

# 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, July 11, 2016.

The meeting convened on Monday, July 11, 2016 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Duane Lindsey, Nelson Peat, Carl Visconti-Treasurer, Karan Donohue-Secretary, Sarah deForest-Administrator, Chief Phil Brousseau and Andrew Casucci.

### **Bills**

A listing of transactions for approval numbered 11301 through 11351 was presented to the Board. Nelson Peat 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 June 2016 and the listing of transactions approved and paid in June 2016 were given to Commissioner Donohue for verification.
2. Bank statements and account reconciliations for May 2016 and the listing of transactions approved and paid in May 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.

Marty Schanz made a motion to amend the budget by reallocating \$50,000 from appropriation account #A926N to the vehicles account #A3419.4. Duane Lindsey seconded the motion. The motion was carried.

### **Chief's Report**

1. A list was compiled of all surplus equipment after an inventory. A list is included in the minutes as an attachment. Duane Lindsey made a motion to declare all items on the list as surplus equipment. Marty Schanz seconded the motion. The motion was carried. MES will be contacted to find out how to properly dispose of this equipment.
2. Marty Schanz made a motion to approve the following apparatus:
  - a. M-624, one (1) ETA for two (2) nights, R-631, and M-623 for Firefighter 1 class
  - b. ETA-621 on August 6<sup>th</sup> for a family fun day at King of Kings Church
  - c. R-631 on August 2<sup>nd</sup> for the Town of Clifton Park Night Out Against Crime at Clifton Commons.

Duane Lindsey seconded the motion. The motion was carried.

3. Marty Schanz made a motion to purchase the following:
  - a. One (1) helmet shield from Paul Conway.
  - b. Thirteen (13) boxes of nitrile gloves of various sizes from MES.Nelson Peat seconded the motion. The motion was carried.
4. Marty Schanz made a motion to approve Lt. Casucci to attend the Electrical Fire Cause class at NYS Fire Academy in Montour Falls from October 3-7, at a cost of \$264. Nelson Peat seconded the motion. The motion was carried.
5. There was discussion on the Firehouse Expo in Nashville, TN from October 18-22. The cost of a room is \$229 per night for 6 nights. Meal reimbursement would be \$59 per day. Registration fees are \$355. \$12,000 is available for the rest of the year for training and conference. The discussion was tabled.
6. The inventory is down three SCBA bottles. Two were lost because of bad valves and the third may have been miscounted.

### **Administrator's Report**

1. There have been concerns over the bill from Sanders. We will have a meeting on Monday, July 25 at 7:30 to discuss these concerns.
2. The repairs to the back stairs at Station #1 are almost complete.
3. Emanuel Electric has not billed us yet for work performed two months ago
4. The new Chief's car will be picked up from DeNooyer tomorrow. The plates from M-634 (Jeep) will be transferred to the new vehicle. Marty Schanz made a motion to declare M-634 surplus. Duane Lindsey seconded the motion. The motion was carried.

## New Business

1. Received a copy of a registered letter sent to Lars Pennartz.
2. Received the new Mobil gas credit cards. These were given to Chief Brousseau for distribution.
3. Received the current asset allocation plan from Morgan Stanley.
4. Received the client statement for June 2016 from Morgan Stanley.
5. Received a certificate of completion from Association of Fire Districts of the State of New York for Duane Lindsey.
6. Received a letter from MES stating that the SCBA packs are due for flow testing. Sarah will look into this.
7. Received a certificate of insurance from Sanders Fire and Safety.
8. Received two (2) bids for concrete work for the sign at Station #2:
  - a. BlackDiamondDesign Landscaping \$8,000
  - b. Unlimited Construction Services, LLC 8,650Duane Lindsey made a motion to hire BlackDiamondDesign Landscaping for \$8,000 to do the concrete work for the sign at Station #2. Nelson Peat seconded the motion. The motion was carried
9. BlackDiamondDesign Landscaping will give us a quote on repairing the flagpole at Station #2.
10. Station #3 needs landscaping done on the west side of the building. The Ladies Auxiliary wanted to plant flowers. Kevin will contact Nancy Barth to see if they would still be interested.
11. Station #3 needs internal painting.
12. We will ask our maintenance man to rebuild the boxes covering the hydrants at Station #2.
13. Marty reported on the grant for the SCBA. The staff has been reduced so it may take longer to hear from them.
14. Pittsfield Communications hooked up the scanner, not the radio, at Station #2 and they put a temporary speaker in at Station #3. They are working on a permanent solution for the speaker. They will also be giving us a quote on the radio for the new Chief's car.
15. All the items on the apparatus maintenance list have been addressed.
16. The controls on the ice machine at Station #1 have been moved from behind the machine to the side.
17. A bad PVC valve was restricting the water flow at Station #1.
18. The Vischer Ferry Fire Company has to remove the debris behind the dumpster at Station #1.
19. Saratoga County Self Insurance has selected CorVel as their new company for filing Workers Comp claims. Karan Donohue discussed the new procedures for reporting a claim.

