

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, December 12, 2022.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District 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 Ken Bowman and Assistant Chief Tim Kimball.

Bills

A listing of transactions numbered 15733 through 15798, totaling \$219,234.64, was presented to the Board for approval. Commissioner Keeler 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 November 2022 and the listing of transactions approved and paid in November 2022 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for October 2022 were returned to the Treasurer.
3. There will be a fund balance of approximately \$334,000 at the end of 2022. Allocations of various items were discussed; final determination to be made at the end-of-year meeting:
 - a. \$50,000 - January and February bills

- b. \$33,000 – Insurance fund
 - c. \$150,000 – Station #2 parking lot
 - d. \$10,000 – Radios
4. The end-of year meeting will be Monday, December 26, 2022 at 7:30 pm. Commissioner Schanz made a motion to accept the Treasurer’s report. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Chief’s Report

- 1. Commissioner Schanz made a motion to approve Russel Fugel, Tom Pooler and Matthew Munafo for membership in the Vischer Ferry Volunteer Fire Company. Commissioner Keeler seconded the motion. The motion was carried unanimously.
- 2. Commissioner Schanz made a motion to purchase six (6) lengths of forestry hose from Supply Cache @ \$147.95 for each length for a total of \$887.70. Commissioner Casucci seconded the motion. The motion was carried unanimously.
- 3. Commissioner Casucci made a motion to approve necessary apparatus for the Santa detail on December 17th. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Administrator’s Report

- 1. There was discussion on physicals. Commissioner Schanz made a motion to have Infiniti Med Solutions, LLC. perform firefighter physicals per their quote. Commissioner Keeler seconded the motion. The motion was carried unanimously. Physicals are scheduled for February 4th.
- 2. The sight glass on the expansion tank at Station #1 broke resulting in water on the floor. This was repaired. The clogged drain was added to the list for the plumber.
- 3. There was discussion on temporary security cameras for Station #3. Commissioner Schanz made a motion to spend up to \$500 for four (4) trail cams. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Administrative Assistant’s Report

- 1. Four (4) sets of gear, ordered in 2022, won’t be shipped until July 2023.
- 2. There was discussion on a toolbox for the maintenance person.

New Business

- 1. Received new fee rates from TD Bank.
- 2. Received information from the Association of Fire Districts of the State of New York on Commissioner training.
- 3. Received *Fire District Affairs* for December 2022 through January 2023.
- 4. Received dividend checks from Avid Insurance Agency:
 - a. Check # 163365 \$2,083.95
 - b. Check #163619 \$ 747.45

5. Received a conditional renewal notice from Utica National Insurance Group for a reduction in coverage. The Cyber Incident Exclusion has been added to our policy.
6. Received payment (check #115254) of \$31,6500) from the city of Henderson, KY for M-623.
7. Received from UBS:
 - a. Client statement for November 2022
 - b. Transaction
8. Received a notice from National Grid for gas fired equipment.
9. Received the affidavit from the Gazette for the Annual Election of Fire Commissioner.
10. Received the letter of Credit from TD Bank.
11. Received a membership application from Association of Fire Districts of the Capital Area, Inc.

Miscellaneous

1. Station #3 items:
 - a. The sewer line has been connected,
 - b. The old hydrant is gone. There is one in the back of the building. The water hookup will be installed and tested by the Clifton Park Water Authority next week.
2. The boxes for Toys for Tots should be removed from the hallway at Station#2.
3. The water/Ice rescue trailer is done except for the installation of the battery and short cord.
4. R-631 is going out next week to have the punch list completed.
5. M-624 – the knuckle lights and shore charger have to be installed.
6. M-635 – discussion on the back rack. This should be removeable.
7. EMTech – Commissioner Schanz is working with them for the work done at Station #1.
8. We need to set up a meeting with the Clifton Park Water Authority for Station#2.
9. Discussion on Chief's cars: Commissioner Casucci made motion to keep the Chief's cars as they are now. Commissioner Keeler seconded the motion. The vote was carried on a split vote – Commissioner Casucci, Commissioner Keeler, Commissioner Bowman yes, Commissioner Pettis and Commissioner Schanz no.
10. Discussion on radios. A test of the radio towers with Saratoga County throughout our district revealed that the tower on Sitterly Rd. does nothing for us. It only takes care of the Northway. There will be an engineering test done on the tower. A test was done at Coburg Village with a repeater. The repeater helped. The County is having a new radio system installed by Motorola.

Recess

Commissioner Schanz made a motion to recess. Commissioner Casucci seconded the motion. the motion was carried unanimously. The meeting was recessed at 9:25 pm. The meeting will reconvene on Monday, December 26, 2022 at 7:30 pm in the Commissioners' room at Station #2

Reconvene

The December 12, 2022 meeting of the Vischer Ferry Fire District reconvened on Monday December 26, 2022 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 Visconti, Secretary Donohue, Administrator Brousseau, Administrative Assistant Castaldo, Chief Bowman, Assistant Chfs Canale and Kimball and Gabriel Lopez and Sean Piasecki from Infiniti Med Solutions, LLC..

Mr. Lopez and Mr. Piasecki discussed the services Infiniti Med Solutions had to offer.

Bills

1. A listing of transactions numbered 15801 through 15819, totaling \$20,900.73, 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. Commissioner Pettis made a motion for a budget modification to increase the 2022 General Fund Budget Appropriations for "Salaries" and "Payroll Expenses" to cover the cost of the Station #3 Construction Coordinator. Additional revenue to be provided by the transfer of \$28,920 from the Capital Projects Fund. Commissioner Keeler seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to designate \$33,000 of the General Fund-Operations fund balance as "Assigned Fund Balance" for a 2023 contribution to the Insurance Reserve Fund. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Other Items

1. Commissioner Schanz made a motion to contract with Doyle Security Systems, Inc. for \$47,270 as per their quotes for a keyless entry system (\$27,495) and CCTV security system (\$19,775). Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Chief Bowman returned his credit card. New credit cards will be issued to Chief Canale and assistant Chief VanCleaf in 2023.
3. The County has contacted with PMA for its Workers' Comp. New phone numbers will be posted in the apparatus for reporting injuries. The same procedures will be followed as they were with CorVel.
4. Wendy Tennent, from Saratoga County Self Insurance, will be sending safety features quarterly. These will be distributed to the members via email.

5. The Construction Coordinator has finished. We will look into hiring another coordinator for interior work at Station #3.
6. Received the results of the Commissioner election. Commissioner Pettis was re-elected by 9 votes cast.
7. Treasurer Visconti handed out the Station #3 Project Cost Summary.

Adjournment

Commissioner Pettis made motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:20 pm. The next meeting will be the Organization meeting on Monday, January 9, 2023 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