

RE: Minutes of the Annual Organizational meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 11, 2021 at 7:30 pm in the Commissioners room at Station #2.

The position of Chairman of the Board of Fire Commissioners is terminated on the last day of the year 2020. To open the Organizational meeting, Commissioner Marty Schanz made a motion to appoint Carl Visconti as temporary Chairman. Commissioner Dave Pettis seconded the motion. The motion was carried unanimously.

The Annual Organizational meeting convened at 7:30 pm on Monday, January 11, 2021 in the Commissioners room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Grant Keeler, Treasurer Carl Visconti, Administrator Tim Brousseau and Administrator Assistant Lisa Castaldo. Those attending via Zoom were Commissioner Dave Pettis, Commissioner Andrew Casucci, Secretary Karan Donohue, Chief Ken Bowman, Assistant Chief Tim Kimball, Phil Brousseau, Attorney Tim Hannigan and Bill Morris from Sanders Fire and Safety.

Oath of Office

Commissioner Grant Keeler was sworn into office by Administrative Assistant Lisa Castaldo.

Appointments

Chairman -

Commissioner Schanz made a motion to elect Commissioner Bowman as permanent Chairman for 2021. Commissioner Pettis seconded the motion. The motion was carried unanimously.

It was noted that the legal notice pertaining to the Annual Organizational meeting was placed in the Gazette on December 29, 2020.

District Secretary –

Commissioner Casucci made a motion to appoint Karan Donohue as District Secretary for the year 2021. Commissioner Keeler seconded the motion. The motion was carried unanimously. Karan Donohue was sworn in by Administrative Assistant Lisa Castaldo.

District Treasurer –

Commissioner Keeler made a motion to appoint Carl Visconti as District Treasurer for the year 2021. Commissioner Schanz seconded the motion. The motion was carried unanimously. Carl Visconti was sworn in by Administrative Assistant Lisa Castaldo.

Deputy Treasurer –

Commissioner Keeler made a motion to appoint Karan Donohue as Deputy Treasurer for the year 2021. Commissioner Pettis seconded the motion. The motion was carried unanimously. Karan Donohue was sworn in by Administrative Assistant Lisa Castaldo.

Attorney –

Commissioner Casucci made a motion to appoint Tim Hannigan as attorney for the Vischer Ferry Fire District for 2021. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Salaries –

Commissioner Pettis made a motion that the salary for Secretary will be \$9,020 for 2021. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Commissioner Pettis made a motion that the salary for Treasurer will be \$10,200 for 2021. Commissioner Keesler seconded the motion. The motion was carried unanimously.

Designated Newspaper –

Commissioner Casucci made a motion to designate the Gazette as the official newspaper for 2021. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Bank Depository –

Commissioner Schanz made a motion to designate TD Bank as the official bank depository for the District funds for the year 2021. Treasurer Carl Visconti and Deputy Treasurer Karan Donohue are designated to sign checks. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Regular Monthly Meeting Night –

Commissioner Keeler made a motion that the regular meeting night will be the second Monday of the month at 7:30 pm in the Commissioners' room at 750 Grooms Rd., Rexford. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Bonding for Treasurer and Deputy Treasurer –

The insurance coverage for bonding the Treasurer and Deputy Treasurer needs to be raised to at least \$2,700,00 in 2021. Commissioner Schanz made a motion that the existing insurance policy for this coverage be renewed at \$2,700,000 Commissioner Pettis seconded the motion. The motion was carried unanimously. We have an insurance policy for the bond.

