

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, June 8, 2020.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened at 7:30 pm on Monday, June 8, 2020, in the Commissioners room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Duane Lindsey, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Sarah deForest, Administrative Assistant Lisa Castaldo, Chief Ken Bowman, Assistant Chiefs Patrick Canale and Tim Kimball and Tim Brousseau.

### **Bills**

1. A listing of transactions, numbered 14025 through 14062, totaling \$60,601.56, was presented to the Board.

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

### **Old Business**

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

### **Treasurer's Report**

1. Bank Statements, account reconciliations and check images for May 2020 and the listing of transactions approved and paid in May were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for April 2020 were returned to the Treasurer.

3. The Treasurer presented the final draft of the procedures for cash disbursement. Commissioner Schanz made a motion to adopt the Cash Disbursement Procedures. Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. Commissioner Schanz moved and Commissioner Casucci seconded a resolution to restate and amend the procurement and purchasing policy that was originally adopted by the Fire District on May 11, 1992 and last revised on January 13, 2020'

The Secretary called the roll:

Commissioner Bowman	yes
Commissioner Casucci	yes
Commissioner Lindsey	yes
Commissioner Pettis	yes
Commissioner Schanz	yes

The resolution was adopted.

5. There was discussion on payment for the UTV.

Commissioner Schanz made a motion for the following modifications to the 2020 General Fund Budget:

- a. Provide a 2020 appropriation for "Capital Outlay" (A3410.2.07) in the amount of \$20,000 to allow purchase of a Utility Task Vehicle and associated equipment.
- b. Revenue to be provided by the transfer of \$20,000 from appropriations for "Contractual Expenses" as follows: "Training" (A3410.4.09) - \$10,000 and "Conferences" (A3410.4.14) - \$10,000.

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

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

### **Chief's Report**

1. Commissioner Schanz made a motion to approve Joshua McCrea for membership in the Vischer Ferry Fire Company. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Pettis made a motion to purchase a Can Am Defender Pro XT HD10 from Power House Motor Sports for \$17,709. Commissioner Casucci seconded the motion. The motion was carried unanimously.

3. Commissioner Lindsey made a motion to approve ETA-621, ETA-625, F-623 and all Chiefs cars for the July 4<sup>th</sup> parade to Clifton Commons. Commissioner Casucci seconded the motion. The motion was carried unanimously.

### **Administrator's Report**

1. New software for Knox boxes has been purchased and uploaded to the new laptop.
2. All calls through May have been entered, reviewed and submitted to the State.
3. Previously ordered gear has been received

### **Administrator's Assistant Report**

1. We will hold off scheduling the hall.
2. Letters were sent to:
  - a. Broadview – terminating our phone service
  - b. Saratoga Horse Works for face masks
  - c. Broadview/Windstream – terminating phone service
  - d. Greenslit's for facemasks
3. Purchased:
  - a. Office supplies from WB Mason
  - b. Six (6) Defib pads from McKesson. Waiting on confirmation of medical director.
  - c. Replacement brooms and white pads from [www.NewPig.com](http://www.NewPig.com)
  - d. New light from [www.theFirestore.com](http://www.theFirestore.com)
  - e. Ten (10) bags of Speedy-Dri from NAPA
  - f. Six (6) American flags from Saratoga Flags
4. Gas meters have to be calibrated
5. Eye wash stations have been checked
6. Tire pressures have been checked
7. Fascia on Station #3 has to be repaired
8. Hose test and ladder test is complete. We have to recable one ladder.

### **New Business**

1. Received from UBS:
  - a. Client statement for May 2020
  - b. Transaction confirmation
2. Received information on the Annual Meeting and Leadership Summit Expo, October 1-3 in Niagara Falls
3. Received information from firefly Admin Inc. concerning service awards.
4. Received information from the DEC for a grant for a skid for the UTV.

### **Miscellaneous**

1. The flag light at Station #2 is broken

2. Received bills from Broadview, dated 6-2-20, for Stations #1 and 3. Payment is being withheld pending change of service acknowledgement by Broadview. Verizon still hasn't billed us for new service at Stations #1 and 2.
3. The boat launch is almost complete.
4. We are waiting for the final feedback from the truck committee and Toyne for the new apparatus.
5. Received the Client Advisory #3 for COVID-19 from the Hannigan Law Firm. Recent legislation provides that each LOSAP participant may receive up to 5 points per month if unable to respond due to the recent epidemic. A resolution of the Board of Fire Commissioners need to be adopted to establish the number of additional to be credited each month.
6. The air conditioning at Station #2 is still not working. We are obtaining quotes for a new system.
7. The parking lot at Station #2 can be priced out to save money.
8. DelSignore will donate the material to fix the boat ramp.
9. DelSignore will be finishing the parking lot at Station #1. Commissioner Schanz moved and Commissioner Pettis seconded a resolution to expend a sum of not more than \$40,000 from the Building and Land Reserve Fund for the completion of the parking lot at Station #1, located at 360 Riverview Rd. Rexford. The Secretary called the roll:

Commissioner Bowman	yes
Commissioner Schanz	yes
Commissioner Casucci	yes
Commissioner Lindsey	yes
Commissioner Pettis	yes

The resolution was adopted.

10. We have not received any word from the party that was interested in ETA-622.
11. Commissioner Schanz made a motion to purchase the following for approximately \$2358:
  - a. Three (3) smart TVs @ approximately \$350 each from Walmart
  - b. Three (3) wall mounts @ approximately \$100 each from Walmart
  - c. Three (3) computers @ approximately \$335 each from New Egg Computers
 Commissioner Pettis seconded the motion. The motion was carried unanimously.
12. We need to purchase more District boundary signs. We will obtain a price for one dozen.
13. The certified letter to Patrick Sharkey was returned to the Post Office.

## **Adjournment**

Commissioner Pettis made a motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:10 pm. The next meeting will be Monday, July 13, 2020 pm in the Commissioners room at Station #2.

Respectfully submitted,

Karan Donohue, Secretary  
Board of Fire Commissioners  
Vischer Ferry Fire District

Kevin Bowman, Chairman  
Boar of Fire commissioners  
Vischer Ferry Fire District