

# Vischer Ferry Fire District

## Board of Fire Commissioners

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District Treasurer  
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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 10, 2018.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was convened on Monday, December 10, 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, Carl Visconti – Treasurer, Karan Donohue – Secretary, Sarah deForest – Administrator, Chief Phil Brousseau, Assistant Chiefs Kenny Bowman and Ed Vargas, Patrick Canale, Tim Kimball and Timmy Brousseau. Commissioner Dave Pettis was absent.

### **Proposal for Audit**

One (1) proposal was received:

The cost and technical proposal for audit services from Bryans and Gramuglia, CPAs, LLC - \$4,500 annually for audit services 2018 through 2022.

Commissioner Lindsey made a motion to retain Bryans and Gramuglia, CPAs for \$4,500 annually for audit services 2018 through 2022. Commissioner Casucci seconded the motion. The motion was carried unanimously.

### **Bills**

1. A listing of transactions numbered 12934 through 12988, totaling \$69,228.27, was presented to the Board.

Commissioner Schanz made a motion to pay the bills. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

## **Old Business**

1. Approval was received to remove all chargers, including the one in question, from the apparatus. We have to leave it there for now.

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

## **Treasurer's Report**

1. Bank statements, account reconciliations and check images for November 2018 and the listing of transactions approved and paid in November 2018 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for October 2018 were returned to the Treasurer.
3. The Treasurer stated that a budget modification is necessary to provide funds for the 2019 Tahoe Purchase.

Commissioner Schanz made a motion to reallocate \$50,000 from the Buildings and Grounds appropriations (A3410.4-01) to the Capital Outlay account (A3410.2-07-01) to cover the cost of the 2019 Tahoe. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

4. It is anticipated that \$15,000 for the lightweight gear from MES will be billed this year.
5. It was reported that the eight (8) pairs of boots from MES approved for purchase earlier this year, will not be required.
6. The end of the year meeting will be Wednesday, December 26, 2018 at 7:30 at Station #2.

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

## **Chief's Report**

1. Commissioner Lindsey Made a motion to approve Jay Honsinger to membership in the Vischer Ferry Fire Company. Commissioner Schanz seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following:
  - a. Greg Agosti to attend Hazardous Materials Operations course March 25, 27 and April 1, 3 at Porter Corners.
  - b. Ed Vargas to attend the Fire Investigation for Line Officers class April 9 at Esperance and April 10 at Duanesburg.
  - c. Philip Brousseau to attend the ISC-300 class February 19, 21, 23, and 24 at Carman.
  - d. Tim Kimball to attend the Tactical Fireground Simulations course January 21, 22, and 24 at West Crescent.
  - e. Greg Agosti to attend an EMT Refresher starting January 2, 2019 at Malta-Stillwater EMS.

- f. Brittany Keleman, Dominic Scaringe and Charles Hatch to attend EMT Original starting January 7, 2019 at Malta-Stillwater EMS. Commissioner Casucci seconded the motion. The motion was carried unanimously.
3. Commissioner Lindsey made a motion to purchase the following:
  - a. four (4) AED batteries from McKesson
  - b. one (1) BP cuff from McKesson for \$26.69
  - c. one (1) box of Cavi-Wipes from McKesson for \$9.18
  - d. one (1) box of biohazard waste bags from McKesson for \$87.39Commissioner Schanz seconded the motion. The motion was carried unanimously.

### **Administrator's Report**

1. The Boy Scouts will not be using the hall anymore except for the Pinewood Derby in February.
2. We have to find someone to inspect the furnace at Station #1.
3. Grace Communications will be coming on Wednesday, December 12, for training.
4. We will be doing an update with Blue Devil for the cancer insurance fund insurance.