Memberships in NYSAFC, AFDSNY, AFDCA and VFPASNY –

Commissioner Schanz made a motion to approve memberships in the following:

- New York State Association of Fire Chiefs
- Association of Fire Districts of the State of New York
- Association of Fire Districts of the Capital Area
- Volunteer Fire Police Association of the State of New York

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

Records Management and Retention Officer –

Commissioner Casucci made a motion to appoint Karan Donohue as the Records and Retention Officer for the year 2021. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Records Access Officer –

Commissioner Pettis made a motion to appoint Karan Donohue as Records Access Officer for the year 2021. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Mileage –

Commissioner Schanz made a motion to set the mileage at \$.56 per mile for 2021. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Board Policies –

1. Investment adopted 12/12/99 Updated 2/9/09 – added LOSAP advisor
Updated 1/10/11 – added LOSAP Advisor
Updated 05/14/12 – updated to current OSC model
Updated 11/12/18 –LOSAP amended
Updated 11/12/18 –Capital Reserve Assets Added
Updated 01/11/21 – updated financial advisor
2. Procurement adopted 05/11/92 – Updated – 11/12/10
Updated – 04/11/11
Updated – 01/13/20
Updated – 06/08/20
3. Firematic SOGs adopted 2005 – Updated 03/11 Search and Rescue
Updated 02/08/16 Training
Updated 02/11/16, 10/10/16, 4/12/18 Apparatus Response
Updated 07/08/18 Mutual Aid
Updated 01/11/11 Water/Ice Rescue
Updated 03/13/17 Escape/Bailout
Updated 12/12/16 Radio Test
Updated 01/14/19 Gear
4. Medical Requirements adopted 01/09/92 Updated 01/14/02 Physical exams
Updated 01/14/02,02/08/16,
01/16/20, 01/11/21 –
Medical Release form
5. Universal Precautions adopted 06/11/92
6. OSHA adopted 01/09/92 – Updated 01/12/09, 02/08/16
7. Sexual Harassment adopted 09/08/94 - Updated 12/15, 01/13/20
8. Fire District Awards adopted 01/14/85
9. Restrictive Active member adopted 02/08/99 – Updated 01/11/21 change name
10. District Employees
 - a. Treasurer adopted 01/14/02
 - b. Secretary adopted 02/09/99 – Updated 01/12/14
 - c. Administrator adopted 06/12/06 – Updated 12/27/15, 12/12/16
 - d. Administrative Asst. adopted
 - e. Custodian/Maintenance adopted 01/11/14 – Updated 12/12/16
11. Protective Clothing adopted 05/10/99 – Updated on an annual basis
12. Communications adopted 06/14/99 - Updated 10/12/15
13. Pregnancy adopted 11/08/99
14. Code of Ethics adopted 05/08/00 – Updated 01/11/21
15. Chiefs' Vehicles adopted 01/14/02 – Updated 01/10/05

16. Travel, Training & Conf...	adopted 04/10/07 – Updated 07/10/17
17. AED	adopted 01/15/10 – Updated 02/17/13
18. Epi-Pen	adopted 01/15/10 – Updated 01/08/14
19. Substance Abuse	adopted 05/09/11
20. Rules Concerning Gen...	adopted 10/10/11
21. Rules and Procedures...	adopted 10/10/11
22. Drug Free Workplace	adopted 11/08/04
23. Credit Card	adopted 10/12/15 – Updated 02/13/17
24. Service Award Program	adopted 12/1994 - Updated 10/09/16,01/13/17, 12/12/17, 12/08/18
25. Equal Employment...	adopted 04/11/16
26. Capital Assets	adopted 10/13/14
27. Technology and Electronic.	adopted 06/12/17
28. Leaves of Absence	adopted 03/08/19
29. FOIL	adopted 03/08/19
30. Work Place Violence	adopted 04/09/18

Board Assignments

As attached

Treasurer’ Annual Report Year-End Summary

This is to be submitted by the end of February, by resolution dated 01/12/15.

Approval of Chief Officers

Commissioner Schanz made a motion to approve the Chief Officers for 2021 as follows:

Chief	Ken Bowman
1 st Assistant Chief	Patrick Canale
2 nd Assistant Chief	Tim Kimball

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

The following were discussed:

1. **Physical Exams**

a. Commissioner Schanz made a motion to authorize Vischer Ferry Fire District to put members on medical leave until they are released by a doctor to return to service. Commissioner Pettis seconded the motion. The motion was carried unanimously.

2. **Code of Ethics**

a. Commissioner Casucci made a motion to approve the addendum to the policy. Commissioner Keeler seconded the motion. The motion was carried unanimously.

