

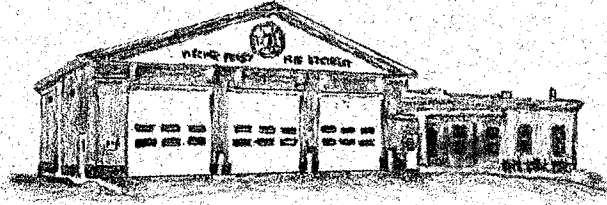
# Vischer Ferry Fire District

## Board of Fire Commissioners

ANDREW J. CASUCCI  
DUANE R. LINDSEY  
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MARTIN M. SCHANZ

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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 10, 2017 at 7:30 pm in the Commissioners' room at Station #2.

The meeting convened on Monday, April 10, 2017 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Andrew Casucci, Duane Lindsey, Nelson Peat, Carl Visconti-Treasurer, Karan Donohue-Secretary, Sarah deForest-Administrator, Chief Phil Brousseau, Assistant Chief Kenny Bowman, Mark Sowalsky, Tim Kimball, Ed Vargas, Alex Plastini, Zach Schanz and Timmy Brousseau.

### Lawn Bids

Lawn bids were opened at 7:30 pm.

1. 3 E's Landscaping	St. #2	\$1125.00	
	St. #3	<u>1000.00</u>	
		\$2125.00	
			5% discount for early payment
		\$2018.75	
2. A to Z Property Management	\$2000		no ins. certificate attached
3. R.L. Rathburn LLC	\$7485		
4. Pajak's Lawn & Landscape Service	\$3300		
5. Huntwood Landscape Services	\$5600		
6. Eco Quality Landscaping, LLC	\$3120		
7. GPM Realty Group LLC			Disqualified – incorrect bid
8. Coughlin's Landscaping	\$3488		no ins. certificate attached
9. Jake n' Rake Landscape Services, LLC	\$4550		no ins. certificate attached
10. Paramount Landscaping	\$6600		no ins. certificate attached
11. Lawn Monsterz	\$2600		no ins. certificate attached

Marty Schanz made a motion to hire 3 E's Landscaping for \$2018.75 for lawn mowing at Stations #2 and 3. Andy Casucci seconded the motion. The motion was carried.

## **Bills**

1. A listing of transactions for approval numbered 11865 through 11909 was presented to the Board.
2. A voucher was denied for 2016 travel expenses for a member because it was submitted too late per the travel expense policy.

Nelson Peat made a motion to pay the bills. Duane Lindsey 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, account reconciliations and check images for March 2017 and the listing of transactions approved and paid in March 2017 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for February 2017 and the listing of transactions approved and paid in February 2017 were returned to the Treasurer.
3. When monies are deposited into a reserve fund, they must be designated for a specific item and a permissive referendum is needed to remove the money from the reserve fund.
4. The monthly status report has been renamed the Budget Status Report.
5. The miscellaneous category is now named Contingency in the Budget Status Report.
6. Marty Schanz made a motion to move \$2000 out of the contingency category and into the medical category. Duane Lindsey seconded the motion. The motion was carried.
7. There was discussion on the credit card policy. Marty Schanz made a motion that any purchases over \$500 must have prior authorization by the Board before use. Nelson Peat seconded the motion. The motion was carried. This revision will be added to the credit card policy.

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

Ed Vargas arrived at 8:30.

## **Chief's Report**

1. Marty Schanz made a motion to approve Max Luetters and Kevork Parseghian into membership of the Vischer Ferry Fire Company. Andy Casucci seconded the motion. The motion was carried.

2. Marty Schanz made a motion to declare AB2000 SCBA masks obsolete and to be properly disposed of by MES. Andy Casucci seconded the motion. The motion was carried. We will check with our attorney for opinion as to how to dispose of the masks.
3. Marty Schanz made a motion to approve the following:
  - a. Vischer Ferry Fire company members to attend drills and use several structures in the Clifton Park-Halfmoon District in April.
  - b. One firefighter to attend Firefighter Survival April 13, 15, & 22 at the Training Center.
  - c. One firefighter to attend Firefighter Assist and Search Team May 4,6,9,11 & 20 at the Training Center.
  - d. Four (4) members to attend a School Bus Rescue class June 27 at Round Lake.

Duane Lindsey seconded the motion. The motion was carried

4. Duane Lindsey made a motion to purchase the following:
  - a. Two (2) clothing racks from Organize-It @ \$349.99 each plus S&H for a total of \$759.16.
  - b. Five (5) Safety Officer helmet shields from [www.thefirestore.com](http://www.thefirestore.com) @ \$43 each for a total of \$215.

Andy Casucci seconded the motion. The motion was carried.

5. Marty Schanz made a motion for the following:
  - a. ETA-621, R-631, M-623 and M-634 as needed for a possible drill on Werner Rd. in April.
  - b. Use of M-634 for Firefighter Survival class, Firefighter Assist and Search Team class and School Bus Rescue class.

Nelson Peat seconded the motion. The motion was carried.

6. Three quotes were received for improvements and upgrades to the Training Room:
 

a. Towne TV	\$6426.99
b. Towne TV	6686.49
c. Audio Obsessions	7251.08

There was discussion on the quotes. No action will be taken until we are able to see an actual whiteboard in use. We will recess the meeting until Monday April 24<sup>th</sup> so as to see a smartboard in use.

