

RE: minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on December 15, 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 Cassucci, Commissioner Grant Keeler, Treasurer Carl Visconti, Secretary Karan Donohue, Don Andrews, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Chief Tim Kimball, 1st Assistant Chief Allen Van Cleef, 2nd Assistant Chief Michael Stanley, and President Phil Brousseau. Commissioner Dave Pettis was absent.

Bills

1. A listing of transactions numbered 17962 through 18023, totaling \$58,212.74, was presented to the Board for approval.

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

Old Business

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

Treasurer's Report

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

3. Commissioner Schanz made a motion for a budget modification to re-allocate \$14,000 of the 2025 “Salaries” appropriation and \$56,000 of the 2025 “Equipment” appropriation to cover unanticipated “Contractual” expenses for building and vehicle repairs.
Commissioner Casucci seconded the motion. The motion was carried unanimously.

Commissioner Casucci 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 for the following:
 - a. Brandon McCarthy approved for membership into the Vischer Ferry Volunteer Fire Company
 - b. Mark Sawolsky to revert to active Fire PoliceCommissioner Keeler seconded the motion. The motion was carried unanimously.
2. Commissioner Keeler made a motion to approve Allen Van Cleef and Tom Boucher to attend Incident Safety Officer at Malta Ridge starting January 15th and completing January 29th.
3. The SOGs for TA-626 have been approved.
4. Commissioner Schanz made a motion for Clifton Park-Halfmoon Ambulance to stage in Station #3 in the event of inclement weather (snowstorms, ice storms, etc.). Commissioner Keeler seconded the motion. The motion was carried unanimously.
5. The stripes on the special ops trailer have shrunk. This may be due to the sun. Window tint will be put on the bay doors.

Administrator’s Report

1. Commissioner Schanz made a motion to purchase two (2) AEDs from Heart Stream for \$1,777.13. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to purchase eight (8) televisions from Best Buy for \$1,500. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Administrative Assistant’s Report

1. The doors at Station #2 are being worked on.
2. The heating issue in the men’s restroom at Station #1 is being addressed.

New Business

1. Received the client statement for November 2025 from UBS.

2. Received all election forms.
3. Received copies of legal notices for the emergency meeting on December 3, 2025, the postponement of the regular monthly meeting from December 8 to December 15, 2025 and the notice of the annual election.
4. Received the minutes of the September 18, 2025 meeting of the ESAB.
5. Received *Fire District Affairs* for October – November 2025.
6. Received information on Commissioner training.
7. Received a copy of the invoice from Toyne, which was marked “paid” on November 19, 2025.

Miscellaneous

1. Work is being done on the door at Station #3. The core may have to be changed.
2. The compressor at Station #3 must be changed.
3. The floor at Station #2 must be cleaned because of all the salt on it.

Recess

Commissioner Schanz made a motion to recess until Monday, December 29, 2025 at 7:00 in the Commissioners’ room at Station #2. The meeting was recessed at 8:45 PM.

Reconvene

The December 15, 2025 monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District was reconvened on Monday, December 29, 2025 at 7:00 PM. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo, Don Andrews, Chief Tim Kimball, and President Phil Brousseau. Commissioner Casucci was absent.

Bills

1. A listing of transactions numbered 18029 through 18041, totaling \$23,310.91 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.

Treasurer’s Report

1. The final 2025 invoice to Greenlight was issued on 12-19-25; payment for \$1,303.55 is pending.
2. The year-end “Operations” fund balance is estimated to be approximately \$153,000. Commissioner Schanz made a motion to transfer \$33,000 into the

Insurance Reserve Fund. Commissioner Pettis seconded the motion. The motion was carried unanimously.

3. The new credit cards will be distributed at the next meeting.

Administrative Assistant's Report

1. The 2026 trip to the FDIC training in Indianapolis has been cancelled.

New Business

1. Received a copy of the draft minutes of the December 4, 2025 meeting of the Vischer Ferry Volunteer Fire Company.
2. Received a conditional renewal notice from Utica National Insurance Group.

Miscellaneous

1. There was discussion on adding shore power to M-623. This was tabled.
2. VRS is waiting to receive small items for TA-626.
3. The trays that were ordered for ER-631 were received.
4. There was discussion on the trailer for the UTV. This was tabled.
5. Commissioner Keeler is working on the hose bed cover for ETA-621.
6. It was reported that the equipment for the workout room is available on a NYS contract. The flooring will be done first then the equipment will be ordered.

Executive Session

Commissioner Pettis made a motion to go into Executive Session for the purpose of disciplinary action. Commissioner Keeler seconded the motion. The motion was carried unanimously.

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

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Keeler seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:45 PM. The next meeting will be the Annual Organizational meeting on Monday, January 12, 2026 at 7:30 PM in the Commissioners' room at Station #2.

12-15-2025 cont'd

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