

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, February 8, 2021.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened at 7:30 pm on Monday, February 8, 2021 in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Dave Pettis, Commissioner Grant Keeler, Treasurer Carl Visconti, Administrative Assistant Lisa Castaldo, Chief Ken Bowman, Andy Casucci, Phil Brousseau and Roger Saddlemire from Avid Insurance. Commissioner Andrew Casucci, Secretary Karan Donohue and Assistant Chief Tim Kimball attended via Zoom. Administrator Tim Brousseau was absent.

Roger Saddlemire discussed the following:

1. We have cyber coverage. The policy that we have won't cover everything, but Mr. Saddlemire suggested changing the passwords frequently, adding firewalls, etc. to help make our computers more secure.
2. The District is responsible for due process on our computers. The District can also be sued for credit card abuse on the computers.
3. The buildings are insured as follows;
 - a. Station #1 \$2,729,000
 - b. Station #2 \$1,745,687 The sign was increased to \$38,967.
 - c. Station #3 \$816,000
4. We have data processing coverage.
5. There is coverage for \$2,000 per station for food spoilage.
6. We have in \$1,000,000 flood coverage.
7. The 2018 SureTrac trailer will be added to the policy.
8. When construction starts on Station #3, we need to cancel the insurance coverage and obtain a builder's risk policy.
9. We should request a certificate of liability and WC coverage from the Clerk of the Works contracted for the station #3 construction period.
10. Mr. Saddlemire will send an Agents copy to the Vischer Ferry Fire Company.

11. All tools that are going to Fire and Marine have to be insured.

Mr. Saddlemire left at 7:45

Bills

1. A list of transactions numbered 14434 through 14494, totaling \$48,079.65, was presented to the Board for approval.

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

Old Business

Commissioner Schanz made a motion to approve the minutes, with corrections. The corrections were spelling errors. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Treasurer's Report

1. Bank statement, account reconciliations and check images for January 2021 and the listing of transactions approved and paid in January 2021 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for December 2020 were returned to the Treasurer.
3. The Annual Update Documents for 2020 will be filed electronically with the State Comptroller by the end of February. LOSAP reporting for the 2020 AUD has changed due to newer GASB requirements. Our auditor has been asked to provide additional guidance for this year's report.
4. The District's hourly payroll for 2020 is significantly different from the budget estimate due to changes in personnel. It was decided that budget modifications will be made based on the following updated wage rates and weekly schedules:
 - a. Administrator \$18 per hour (20 hours per week)
 - b. Administrative Assistant \$16 per hour (20 hours per week)
 - c. Maintenance \$15 per hour (20 hours per week)
5. It was noted that NYS paid sick leave requirements do not apply to District employees because we are not a "private-sector Employer".

Chief's Report

1. Josh McCrea has resigned from the Company.
2. Commissioner Pettis made a motion to approve the following:
 - a. Lts. Bobrow, Keleman and Scaringe to attend the "Advanced Thermal Imaging" (TIC) class at the NYS Chiefs' show.
 - b. Ed Vargas to attend "Built to Burn" and "Fire Behavior on the Inside" at the NYS Chiefs' show.
 - c. Use of the Colonie fire training tower on March 24th and 27th @ \$160.

3. Captain Andy Stadel to attend “Vehicle Extrication” and “Fire Behavior on the Inside” at the NYS Chiefs’ show.
4. Commissioner Schanz made a motion to purchase a winch, trailer hitches and a utility box for the trailer for \$1,000. Commissioner Pettis seconded the motion. The motion was carried unanimously.
5. Some members have not had a physical yet. They must have an appointment by the end of February. A letter will be sent to those individuals who need physicals.

Administrator’s Report

1. The stove at Station #1 should be replaced. The Company and Auxiliary will form a committee to research a new stove.
2. Fire alarm testing was completed at Station #1. Station #2 was upgraded to radio dispatch and testing was completed.
3. Commissioner Bowman talked with Bill Morris from Sanders Fire & Safety about communications and security.
4. There was a discussion on Knox boxes in the Chiefs’ cars. No decision on this.
5. There was discussion on fobbing the outside door to the utility room at Station #1 for ease of access. Commissioner Schanz made a motion to have Hart Alarms Ltd. install an outside fobbed entry into the utility room at Station #1 for a maximum amount of \$500. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Administrative Assistant

1. The report is attached to the minutes.

New Business

1. Received the letter of credit from TD Bank.
2. Received information on NYS paid sick leave for employers.
3. Received the work authorization from Hart Alarms Ltd. for installation of radio dispatching at Station #2.
4. Received from UBS:
 - a. Client statement for January 2021
 - b. Confirmations
5. Received a letter from Hart Alarms Ltd. regarding their merging with Doyle Security Systems.
6. Received the Real Property Tax report for 2021.
7. Received the engagement letter from Bryans and Gramuglia.
8. Received the legal notice for Zoom meetings.
9. Received *Fire District Affairs* for February 2021 – March 2021.

Commissioner Schanz moved and Commissioner Pettis seconded a resolution to approve the certified list of Fire Company members that qualified for LOSAP service credit during 2020. The Secretary called the roll:

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

The resolution is adopted.

Miscellaneous

1. Commissioner Schanz made a motion for Commissioner Bowman to sign a contract for soil boring at Station #3. This will be performed by TerraCon Consults for \$6,460. Commissioner Keeler seconded the motion. The motion was carried unanimously.
2. Commissioners will be going to Round Lake on 2-9 at 6:30 and Burnt Hills on Wednesday, at 6:30 to review their new station construction details.
3. The electric reel on the ceiling at Station #3 is all the way out and won't retract.
4. BRM Architects will be drawing up the contract for Station #3 design. It will be approximately \$360,000. They have sent out RFPs for engineering services – EDP - site planning and ME Engineering - plumbing and electrical have responded so far.
5. We are in the process of writing a spec for air bags and extrication tools. Ordering is 12 weeks out. They will be sent to Attorney Hannigan for inclusion in the required bid documents.
6. There was a discussion on a scissor lift. Sky Walks has a 19' scissor for \$ 6,800. JM Equipment has a taller one for \$9,000. Holland has a High Lift for \$9,200. We will measure to see which one would fit our needs.
7. The new tools were purchased from Lowe's for \$231 and are in the gear room until they can be relocated.
8. Commissioner Schanz met with EMTech concerning the heater at Station #1. The computer was under warranty and the part will be sent to us.
9. The primer valve was installed on ETA-625. We will have ETA-621 done this summer by VRS.
10. We will be purchasing the electric chainsaw from Milwaukee Tools.

Executive Session

Commissioner Schanz made a motion to go into Executive Session for discussion pursuant to Public Officers' Law 105f. Commissioner Pettis seconded the motion. The motion was carried unanimously.

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

Adjournment

Commissioner Casucci made a motion to adjourn. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:10 pm. The next meeting will be Monday, March 8, 2021 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
Boar of Fire Commissioners
Vischer Ferry Fire District