## Recess

The meeting was recessed at 9:25 pm. The meeting will reconvene on Monday, July 25, 2016 at 7:30 pm in the Commissioners' room at Station #2.

## Reconvene

The July 11, 2016 meeting of the Board of Fire Commissioners reconvened on Monday, July 25, 2016 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, George Donohue, Marty Schanz, Nelson Peat, Carl Visconti-Treasurer, Karan Donohue-Secretary, Assistant Chief Kenny Bowman, and William Morris and Chris Flexon from Sanders Fire and Signal.

1. There was discussion on services performed, when they were performed and what was authorized:
  - a. Sanders used a lift and found a nicked wire- possibly a ground fault wire
  - b. They found sixteen more possible conditions of ground fault problems and recommended all new wiring in the ceiling (\$15,000-18,000)
  - c. The end of line resistor was moved to the north entrance of the truck room and it satisfied the panel. This indicates that the trouble is in the truck room because the circuit is opening up, giving speculation that the problem is in the junction point in the pipe. The line is remaining normal.
  - d. The panel is not supervising the integrity of the circuit.
  - e. The following is the sequence of events:
    - i. 11-09-15 We began to have problems with the ground fault alarms at Station #2 and Protection One could not find the problem.
    - ii. 11-30-15 received quotes from three different vendors for fire alarm services at all stations.
    - iii. 12-14-15 hired Sanders Fire & Signal to investigate problems at Station 2.
    - iv. 1-5 & 1-7-16 Sanders did initial service work at Station #2.
    - v. 1-11-16 Discussion on lift for Sanders to continue work at Station #2.
    - vi. 1-18-16 Passed a motion to spend up to \$5,000 to diagnose and repair the system at Station #2.
    - vii. 2-9-16 Received an invoice for 1-5 and 1-7 work (\$1,110). Paid 3-14-16.
    - viii. Received invoices for additional service work at Station #2 (\$6,430). Sanders asked to review billing. They offered to reduce the amount due to \$5,800.
  - f. After discussion:
    - i. George Donohue made a motion to pay Sanders \$5,000 for the additional work done on the alarm system at Station #2. Nelson Peat seconded the motion. The motion was carried.
    - ii. Mr. Morris agreed to accept this amount as payment in full for the work at Station #2. Any additional work needed will be approved by the Board upon receipt of estimates from Sanders.
    - iii. Kevin will cross off any unnecessary verbiage on the contract and sign it.
  - g. Sanders will look at synchronizing the strobes at Station #1.

- h. We asked for the maximum amount to repair the system. They will send us a quote.
    - i. We need a contract for monitoring the system.
    - j. Sanders will come back, reevaluate the system and give us a quote.
  2. We need to obtain quotes to outfit the new Chief's car.
  3. The radio has been ordered for the new Chief's car from Pittsfield Communications for \$2,932.
  4. Marty will meet with a landscaper for Stations #1 and #3.
  5. The area around the septic tank repair will be repaired.
  6. There was discussion on LifeSong. There is little consistency with the supervisors. Kevin will discuss this with them.
  7. The concrete work for the sign at Station #2 will start the week of August 1<sup>st</sup>.

### **Adjournment**

George Donohue made a motion to adjourn. Nelson Peat seconded the motion. The motion was carried. The meeting was adjourned at 8:45. The next meeting will be on Monday, August 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