7. The SOP revisions for the FAST team will be sent to our attorney for review before they are approved.
8. Marty Schanz made a motion to make Station #2 available on April 30, 2017 for an open house in conjunction with Recruit NY. Andy Casucci seconded the motion. The motion was carried.
9. There was a recent fire call at Coburg Village and several problems arose during the call. Coburg was not evacuated properly during the call and the staff was not cooperating with fire company operations. Chief Brousseau will be meeting with Sheryl Reed to discuss this. We will send a copy of Phil's' letter to Sheryl Reed to Tim Hannigan and also have Tim write a letter to the town with our concerns.

Mark Sowalsky, Tim Kimball, Alex Plastini and Zach Schanz left at 8:45.

## **Administrator's Report**

The quote for the remote car starter for Car 62 from Custom Audio & Radio is \$275.

### **New Business**

1. Hall rentals –
  - a. Linda Jordan 05-18-17 fee waived
  - b. Garry Robinson 03-22-17, 05-17-17, 11-16-17 pd ck#439 \$525
2. Received the 1099 Consolidated Tax Statement for Tax Year 2016.
3. Received the client statement for March 2017 from Morgan Stanley.
4. Received the confirmation of outgoing funds transfer from Morgan Stanley.
5. Received the confirmation of recurring outgoing funds transfer from Morgan Stanley.
6. Received the 1099 forms from Penflex, Inc.
7. Received an invitation from Vander Molen Fire Apparatus to their open house on May 5, 2017 from 12:00 to 7:00 pm.
8. Received the 2017 Census of Governments Survey of Public Employment & Payroll E-7.
9. Received a letter from MES for the annual inspection of the Hurst tools. Marty Schanz made a motion to have MES do an annual inspection of the Hurst tools for \$1,375. Nleson Peat seconded the motion. The motion was carried.
10. Received *Fire District Affairs* for April and May.
11. Received the minutes of the Emergency Services Advisory Board for March 16, 2017.
12. Received the collateralization letter from TD Bank.
13. Received the legal notice for the permissive referendum for purchasing six (6) SCBAs out of the Equipment and Apparatus Capital Reserve Fund.

### **Miscellaneous**

1. The travel policy was sent to Attorney Tim Hannigan. Two items we would like to be added to the policy:
  - a. vouchers must be submitted for payment within 30 days.
  - b. some items may be paid for with the District credit card.
2. R-631 has a bad injector line or a bad turbo. It is going to Cummin.
3. Six (6) SCBAs have been received. They will be distributed as follows:
  - a. Driver's pack on ETA-621
  - b. One pack on R-631
  - c. Four packs to outfit TA-626
4. There was discussion on the new e-dispatch pagers.
5. The stumps in front of station #2 need to be ground out.
6. We need to meet with the Clifton park Water Authority and see what can be done to bring water to Station #2.
7. Received notification of a recall on M-634.

8. A member's key fob was found on a shelf at Station #1. Members are not to leave key fobs lying out.
9. We may have a problem with the solar panels. Andy will contact The Radiant Store.
10. Andy's nameplate has to added to the Commissioners' list.
11. Four (4) Minitor 5 pagers were sent out for repair at a cost of \$150 each. We received a quote from Finger Lake Communications for Minitor 6 pagers @ \$378 each if purchasing 1-10 pagers. We will need to obtain another quote. Duane Lindsey made a motion to purchase six (6) Minitor 6 pagers from Finger Lake Communications for \$378 each for a total of \$2,268 or from the lowest quote. Marty Schanz seconded the motion. The motion was carried.
12. There was discussion on the ice machine. The ice machine is owned by the Company. No action was taken.

### **Recess**

Nelson Peat made a motion to recess the meeting until Monday, April 24, 2017 at 7:00 pm. Duane Lindsey seconded the motion. The motion was carried

### **Reconvene**

The meeting of the Vischer Ferry Fire District convened on Monday, April 10, 2017 was reconvened on Monday, April 24, 2017 at 7:00 pm at Station #2 in the Commissioners' room. Those in attendance were Kevin Bowman, Marty Schanz, Andy Casucci, Duane Lindsey, Nelson Peat, Carl Visconti-Treasurer, Karan Donohue-Secretary, Chief Phil Brousseau and Alan VanCleaf.

1. Smartboard – Several companies and school districts were contacted concerning the use of smartboards. All were positive in their use of smartboards. We received a quote from Audio Obsessions for \$7,251.08. Andrew Casucci made a motion to purchase a smartboard system from Audio Obsessions, per their quote of \$7,251.08.
2. It was recommended that a desk top PC be purchased for the smartboard. Marty Schanz made a motion to purchase a Dell computer with Windows 7 Professional and Windows 10, a 21" monitor, mouse and keyboard for \$600. Duane Lindsey seconded the motion. The motion was carried.
3. There was discussion on the call at Coburg Village. Phil will write another letter to Coburg.
4. There was discussion on the Travel, Training and Conference Attendance Policy. Marty Schanz made a motion to adopt the Travel, Training and Conference Attendance Policy. Duane Lindsey seconded the motion. The motion was carried.
5. The Radiant Store will be here on Tuesday, April 25 to check the solar panels.
6. All the apparatus have been inspected and pump tested. VRS will be sending us their findings.
7. The air compressors at Stations #2 and #3 have been repaired.

8. There was discussion on tire pressures on the apparatus. Too many people are checking them incorrectly resulting in low pressures.
9. The drains at Station #3 have to be looked at.
10. The fascia at Station #3 is still off.

**Adjournment**

Nelson Peat made a motion to adjourn. Duane Lindsey seconded the motion. The motion was carried. The meeting was adjourned at 8:55 pm. The next meeting will be Monday, May 8, 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