

Vischer Ferry Fire District

Board of Fire Commissioners

GEORGE F. DONOHUE
DUANE LINDSEY
NELSON E. PEAT
MARTIN SCHANZ

750 GROOMS ROAD
REXFORD, NEW YORK 12148
TEL: (518) 371-2167
FAX: (518) 371-2117

KEVIN K. BOWMAN
Chairman
CARL E. VISCONTI
District Treasurer
KARAN A. DONOHUE
District Secretary
SARAH L. DEFOREST
District Administrator



RE: Minutes of the annual Organizational meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 11, 2016.

The position of Chairman of the Board of Fire Commissioners is terminated on the last day of the year 2015. To open the Organizational meeting, Nelson Peat made a motion to appoint Kevin Bowman as temporary chairman. Duane Lindsey seconded the motion. The motion was carried.

The annual Organizational meeting convened at 7:30 pm on Monday, January 11, 2016 in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, George Donohue, Marty Schanz, Duane Lindsey, Nelson Peat, Carl Visconti – Treasurer, Karan Donohue – Secretary, Sarah Lindsey – Administrator, Chief Phil Brousseau, Assistant Chief Patrick Canale, Tim Kimball, Hilary Canale, Alan VanCleaf, and Attorney Wayne Burton.

Oath of Office

Duane Lindsey was sworn into office by Attorney Wayne Burton.

Appointments

Chairman – Nelson Peat made a motion to elect Kevin Bowman as permanent chairman for the year 2016. Duane Lindsey seconded the motion. The motion was carried.

It was noted that the legal notice pertaining to the Organizational meeting was placed in the Gazette on December 23, 2015.

District Secretary – Marty Schanz made a motion to appoint Karan Donohue as District Secretary for the year 2016. Nelson Peat seconded the motion. The motion was carried. George Donohue abstained. Attorney Wayne Burton administered the oath of office to Karan.

District Treasurer – Duane Lindsey made a motion to appoint Carl Visconti as District Treasurer for the year 2016. Nelson Peat seconded the motion. The motion was carried. Attorney Wayne Burton administrated the oath of office to Carl Visconti.

Deputy Treasurer – Nelson Peat made a motion to appoint Karan Donohue as Deputy Treasurer and sign all checks of the Vischer Ferry Fire District for the year 2016 in the absence of the Treasurer. Marty Schanz seconded the motion. The motion was carried. Attorney Wayne Burton administrated the oath of office to Karan.

Attorney – Wayne Burton, Attorney, indicated that he would be pleased to represent the Vischer Ferry Fire District in 2016. His billing rate would be \$145 per hour for any fire district business other than meetings. He will be paid \$145 for any Board of Fire Commissioners meeting he attends. George Donohue made a motion to appoint Wayne Burton as attorney for the Vischer Ferry Fire District for the year 2016 at \$145 per hour for business other than meetings and \$145 for any Board of Fire Commissioners meeting he attends. Marty Schanz seconded the motion. The motion was carried.

The constitutional oath of office, which was sworn to, reads as follows:

I (name), of the Town of Clifton Park, Saratoga County, and the State of New York, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of Commissioner/Secretary/Treasurer/Deputy Treasurer, for the Vischer Ferry Fire District, according to the best of my ability.

The Secretary will file the oath of office with the Town of Clifton Park.

Salaries – Marty Schanz made a motion that the salary for the Secretary will be \$8550 and the salary for the Treasurer will be \$9350 for the year 2016. Duane Lindsey seconded the motion. The motion was carried.

Designated Newspaper – George Donohue made a motion that the Gazette is designated as the official newspaper for the Board of Fire Commissioners of the Vischer Ferry Fire District for the year 2016. Marty Schanz seconded the motion. The motion was carried.

Bank Depository – George Donohue made a motion that TD Bank be the official Bank Depository for the year 2016. Marty Schanz seconded the motion. The motion was carried.

Regular Monthly Meeting Night – Marty Schanz made a motion that the regular monthly meeting will be held on the second Monday of the month at 7:30 pm in the Commissioners' room at Station #2. Nelson Peat seconded the motion. The motion was carried.

Surety Bond for Treasurer and Deputy Treasurer – the Surety Bond will be \$2,000,000 for 2016. Marty Schanz made a motion that when the bond comes due, it will be renewed and filed with the Town Clerk for the Town of Clifton Park. Nelson Peat seconded the motion. The motion was carried. The Surety Company is Utica Mutual. The bond amount should be sufficient to cover the amount the Treasurer and Deputy Treasurer will handle.

Membership of the NYSAFC, AFDSNY and AFDCA – Marty Schanz made a motion that membership in the New York State Association of Fire Chiefs, the Association of Fire Districts of the State of New York and the Association of Fire Districts of the Capital Area be approved. Nelson Peat seconded the motion. The motion was carried.

Records Management and Retention Officer – George Donohue made a motion to appoint Karan Donohue as the Records and Retention Officer for the year 2016. Marty Schanz seconded the motion. The motion was carried.

