

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, May 11, 2020.

Due to the Covid-19 pandemic, the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened via Zoom. Appropriate notices were filed and placed where necessary. The meeting was convened at 7:30 pm. Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Duane Lindsey, Commissioner Dave Pettis, Administrative Assistant Lisa Castaldo, Tim Brousseau and Treasurer Carl Visconti were present in the Commissioners' room and socially distanced while Chief Ken Bowman, Assistant Chief Tim Kimball, Secretary Karan Donohue, Administrator Sarah deForest were in attendance via Zoom. All participants were identified.

### **Bills**

1. A listing of transactions numbered 13971 through 14019, totaling 74526.72, was presented to the Board.

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

### **Old Business**

1. The Secretary was directed to notify 3Es that the lawn bid was awarded to them. Commissioner Schanz made a motion to approve the minutes. Commissioner Pettis seconded the motion. The motion was carried unanimously.

### **Treasurer's Report**

1. Bank statements, account reconciliations and check images for April 2020 and the listing of transactions approved and paid in April 2020 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for March 2020 were returned to the Treasurer.

3. The invoice from Ellis hospital was received and is included in this month's bills.
4. There was discussion related to the procurement guidelines for purchases under \$500. It was noted that purchases from \$0 to \$500 could be made with approval of at least one Commissioner. In addition, a proposed "Cash Disbursement Procedure" was presented to the Board for review. This is a description of our current process for expenditure approval, payment of bills and verification of proper disbursements. The proposed procedure will be sent to our attorney for review. Further action will be determined at the next meeting. Commissioner Lindsey made a motion to accept the Treasurer's report. Commissioner Casucci seconded the motion. The motion was carried unanimously.

### **Chief's Report**

1. The Chiefs' show scheduled for June in Syracuse, has been cancelled. We will be refunded all costs.
2. A certified letter will be sent to Patrick Sharkey.
3. Discussion on a Polaris UTV. This was tabled until the next meeting.
4. Disposable masks had been ordered and received. However, during shipping the box was opened and one box is missing. The Administrative Assistant will follow up with MES on this matter.
5. Chief Bowman disbursed the facemasks SOPs. Commissioner Pettis made a motion to approve the facemask SOPs. Commissioner Schanz seconded the motion. The motion was carried unanimously.

### **Administrative Report**

1. Members are working on OSHA topics on-line.

### **Administrative Assistant**

1. A judge has overruled Governor Cuomo and the General election will be held in November.
2. After research, it was decided to repair the broken flash light.
3. There was discussion of an accident in which Bob Mackey was involved.

### **New Business**

1. Received the UBS client report for April 2020.
2. Received information from NYS ENCON for a fire pump for a UTV.
3. Received the Irrevocable Stand-by Letter of Credit from TD Bank
4. Received information from the Saratoga Office of Emergency Services concerning Covid-19 updates.

### **Miscellaneous**

1. Car 62 was not clean after it was returned from repairs.

2. We will receive two bills from Verizon – Stations #1 & 2 on one and Station #3 on the other. The fax line at Station #2 is not on line yet.
3. We are waiting for the Mohawk River to clear up some before we test the boat launch. There are signs for the boat launch indicating that it for emergency use only and not for public access.
4. Apparatus –
  - a. ETA-622 – needs pump test done
  - b. ETA-625 – we have not received a bill from VRS for pump test.
  - c. ETA-622 –
    - i. out of service for a broken spring clamp on the rear axle. It is at Albany Spring.
    - ii. It was agreed that if we receive a reasonable offer for the truck, we would let it go.
  - d. ETA –626 - needs a new hose cover
  - e. MR-632 - a new light is needed. The Chiefs will research this.
5. The compressor at Station #2 needs to be replaced with a commercial compressor.
6. Hose and ladder test will be May 20<sup>th</sup> at Station #2.
7. Because of the pandemic, there are sure to be budget cuts from the State, so we can not count on a grant.
8. Karan Donohue has not received payment from UBS for March and April 2020.

### **Recess**

Commissioner Schanz made a motion to recess until Wednesday, May 27<sup>th</sup> at 7:30 pm in the Commissioners' room, unless we are still unable to meet together. Commissioner Pettis seconded the motion. The motion was carried unanimously. Appropriate notices will be placed as before if we cannot meet together. The meeting recessed at 9:00

### **Reconvene**

The May 11, 2020 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District reconvened on Wednesday, May 27, 2020, at 7:30 pm using the same Zoom format as was used on April 13, 2020. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Duane Lindsey, Commissioner Dave Pettis, Treasurer Carl Visconti, Administrative Assistant Lisa Castaldo and Assistant Chiefs Patrick Canale and Tim Kimball were present in the Commissioners' room at Station #2. Commissioner Andrew Casucci, Chief Ken Bowman, Secretary Karan Donohue, and Administrator Sarah deForest attended via Zoom and were identified.

1. There was discussion on the June 3, 2020 Fire Company meeting. The meeting can be held outside or in the truck room, with social distancing. Quick Response will be offering refreshments, which are to be eaten using social distancing or taken home.
2. Hall rentals will be held off until July.
3. Received quotes for a UTV: KENNY, PLEASE SEND THEM TO ME

- a.
- b
- c
- d
- e

Commissioner Schanz made a motion to move forward with the UTV project. Commissioner Pettis seconded the motion. The motion was carried unanimously. A committee will be formed and Commissioner Pettis will be the liaison.

- 4. There was discussion on the Station #2 capital project. Commissioner Bowman will contact Attorney Hannigan to discuss what we need to do to proceed.
- 5. Hose test has been completed. We are low on 2 1/2" hose.
- 6. Commissioner Lindsey made a motion to purchase a Streamlight flashlight from [www.thefirestore.com](http://www.thefirestore.com) for \$130.49. Commissioner Schanz seconded the motion. The motion was carried unanimously.
- 7. There was a discussion on hydrant valves. This will be discussed at next month's meeting after further research.
- 8. The stone wall at the boat launch has to be dug out.
- 9. The truck spec was given to committee members for comment. Commissioner Schanz will send the spec to Attorney Hannigan.
- 10. We will order ten (10) bags of Speedy Dry from NAPA.
- 11. A sympathy card was sent to John Hollings on the passing of his mother.
- 12. The July 4<sup>th</sup> parade will be held with no walkers. The participants will disburse immediately after the parade and not go to the Commons.

### **Adjournment**

Commissioner Pettis made a motion to adjourn. Commissioner Lindsey seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:32 pm. The next meeting will be on Monday June 8, 2020 at 7:30 pm in the Commissioners' room, unless we are still unable to meet together. If that is the case, the meeting will be conducted via Zoom with appropriate notices filed and placed where necessary.

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