3. **Pandemic Policy**
 - a. Attorney Hannigan will send this when it is complete.
4. **Underage Members**
 - a. Was changed to Restricted Active members.
5. If there is a data breach, we have an insurance policy for that.
6. We will add a paid sick time policy to the employee handbook.

Bills

1. There was a question on the sewer bills for Stations #2 & 3.
2. A listing of transactions numbered 14266 through 14422, totaling \$12,697.98. was presented to the Board for approval.

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

Treasurer's Report

1. Bank statement, account reconciliations and check images for December 2020 and the listing of transactions approved and paid in December 2020 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for November 2020 were returned to the Treasurer.
3. The credit card issued to Sarah deForest has been cancelled. A new credit card was issued to Tim Brousseau.

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

Chief's Report

No items

Administrator's Report

1. Commissioner Schanz made a motion to upgrade our website for \$2,000 from Web Instinct. Commissioner Pettis seconded the motion. The motion was carried unanimously.
2. Received two quotes for the conversion of the Station #2 fire alarm system to cellular dispatch:
 - a. Hart Alarm. Ltd. \$675
 - b. Sanders Fire and Safety 985

Commissioner Schanz made a motion to hire Hart Alarm Ltd. for \$675 to convert Station #2 cellular dispatching. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Administrator Assistant

1. Lisa will book rooms for the Chiefs' show.
2. Received a quote for installing the air compressors at Stations #1 & 2 from KC Electric:
 - a. Station #1 \$1095
 - b. Station #2 1240
 - \$2335

Commissioner Casucci made a motion to hire KC Electric to install the air compressors at Stations #1 & 2 for a total of \$2335. Commissioner Pettis seconded the motion. The motion was carried unanimously.

3. There have been some issues with the fobs. We will have Hart Alarm put a new reader in the fobs that are causing problems.
4. The generator at Station #1 would not start. Ray Trzcinski, of Specialty Technology, Inc. looked at it and the coolant level sensor was bad.
5. Commissioner Schanz made a motion to purchase \$200 to 300 worth of tools from Lowes. Commissioner Keeler seconded the motion. The motion was carried unanimously.
6. The complete report is attached to the minutes.

New Business

1. Received the client statement for December 2020 from UBS.
2. Received confirmations from UBS.
3. Received information on the AFDSNY meeting May 5-7 at Turning Stone.
4. Commissioner Pettis moved and Commissioner Schanz seconded a resolution for adopting LGS-1 for the purpose of records retention and disposal. The Secretary called the roll:

Commissioner Bowman, Chairman	yes
Commissioner Schanz	yes
Commissioner Casucci	yes
Commissioner Keeler	yes
Commissioner Pettis	yes

The resolution is adopted.

5. Commissioner Schanz moved and Commissioner Pettis seconded a resolution for election inspectors for the year 2021. The Secretary called the roll:

Commissioner Bowman, Chairman	yes
Commissioner Schanz	yes

Commissioner Casucci	yes
Commissioner Keeler	yes
Commissioner Pettis	yes

The resolution is adopted.

6. Received the following from the Gazette:
 - a. Estoppel Notice – Station #3 bonding
 - b. Notice of the Organizational meeting
 - c. Notice of permissive referendum -sale of ETA-622
7. Received notices of coverage changes from Utica National Insurance Group

Miscellaneous

1. We have to get a phone, fob and keys from Sarah de Forest.
2. We will have Blue Devil come in to train people.
3. Tags for OOS items need to be printed.
4. We have to get a package together for an electric chainsaw, hand lights and other items to go on the UTV.
5. There will be training on the auto primer on ETA-625 on Wednesday, January 20th.
6. We have to go over the layout of the compartments on the new ER and have a final plan.
7. We would like to go to other districts and look at other gear washing/storage rooms.
8. The Company's uniforms will be moved to a new closet upstairs at Station #1.
9. We need to make a list of people who have access to restricted areas.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Schanz seconded the motion. The motion was carried unanimously. The meeting was adjourned at 10:20 pm. The next meeting will be Monday, February 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
Board of Fire Commissioners

Vischer Ferry Fire District