Records Access Officer – Marty Schanz made a motion to appoint Karan Donohue as Records Access Officer. Duane Lindsey seconded the motion. The motion was carried.

Mileage – George Donohue made a motion to set the mileage reimbursement at \$.54 per mile. Marty Schanz seconded the motion. The motion was carried.

Board Policies – the District policies were reviewed as follows:

- | | |
|---|--|
| 1. Investment Policy | adopted December 13, 1999, updated May 14, 2012 |
| 2. Procurement Policy | adopted May 11, 1992, updated August 8, 2011 |
| 3. Firematic SOPs | adopted January 14, 2014 |
| 4. Medical requirements | adopted 1992. Physical exams updated and adopted January 14, 2002 |
| 5. Universal Precautions | adopted 1992, updated May 11, 2002 |
| 6. OSHA | adopted January 9, 2012 |
| 7. Sexual Harassment | adopted September 1994, amended December 2015 |
| 8. Fire District Awards | adopted 1985 |
| 9. Underage Membership | adopted February 2, 1999 |
| 10. Duties of Treasurer | adopted January 14, 2002, updated November 8, 2004 |
| 11. Duties of Secretary | adopted February 2, 1999, updated January 12, 2014 |
| 12. Protective Clothing | adopted May 1999, to be updated on an annual basis according to NFPA 1971-1991 standards for all protective clothing as adopted January 2001 |
| 13. Communications | adopted June 1999 |
| 14. Pregnancy | adopted November 1999, waiver updated 2015 |
| 15. Code of Ethics | adopted May 8, 2000 |
| 16. Chief's Vehicle | adopted January 14, 2002, updated 2005 |
| 17. Mileage Reimbursement
For Assistant Chiefs | adopted January 14, 2002, updated 2005 |

18. Travel Reimbursement For Company Members	adopted January 14, 2002, updated 2015
19. Training Mileage Reimbursement	adopted January 13, 2014
20. Collaborative Agreement	adopted January 15, 2010 (PAD)
21. Collaborative Agreement	adopted January 15, 2010 (Epi-pen)
22. District Administrator	adopted June 12, 2006, updated December 27, 2015
23. Rules and Procedures for Complaints and Disciplinary Proceedings based on Misconduct or incompetence or Violation of a Rule or Policy	October 10, 2010
24. Capital Assets	adopted October 13, 2014
25. Drug Free Work Place	adopted November 8, 2004
26. Credit Card Policy	adopted October 12, 2015
27. Service Award Program	updated August 2015 (LOSAP), effective January 1, 2016

Board Assignments

Included as an attachment to the minutes.

Treasurer's Annual Report Year-End Summary – It was noted that a resolution to allow the year-end report to be submitted in February was approved on January 12, 2015.

Approval of Chief Officers - George Donohue made a motion to approve the Chief Officers for 2016 as follows:

Chief	Phil Brousseau
1 st Assistant Chief	Patrick Canale
2 nd Assistant Chief	Kenny Bowman

Duane Lindsey seconded the motion. The motion was carried.

There was discussion on some policies:

1. George Donohue made a motion to adopt the pregnancy waiver form. Marty Schanz seconded the motion. The motion was carried.
2. Karan will rewrite the mileage reimbursement policy for Assistant Chiefs to include all chief officers.
3. The Collaborative Agreement for the PAD and Epi-pen has to be renewed.
4. Kevin will update the duties of the administrator.
5. George will update the medical requirements.

At this point, the following were directed to Attorney Wayne Burton:

1. There was discussion on public works projects. Anything that is a physical structure is a public works project. If the project is over \$35,000 and it is a public works project, it has to be publicly bid.
2. For future apparatus purchases a timetable should be put in the spec to train members within a certain time frame.
3. There was discussion on the Chief's car (Car 62). The damages were considerable and the car was repaired. We questioned why the car was repaired at considerable cost instead of totaled and replaced.
4. There was discussion on solar systems for Station #2. We will send Wayne the latest information for his consideration.

Wayne Burton left at 8:30 pm.

Bills

1. A listing of transactions for approval numbered 10954 through 10989 was presented to the Board. George Donohue made a motion to pay the bills. Nelson Peat seconded the motion. The motion was carried.

Old Business

George Donohue made a motion to approve the minutes, with typographical corrections. Duane Lindsey seconded the motion. The motion was carried.

Treasurer's Report

1. Bank statements and account reconciliations for December and the listing of transactions approved and paid in December were submitted to Commissioner Donohue for verification.
2. Bank statements and account reconciliations for November and the listing of transactions approved and paid in November were returned to the Treasurer.

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

Chief's Report

1. George Donohue made a motion to approve the following:
 - a. One member to attend Firefighter 1 at the Colonie MTB January 27-June 1.
 - b. Four members to attend an Emergency Management Certification Tier 3 class on March 1 at South Glens Falls.
 - c. One member to attend a Vehicle Fire Investigation course at Montour Falls April 19-21.Duane Lindsey seconded the motion. The motion was carried.
2. Duane Lindsey made a motion to purchase the following:
 - a. One (1) spool of Nomex thread from www.amazon.com for \$48.50 plus S&H of \$4.89 for a total of \$53.39.

