

Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held of Monday, January 12, 2026.

The position of Chairman is terminated on the last day of the year 2025. To open the Organizational meeting, Commissioner Pettis made a motion to appoint Carl Visconti as temporary Chairman. Commissioner Schanz seconded the motion. The motion was carried unanimously.

The Organizational meeting convened at 7:30 PM on Monday, January 12, 2026, in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Grant Keeler, Commissioner Dave Pettis, Carl Visconti, Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 1st Assistant Chief Michael Stanley, 2nd Assistant Chief Tim Brousseau, President Phil Brousseau and Captain Ron Bruzdinzski, Jr.

Oath of Office

Grant Keeler was sworn into office as a Commissioner by Lisa Castaldo.

Chairman

Commissioner Schanz made a motion to elect Commissioner Bowman as permanent Chairman for 2026. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Legal Notice

It was noted that a legal notice pertaining to the Annual Organizational Meeting was placed in the Gazette on Wednesday, December 31, 2025.

Secretary

Commissioner Pettis made a motion to appoint Karan Donohue as District Secretary for the year 2026 at an annual salary of \$9,772 as specified in the General Fund Budget adopted on October 21, 2025. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Attorney

Commissioner Schanz made a motion to retain the Hannigan Law Firm PLLC for \$6,750 and hourly fee of \$375 for 2026. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Treasurer

Commissioner Schanz made a motion to appoint Carl Visconti as District Treasurer for the year 2026 at an annual salary of \$12,144 as specified in the General Fund Budget adopted on October 21, 2026. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Deputy Treasurer

Commissioner Schanz made a motion to appoint Karan Donohue as Deputy Treasurer for the year 2026. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Hourly Employees

Commissioner Casucci made a motion to appoint District hourly staff as follows:

Part-time Administrator – hourly wage \$20.95 for a 10-hour work week (effective 1-1-26), plus any applicable benefits approved by the Board.

Part-time Administrative Assistant – hourly wage \$19.57 for a 25-hour work week (effective 1-1-26), plus any applicable benefits approve the Board.

Part-time Maintenance employee – hourly wage \$20.50 for a 20-hour work week (effective 1-1-26), plus any applicable benefits approved by the Board.

Each employee will be required to sign a NYS DOL “Notice and Acknowledgement of Pay Rate” form if there has been any change in hourly rate, scheduled hours, or paid leave.

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

Designated Newspaper

Commissioner Pettis made a motion to designate the Gazette as the official newspaper for 2026. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Bank Depository

Commissioner Keeler made a motion that TD Bank be the depository for the district funds for 2026. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Regular Monthly Meeting Night

Commissioner Schanz made a motion that the regular meeting night will be second Monday of the month at 7:30 PM in the Commissioners' room at 750 Grooms Rd, Rexford. (Station #2) Commissioner Pettis seconded the motion. The motion was carried unanimously.

Surety Bond for Treasurer and Deputy Treasurer

Commissioner Schanz made a motion that the existing insurance policy through Utica National for this coverage be renewed at \$2,500,000. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Memberships in NYSAFC, AFDSNY, CAFDA, VFPASNY, VFPASC, AND FASNY

Commissioner Pettis made a motion to approve membership in NYSAFC, AFDSNY, CAFDA, VPASNY, VFPASC, and FASNY. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Records Management and Retention Officer

Commissioner Schanz made a motion to appoint Karan Donohue as Records a Management and Retention Officer for the year 2026. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Records Access Officer

Commissioner Schanz made a motion to appoint Karan Donohue as Records Access Officer for the year 2026. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Mileage

Commissioner Pettis made a motion to set the mileage at \$72.5 for the year 2026. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Board Policies

1. Investment
Adopted 12-12-99
Updated – 2-9-09, added LOSAP
Updated – 1-10-11, added advisor
Updated – 5-14-12 updated to current OSC model
Updated – 11-12-18 LOSAP amended
Updated – 11-12-18 Capital Assets added
Updated - 1-14-21 updated financial advisor
2. Procurement
Adopted 5-11-92
Updated - 11-12-10
Updated – 4-11-14
Updated - 1-12-20
Updated – 7-11-22
3. Firematic SOGs
Adopted 2002
Updated – 7-8-24
4. Cash Disbursements
Adopted 6-8-20
5. Medical Requirements
Adopted 1-9-92
Updated – 1-14-02, 2-8-16-1-16-20 physical exams updated
Updated – 1-8-21 medical release added
Updated – 1-9-23 optional blood tests
Updated – 7-8-24 all medical added to SOGs
6. Universal Precautions
Adopted 5-11-92
7. OSHA
Adopted 1-9-92
Updated 2-8-16
Updated – added to Firematic SOGs
8. Sexual Harassment
Adopted 9-8-94
Updated 12-2015, 1-19- forms added, 2021 - course added (added on-line)
9. Fire District Awards
Adopted 1-14-85
10. Restrictive Membership
Adopted 2-8-99
Updated 1-11-21 name change
11. District Employees
 - a. Treasurer
Adopted 1-14-02
Updated 1-9-17
 - b. Secretary
Adopted 2-9-99

