RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, August 11, 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 Keith Collins, Director of the Clifton Park Halfmoon Ambulance.

<u>Bills</u>

1. A listing of transactions numbered 17746 through 17799, totaling $181,802.35, was presented to the Board for approval.
2. Bill #17796, for $72,133.60 from Motorola Solutions, was not approved for payment pending further review.

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

<u>Old Business</u>

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

<u>Treasurer's Report</u>

1. Bank statements, account reconciliations, and check images for July 2025, and the listing of transactions approved and paid in July 2025 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations, and check images for June 2025 were returned to the Treasurer.

3. A budget workshop has been scheduled for 7:30 pm on Monday, August 18, 2025.

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

<u>Chief's Report</u>

1. Commissioner Pettis made a motion to use 514 Grooms Rd. for training. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Pettis made a motion to purchase the following:
   a. One (1) helmet shield and one (1) coat name tag for Brent Hubert.
   b. One (1) 4-gas meter ($835) and three (3) CO meters (@ $135 each) from Dival for a total of $1240.
   c. Four (4) Scott Eye glass kits from Dival @ $75 per kit for a total of $300.
   d. Check and inject EPI kits from Medical Warehouse for $198.90.
   e. Fire Police rain gear from Safety Warehouse for $1159.92
3. Commissioner Pettis made a motion for (1) ETA to support the BEFO/IFO Class on 8-27, 9-6, and 10-6.
4. Mike McEvoy would like to attend our next meeting to discuss the proposed Health and Wellness program.

<u>Administrator's Report</u>

1. Should budget $15,000-20,000 to start replacement of the fob system.
2. Commissioner Schanz made a motion to purchase two (2) iPads from T-Mobile. Commissioner Pettis seconded the motion. The motion was carried unanimously.

<u>Administrative Assistant's Report</u>

1. George Donohue was approved to reserve the hall for a high school reunion on September 12, 2026.

<u>New Business</u>

1. Received the client statement from UBS for July 2025.
2. Received a thank-you card from Mangino's for the purchase of the Tahoe.
3. Received the notice of publication for the legal notice authorizing an expenditure from the A&E Reserve Fund for the Toyne tanker.
4. Received a copy of the 2026 Spending Limit Notification from the Real Property Tax Service Agency.
5. Received a copy of the Management Representation letter sent to Bryans and Gramuglia, CPAs for the 2024 audit.
6. Received information from PMA on how to report a Worker Comp injury.

Miscellaneous

1. Received a request from our attorney for documents and information related to the Schafer matter.
2. Commissioner Pettis will attend a meeting with the committee for the fitness room on August 14.
3. Resealing of the parking lot at Station #1 is being scheduled.
4. There was discussion on the boat launch.
5. We will be receiving a quote from Mr. Sew & Sew for a new top for ETA-625. ETA-621 needs new Velcro for the hose cover.
6. The tank is in, and the housing has been installed.
7. There was discussion on a trailer for the UTV.
8. We are gathering information to discuss electrical use with Greenlight.
9. The new Tahoe is going out for lettering.
10. The broken tray on ETA-625 is being replaced by VRS.
11. There was discussion on having Station #2 become a special ops station.
12. We are gathering quotes for up-fitting the new Tahoe.
13. Mike McEvoy will be attending our August 18th meeting to discuss the proposed Health and Wellness Program.
14. The memorial sign has been installed. The site now needs landscaping.
15. Station #1 must have stucco repaired and painted.

Executive Session

Commissioner Pettis made a motion to go into Executive Session under Public Officers Law 105 (f) to discuss the financial history of persons. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Commissioner Pettis made a motion to come out of Executive Session at 9:15 pm. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Recess

Commissioner Pettis made a motion to recess until Monday, August 18, 2025, at 7:30 pm. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Reconvene

The August 11, 2025, meeting of the Board of Commissioners of the Vischer Ferry Fire District reconvened on Monday, August 18, 2025, at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Bowman, Commissioner Schanz, Commissioner Casucci, Commissioner Keeler, Commissioner Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 2nd Assistant Chief Mike Stanley, Don Andrews, Mike McEvoy, and Craig Relyea – firefly.

Mike McEvoy discussed the following concerning the Health and Wellness Program:

1. Handed out the Provider's Guide to Firefighter Medical Evaluations
    a. This includes back evaluations, blood tests, and items involved in a physical
    b. Information on what tests should be done and why
    c. The annual expense, per firefighter, in his district

Craig Relyea – firefly – discussed the following concerning our LOSAP administrative costs:

1. The current firefly engagement with the district ends on December 31, 2025.
2. Mr. Relyea recommended renewing for a 3-year term as follows: Regular engagement fee at $5,800 with Comerica payment services estimated at $2,100, for a total of $7,900 per year, Commissioner Schanz made a motion to engage firefly for three (3) years at $7,900 per year. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Budget Workshop

The Treasurer distributed a report summarizing the district finances for 2021 – 2025 along with a 2026 Appropriations Worksheet for use in the budget discussions.

There was general agreement to include the following in the 2026 Proposed Budget:

1. The 2025 fund balance is estimated at ~ $175,000….appropriate $75,000 as 2026 revenue.
2. Transfer remaining balance of CP Fund to GF ~ $19,000
3. Plan for Station #2 water line ~ $250,000 estimate (B&G Reserve)
4. Station #1 - repaired and painted
5. Station #1A - painted or sided
6. Trailer for UTV ~ $7,000
7. FDIC conference - $16,000
8. Station #2 - access upgrade ~ $20,000
9. Fitness equipment estimate ~ $53,000 for equipment with flooring
10. Enhanced Physicals ~ $13,000
11. Capital outlay from A&E Reserve - $150,000 (Tahoe & pickup)
12. Radios – allocate $69,000 for 7 additional portables
13. Reduce LOSAP contribution to $100,000

The 2026 budget proposal will be presented for final review and approval at the September board meeting.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Schanz seconded the motion. The motion was carried unanimously. The next meeting will be Monday, September 8, 2025, 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