Marty Schanz seconded the motion. The motion was carried.

3. George Donohue made a motion to approve the revised Emergency Evacuation SOPs. Marty Schanz seconded the motion. The motion was carried.

Administrator's Report

1. Eric Hamilton will pay for the hall rental and the cleaning fee will be waived.
2. There was discussion on a lift rental for Sanders Fire & Safety. We need to find out exactly what the problem is with the fire alarm panel and what can be done to remedy the problem. Kevin and Sarah will write a letter to Protection One cancelling their services. We will recess the meeting so that we can research this problem and see where we stand with Sanders.
3. The Service Awards were posted at Station #1 and will be there until February 5.
4. Physicals are scheduled for January 16. Those new members who did not have an EKG done at their physical will have it done on that day.

New Business

1. Received information on training courses for chiefs and line officers at the Fire & EMS Law and Management Conference March 31- April 3.
2. The maintenance man would like to paint the hall. Duane Lindsey made a motion to have Rick paint the hall. Nelson Peat seconded the motion. The motion was carried.
3. Received Property Tax Services letter regarding our spending limit for 2017.
4. Received the Letter of Credit from TD Bank.
5. We should have a resolution for a Records Retention Officer. George Donohue moved and Marty Schanz seconded a resolution for a Records Retention Officer. The Secretary called the roll:

Kevin Bowman	Yes
George Donohue	Yes
Marty Schanz	Yes
Duane Lindsey	Yes
Nelson Peat	Yes
6. Received the client statement for December 2015 from Morgan Stanley.
7. Received a message from John Meehan, President of the Association of Fire Districts of the Capital Area, stating the work of the Association on behalf of firefighters in the Capital Area.
8. Received the oaths of office for Karan Donohue-Secretary, Carl Visconti-Treasurer, Karan Donohue-Deputy Treasurer and Duane Lindsey-Commissioner.
9. Received two endorsements from Republic Franklin Insurance for the new truck.

Miscellaneous

1. The generator at Station #2 may have a crack in the block heater. The cost to repair this would be approximately \$300-350.

2. A claim has been submitted to insurance for the pump on TA-626. Travis Croteau, from Upstate Plow, has information on a new pump for the truck. He had a quote of \$12,000 for a 500 GPM PTO pump. We have a quote from Garrison for \$15,000-30,000 if the pump is repairable. We have a quote from VRS to repair and certify the pump at 750 GPM for \$13,000.
3. Hale would like to film members training on the pump on ETA-621.
4. Marty Schanz made a motion to have Color Pro letter TA-626 for \$450. Duane Lindsey seconded the motion. The motion was carried.
5. We have submitted a grant application for \$218,000 for SCBA.
6. We may have to go to the Town for a variance for the sign. Kevin will talk with the town attorney.
7. Marty is getting prices from different vendors for tablets for the apparatus. iamresponding is the vendor of choice for the State.
8. VRS ordered a carburetor for R-631.
9. The ladder rack on ETA-621 does not come down flat and the cut out isn't big enough for 5" hose.
10. VRS had to reorder an autoeject for M-624.
11. We need to order a complete set of irons for ETA-621. 6-5" and 5-21/2" Stortz have been ordered.
12. There was discussion on removing the tool box and putting a cap on M-624.
13. All of the automatic switches have been repaired at Station #1.
14. The printer for the fuel reconciliation was fixed.
15. Cathodic testing has to be done on the fuel tanks.
16. The maintenance man will put a 12 hour switch on the heater at Station #2.
17. Duane Lindsey made a motion to purchase a new light bar for \$1,969 for Car 620 from Wireless Ventures. Nelson Peat seconded the motion. The motion was carried.
18. Duane Lindsey made a motion to recess until Monday, January 18 at 7:30. Nelson Peat seconded the motion. The motion was carried.

Reconvene

The annual Organizational meeting of the Vischer Ferry Fire District reconvened on Monday, January 18, 2016 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, George Donohue, Marty Schanz, Duane Lindsey, Nelson Peat, Karan Donohue-Secretary, Sarah deForest-Administrator, Chief Phil Brousseau and William Morris, from Sanders Fire & Safety.

1. William Morris discussed the fire alarm panel problems we have been having. He thinks they know where the problem is. They will have to rent a lift in order to reach the area in the truck room. George Donohue made a motion to expend up to \$5,000 for Sanders Fire & Safety to correct the problem with the fire alarm panel. Marty Schanz seconded the motion. The motion was carried. Mr. Morris also discussed STAT-x fire extinguishers.

2. Marty Schanz made a motion to have the maintenance man work an extra two hours on Wednesdays to work on projects. Duane Lindsey seconded the motion. The motion was carried.
3. Travis Croteau will come to look at the pump on TA-626.
4. Garrison is having trouble getting costs from Hale to repair the pump.

Adjournment

George Donohue made a motion to adjourn. Marty Schanz seconded the motion. The motion was carried. The meeting was adjourned at 8:00 pm. The next meeting will be Monday, February 8, 2016 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