	Updated 1-12-14
c. Administrator	Adopted 6-12-06 Updated 12-27-15,12-12-16,1-4-22
d. Administrative Assistant	Adopted 1-4-22
e. Maintenance/Custodian	Adopted 1-11-14 Updated 12-12-16,1-13-23, 1-13-25
12. Communications	Adopted 6-14-99 Updated – 10-12-15, 3-13-17
13. Pregnancy	Adopted 11-8-99 Updated 2-14-15
14. Code of Ethics	Adopted 5-8-00 Updated – 1-11-21, 1-10-22
15. Chiefs' Vehicles	Adopted 1-14-02 Updated 1-10-05, 11-14-22, 12-12-22 – copy of decision in attached minutes
16. Tavel, Training, Conference	Adopted 4-10-17 Updated 7-10-17, 2-06
17. AED	Adopted 1-15-10 Updated 2-17-13
18. Epi-Pen	Adopted 1-15-10 Updated 1-8-114
19. Substance Abuse	Adopted 5-9-11
20. Rules Concerning General...	Adopted n10-10-11
21. Rules and Procedures...	Adopted 10-10-11
22. Drug-Free Workplace	Adopted 11-8-04 Updated 10-22-04
23. Credit Card	Adopted 10-12-15 Updated 2-13-17,1-11-21,9-13-21
24. Service Award Program (LOSAP)	Adopted 12-1994 Updated – 10-19-16, 1-13-17,12-12-17, 12-8-18, 1-11-21 – changed to UBS
25. Equal Employment Opportunity	Adopted 4-11-16
26. Capital Assets	Adopted 10-13-14 Also, in Investment Policy
27. Technology and Electronics	Adopted 6-12-17 Updated 7-10-17
28. Leaves of Absence	Adopted 3-8-19
29. FOIL	Adopted 3-8-19
30. Workplace Violence	Adopted 4-9-18
31. Cyber Security Notification	Adopted 1-10-22
32. Security Camera & Key Fob	Adopted 10-9-23
33. Lightweight Gear	Adopted 1-8-24
34. Ballistic Vests	Adopted 1-8-24
35. Cancer	Adopted 10-12-21

Board Assignments

As attached

Treasurer's Annual Report Year-End Summary

By resolution dated 1-12-15, this summary is now presented at the regular February Board meeting

Approval of Chief Officers

Commissioner Pettis made a motion to approve the Chief Officers for the year 2026 as follows:

Chief	Timothy Kimball
1 st Assistant Chief	Micheal Stanley
2 nd Assistant Chief	Timothy Brousseau

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

Bills

1. A listing of transactions numbered 18043 through 18110, totaling \$29,382.71, was presented to the Board for approval.

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

Old Business

Commissioner Casucci made a motion to approve the minutes of the December 15, 2025 meeting. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Treasurer's Report

1. Bank statements, account reconciliations, and check images for December 2025 and the listing of transactions approved and paid in December 2025 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations, and check images for November 2025 were returned to the Treasurer.
3. The preliminary "General Fund – Operations year-end fund balance is \$120,795, pending receipt of any other billing for 2025 services.

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

Chief's Report

1. Commissioner Schanz made a motion for the following training:
 - a. Matt Munafo to take Fire Officer 1 in Greenfield Center starting January 20.
 - b. Ryan Bruzdinski, Devon Cushing, and Ben Wilson to take BEFO/IFO in Wilton starting February 16.
 - c. Water rescue drill with West Crescent on Monday, January 19Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to approve the following:
 - a. M-624, M-635, the Special Ops trailer, and ER-631 for a water rescue drill with West Crescent on Monday, January 19.
 - b. M-623, M-624, or M-635 for upcoming classes.Commissioner Casucci seconded the motion. The motion was carried unanimously.
3. Commissioner Casucci made a motion to upgrade the headlights for the 2016 Tahoe (M-623), the 2017 Tahoe (Car-620), and the 2019 Tahoe (Car-629). Commissioner Schanz seconded the motion. The motion was carried unanimously.

Administrator's Report

1. Commissioner Pettis moved and Commissioner Casucci seconded a resolution to approve the 2025 LOSAP points listing as certified by the Vischer Ferry Volunteer Fire Company. The Secretary called the roll:

Commissioner Bowman	yes
Commissioner Schanz	yes
Commissioner Casucci	yes
Commissioner Keeler	yes
Commissioner Pettis	yes

The resolution was adopted.

2. Ten members have signed up for bloodwork at their physicals. The cost is \$100 per person.

Administrative Assistant's Report

1. There are some repairs that must be done on the boiler at Station #1. It will also need to be inspected. A log book should be available to log in anything done to the boiler.
2. The front door to Station #2 needs a new lock system.
3. The generators need to be inspected. Received a quote from Troy Solutions for \$2,880 per year for all three stations.
4. There are PTSD therapy dogs available for anyone who is having concerns with their wellbeing. Contact Lisa for information.
5. The property tax exemption eligibility list of active firefighters will be updated.
6. Received a quote for a garage door for Station #3 from Archer Garage Openers and Doors LLC for \$3,761.

New Business

1. Received the minutes of the November 20, 2025 ESAB meeting.
2. Received an invitation from Clifton Park for their banquet on February 14 at Mohawk River Country Club.
3. Received an invitation from Jonesville for their banquet on February 7 at Mohawk River Country Club. Commissioner Casucci will be attending.
4. Received information from the IRS stating that the 2026 business standard mileage rate is 72.5 cents per mile.
5. Received a copy of the published legal notice for the Annual Organizational meeting.
6. Received the client statement for December 2025 from UBS.
7. Received notice of a claim received for the door at Station #3 from Utica National.
8. Received a Certificate of Liability insurance from EMTech.

Miscellaneous

1. Commissioner Pettis made a motion to purchase a Kussmaul battery conditioner for M-623 from VRS for \$600. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. Meeting will be scheduled for the Station #2 water project.
3. It was agreed that we will not need to replace the 2017 Tahoe this year.
4. There are a few SCBA bottles marked out of service. These are surplus and will be disposed of.
5. The Velcro on ETA-621 has been applied.
6. We will have our maintenance person check the tables at Station #1 to see if any need to be replaced.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Schanz seconded the motion. The motion was carried unanimously. The meeting adjourned at 9:45 PM. The next meeting will be Monday, February 9, 2026 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