### **New Business**

1. Received from Morgan Stanley:
  - a. Client statement for November 2018
  - b. check use allocation
  - c. trades for rebalance
  - d. rebalances
  - e. conformation of instructions
2. Certificate of Insurance from T&P Lawn and Landscape, Inc.
3. Contract from Hart Alarm LTD.
4. Memorandum from NYS Criminal Justice Services concerning the Peace Officer Registry
5. Affidavit of Legal Notice for the Commissioners' Election, establishment of a cancer fund, change to LOSAP and a request for proposal for auditing services.
6. Test of Regulations for a firefighter enhanced cancer disability benefits program.
7. Legal notice for SCBA bids.
8. *Fire District Affairs* for October and November 2018

### **Miscellaneous**

1. We will send DeNooyer Chevrolet a partial payment if \$35,049.50. We will obtain a quote from Vital Sign for lettering.
2. There was discussion on the tanks at Station #1.
3. The maintenance person has completed the to-do list. We have to keep the list going.
4. The bunting is here and we will coordinate with Ron Bruzdinski, Jr. as to its placement.

Ed Vargas left at 9:00.

5. The light tower is still not working on ETA-625.
6. Attorney Hannigan in completing the specs for the boat launch. We will go out to bid and the bids will be opened on January 14, 2019.
7. Commissioner Schanz will begin to collect data for grants and send these items to Brian Vickers.
8. The siren and speakers will be taken out of the 2008 Impala.

### **Recess**

Commissioner Lindsey made a motion to recess until Wednesday, December 26, 2018 at 7:30 pm in the Commissioners' room. Commissioner Casucci seconded the motion. The motion was carried unanimously.

The December 10, 2018 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was reconvened on Wednesday, December 26, 2018 at 7:30 pm. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andy Casucci, Commissioner Duane Lindsey, Carl Visconti – Treasurer, Karan Donohue – Secretary, Chief Phil Brousseau, Assistant Chiefs Kenny Bowman and Ed Vargas and Tim Kimball. Absent was Commissioner Dave Pettis and Sarah deForest – Administrator.

### **Bills**

1. A listing of transactions numbered 12990 through 13018, totaling \$12,169.09, was presented to the Board. Commissioner Schanz made a motion to pay the bills. Commissioner Casucci seconded the motion. The motion was carried unanimously.

### **Treasurer's Report**

1. The referendum for the establishment of an insurance reserve fund for cancer disability benefits was approved on December 11, 2018. It was proposed that we transfer \$33,000 from surplus operations appropriations to a separate bank account for the new insurance reserve fund. Commissioner Lindsey made a motion to open a new money market account with TD Bank (to be called Insurance RF MM) with an initial deposit of \$33,000. Commissioner Schanz seconded the motion. The motion was carried unanimously.
2. Treasurer Visconti presented the year-end budget status report that included all accounts payable and estimated accruals. The 2018 "Operations" fund balance will be approximately \$78,500. This includes \$50,200 for the boat launch construction and leaves \$28,300 as "unassigned" fund balance.

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

**New Business**

1. The hot water tank at Station #1 is leaking. Two bids were received for:  
replacement:

- a. Hoffman and Miller                   \$3,300
- b. Long Energy                            3,995

Long Energy also presented two options for future use of the heater. Commissioner Schanz made a motion to hire Long Energy for \$3,995 to put an indirect heater, with a 50-gallon tank, on the present boiler and \$250 to drain the sensing well. We will also accept the two options for the future:

- 1. Service the boiler at this time and we will be able to convert to propane at a later date
- 2. We will be able to install a diesel generator with its own tank in the future.

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

- 2. Received a letter from an attorney for Mike Stanley.
- 3. Received a revised notice from National Grid.
- 4. Received a legal notice affidavit for the Organizational meeting and sealed bids for the boat launch.
- 5. Received the minutes of the December 6, 2018 Emergency Services Advisory Board.
- 6. Received the results of the Commissioner election on December 11, 2018.

**Chief's Report**

1. Chief Brousseau has transferred his District issued telephone number to his personal account.

**Miscellaneous**

- 1. The SCBA have arrived. Sarah is setting up a new tracking system for the bottles and packs. The Operations Captain will be labeling the bottles and packs.
- 2. We are waiting for the lights for the 2019 Tahoe.
- 4. The electrician was here and replaced all the lightbulbs. He will be doing the bunting and parking lot lights next.
- 5. The light tower on ETA-625 is still broken.
- 6. New equipment has not been put in service yet.
- 7. Received *Fire District Affairs* for December 2018 and January 2019.

**Adjournment**

Commissioner Casucci made a motion to adjourn. Commissioner Lindsey seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:25 pm. The next meeting will be the Annual Organizational meeting on Monday, January 14, 2019 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