

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held Monday, February 10, 2025

The monthly meeting convened at 7:30 pm in the Commissioners' room at station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 2nd Assistant Chief Michael Stanley, President Phil Brousseau and Roger Saddlemire from Avid Insurance.

Mr. Saddlemire discussed the following:

1. TA-626 will be added to the auto policy in June
2. A cancer disability policy
3. An Explorer Post
4. Any member of the public that rides in an apparatus is covered under the auto liability policy
5. A policy to cover members' pay if they are injured

Bills

1. A listing of transactions numbered 17384 through 17436, totaling \$42,136.81, was presented to the Board for approval.

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

Old Business

Commissioner Schanz made a motion to approve the minutes with corrections. Commissioner Pettis seconded the motion. The motion was carried unanimously. The correction was under Hourly Employees – "Each employee will be required to sign a NYS

DOL "Notice and Acknowledgement of Pay Rate" form (LS-54) when there has been any change in hourly rate, scheduled hours, or paid leave.

Treasurer's Report

1. Bank statements, account reconciliations, check images for January 2025, and a listing of transactions approved and paid in January 2025 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations, and check images for December 2024 were returned to the Treasurer.
3. Received an invoice for 2024 legal services related to the Station #3 project from Attorney Hannigan.
4. The Treasurer reviewed the Annual Treasurer's Report for the year ending December 31, 2024.
5. Received payment from Utica National for a personal property loss that occurred at an active alarm. (check #2384813 for \$1200) A laptop computer, valued at \$1,261.53, was damaged.

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

Commissioner Pettis made a motion to authorize travel expenses for Don Andrews to attend the CADFA financial training seminar being held in Johnstown, NY from March 12th through 14th. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Chief's Report

1. Commissioner Schanz made a motion to approve Brent Hubert for membership in the Vischer Ferry Volunteer Fire Company. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following:
 - a. Permission to hold a Zone 5 meeting hosted by Rich Shakerly at Station #1 on March 6th.
 - b. Permission to hire My Brother's Keeper to host an in-house training on Fire Science on April 15th at Station #1. The fee is \$495.
 - c. Forcible entry at West Crescent on February 15, using ER-631 and pickups as necessary.
 - d. Water Rescue at Crescent Boart Club on February 19th, using ER-631, the OPs trailer, and pickups, as necessary.Commissioner Keeler seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz made a motion to purchase from Dival:
 - a. Eight (8) helmets @ \$338.20 each for a total of \$2,705.60
 - b. Twelve (12) firefighting gloves @ \$125 each for a total of \$1,500
 - c. Five (5) extrication gloves @ \$51.25 each for a total of \$256.25

- d. The total for all items is \$4,461.85. These items are approved budget line items. The State Contract number is PC69018.
Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. There was discussion on the bailout system. The door should be locked.
5. Received two (2) bid specs from Mangino and DesNooyer.
6. Commissioner Schanz made a motion to purchase forty (45) sets of rope and hooks for the bail-out training from Dival as quoted for \$12,838.85. Commissioner Pettis seconded. The motion was carried unanimously.
7. There was discussion on building a small platform on the interior to come out of the simulated cellar windows. Commissioner Schanz made a motion to hire Pelham Construction for up to \$750 to build a platform on the interior of the cellar windows. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Administrator's Report

1. One member did not show up for their physical twice, once on January 18th, and the new member physical. They were referred to the Investigating Committee.
2. Commissioner Schanz made a motion to purchase First Due for \$7,150, to replace Blue Devil. Commissioner Pettis seconded the motion. The motion was carried unanimously.
3. LOSAP was posted for 30 days and will be submitted tonight.

Administrative Assistant's Report

1. Peter Kudrewicz was permitted to access the McKesson account.
2. The Fire Police would like to use the hall for a drill. Commissioner Pettis made a motion for the Fire police to join the County Fire Police Organization. Commissioner Schanz seconded the motion. The motion was carried unanimously.
3. The Administrative Assistant would like to add how many people would be attending the function to the hall rental. No action was taken on this.

New Business

1. Received the proposed AFDSNY By-Law Amendments.
2. Received *Fire District Affairs* for February and March 2025.
3. Received a copy of a check, #4257, for \$1,163,600.02 from the Town of Clifton Park from the 2025 tax levy.
4. Received the Letter of Credit from TD Bank.
5. Received transactions and the client statement for January 2025 from UBS.
6. Received the minutes of the November 21, 2024 meeting of the ESAB.
7. Received the minutes of the December 5, 2024 meeting of the Vischer Ferry Volunteer Fire Company.
8. Received a conditional renewal notice from Utica National Group.

Miscellaneous

1. Commissioner Schanz made a motion to purchase a rebuilt pump for the Station #1 heating system from CMC for \$1,614.46. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Commissioner Pettis will purchase a cover for the winch on the yellow trailer.
3. Commissioner Schanz made a motion to prepay for parking and rental cars for FDIC. The cost is \$300 each for two (2) cars for a total of \$600. The cost of parking is to be determined.
4. Tech Valley will send us a quote for the floor at Station #2.
5. Received a change order #2 from Toyne to add an LED traffic advisory board for TA-626 – the added cost is \$9,944.
6. Received a renewal contract from Apex Turf, LLC for six (6) lawn maintenance applications in 2025 at Station #3 for \$788.10. The contract was signed and returned.
7. Matthew Munafo did a presentation for an Explorer Post.

Executive Session

Commissioner Pettis made a motion to enter Executive Session under Public Officers Law §105 (f) to discuss the employment history of a particular person. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Commissioner Pettis made a motion to come out of Executive Session. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Adjournment

Commissioner Casucci made a motion to adjourn. Commissioner Keeler seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:25 pm. The next meeting will be Monday, March 10, 2025, at 7:30 pm in the Commissioners' room.

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

