600,000.
5. Roger will check on the replacement cost of Stations #1 and 2.
6. Our current policy (Utica Mutual) covers the following:
  - a. contents and buildings.
  - b. Haz-Mat coverage was built into the policy.
  - c. Errors and Omissions – management liability – we have tail coverage for \$700,00 - 800,000. The retro date was 1998 and the coverage was never replaced without continuing coverage.
  - d. Employee benefits.
  - e. Crime coverage – \$25,000/employee plus \$1,000,000 in excess of the surety bond.
  - f. The Jeep will be removed from coverage and we will receive a refund retroactive to October 2016.
  - g. Flood insurance has a \$2,000,000 maximum.

7. VFIS separates coverage for building and contents.
8. The quote from VFIS for an insurance package is approximately \$4,300 higher than Utica Mutual.
9. Underground tanks are not covered by any company. Above ground tanks are covered, and any pollution claims will be covered.
10. The new Tahoe should be insured for \$55,000.
11. There is a warranty policy for mechanical breakdown but Roger does not recommend it.
12. The cost of Group Accident and Illness coverage with Provident is \$4,153.
13. The premiums for our worker compensation policy, excess bonding for the Treasurer and Deputy Treasurer, and the 24-hour AD&D policy would each be the same regardless of the carrier.

Marty Schanz made a motion to continue our insurance coverage with Utica Mutual. Nelson Peat seconded the motion. The motion was carried.

Roger left at 9:30 pm.

### **Bills**

1. A listing of transactions for approval numbered 11722 through 11793 was presented to the Board.

Andrew Casucci made a motion to pay the bills. Marty Schanz seconded the motion. The motion was carried.

### **Old Business**

Nelson Peat 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 January 2017 and the listing of transactions approved and paid in January 2017 were given to Commissioner Bowman for verification.
2. Bank statements and account reconciliations for December 2016 and the listing of transactions approved and paid in December 2016 were returned to the Treasurer.

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

1. Bryans and Gramuglia, CPAs will be here on February 27 and 28 to begin the annual audit for 2016.
2. Received a copy of the Annual Treasurer's Report for 2016 from the Treasurer.
3. There was discussion on revisions to our credit card policy. We should have a listing of authorized users and spending limits of each issued card. We also should

not have a card that allows cash advances. Andrew Casucci made a motion to approve the changes to the Credit Card Policy. Nelson Peat seconded the motion. The motion was carried.

### **Chiefs' Report**

1. Marty Schanz made a motion to approve Patrick W. Sharkey for active membership in the Vischer Ferry Fire Company. Andrew Casucci seconded the motion. The motion was carried.
2. Marty Schanz made a motion for the following:
  - a. Seven (7) members to attend the NYSAFC seminar "The Active Shooter & the Fire/Rescue Service" at Defreestville on Tuesday, March 21, 2017. The cost is two members of NYSAFC @ \$15 each and six non-members @ \$25 each for a total of \$180.
  - b. Six (6) members to attend the 5<sup>th</sup> Annual Fire Service Training Conference April 7-9 at Montour Falls. Registration fee of \$25 x 6 = \$150 and academy registration of \$71 x 6 = \$426 for a total of \$576.Nelson Peat seconded the motion. The motion was carried.
3. Marty Schanz made a motion to purchase five (5) portable batteries from Albany Communications @ \$95 each plus shipping and handling, for a total of \$493 and to approve Andrew Stadel's personal helmet. Nelson Peat seconded the motion. The motion was carried.
4. Andrew Casucci made a motion for the following:
  - a. Use of Car-62 & M-634 for the NYSAFC seminar on March 21<sup>st</sup>.
  - b. Use of M-634 for the training conference at Montour Falls on April 7-9.Nelson Peat seconded the motion. The motion was carried.
5. Andrew Casucci made a motion to approve the changes to the Bail-out SOPs. Nelson Peat seconded the motion. The motion was carried.

### **Administrator's Report**

1. The mailbox at Station #2 was destroyed. We will look into commercial delivery.

### **New Business**

1. Received the legal notice for monthly meetings.
2. Hall rentals -

|                  |          |             |       |
|------------------|----------|-------------|-------|
| a. Heather Zak   | 02-25-17 | pd ck #317  | \$275 |
| b. Richard Chu   | 05-20-17 | pd ck #482  | \$275 |
| c. Karan Donohue | 03-25-17 | fee waived  |       |
| d. Nora Day-Hall | 02-12-17 | pd ck #4087 | \$275 |

- |                       |          |            |       |
|-----------------------|----------|------------|-------|
| e. Jamie Gannon       | 03-04-17 | pd ck #909 | \$275 |
| f. Charles Smith, Jr. | 02-11-17 | fee waived |       |
3. Received a check, #3380, for \$888,545.13 from the Town of Clifton Park for the tax levy for 2017.
  4. Received the Annual Financial Report Update Document for the fiscal year ending 12-31-16. The report was e-mailed to the Comptroller's office on 02-06-17.
  5. Received pictures of M-624 from Smith's Automotive showing the hole in the frame.
  6. Received an invitation to Clifton Park's Installation banquet on Saturday, February 25, 2017 at the Mohawk River Country Club.
  7. Received a performance summary from Morgan Stanley as of December 31, 2016.
  8. Received the client statement from Morgan Stanley for January 2017.
  9. Received the 4<sup>th</sup> quarter- full year 2016 report from Morgan Stanley.
  10. Received the confirmation of outgoing funds transfer from Morgan Stanley.
  11. Received the contact numbers for gas emergencies from National Grid. These were given to the Chief.
  12. Received a certificate of liability insurance from LifeSong, Inc.
  13. Received a letter from Tom Houlihan, our new rep at Garrison Fire & Rescue Corp.
  14. Received a notice from Saratoga County Real Property Tax Services. The amount which may be expended from the Fire District revenues for the 2018 fiscal year shall not exceed \$1,176,282.
  15. The AFDCA Officers' Installation banquet will be held on March 11, 2017.
  16. Received the minutes of the Emergency Serviced Advisory Board January 19, 2017 meeting.
  17. Received *Fire District Affairs* for February and March 2017.
  18. Received the minutes of the January 4, 2017 meeting of the Vischer Ferry Fire Company.
  19. Received a notice from Waterway for hose test. The contract was signed and Sarah will set a date.
  20. Received an engagement letter from Hannigan Law Firm, PLLC.

### **Miscellaneous**

1. Marty Schanz was appointed Vice Chairman in the absence of Kevin Bowman.
2. We need to purchase a television for iamresponding in Station #2 truck room. The cost is not to exceed \$150.
3. We need to obtain quotes for six (6) SCBAs now.
4. We are ready to order three (3) iPads from Verizon. Budget appropriation is \$1,800.
5. We will request VRS to give us a work order whenever they come here.
6. The red light by the diesel pump at Station #1 has been repaired.
7. There was an error noted in the print-out from the heating oil storage tank monitoring system. Northeast Petroleum will be checking the sensors in the monitoring system.
8. The programming on the iPads for the apparatus has been completed.

**Adjournment**

Marty Schanz made a motion to adjourn. Andy Casucci seconded the motion. The motion was carried. The meeting was adjourned at 10:40 pm. The next meeting will be Monday, March 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