

RE: Minutes of the Organization meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, January 10, 2022.

The position of Chairman of the Board of Fire Commissioners is terminated on the last day of the year 2021. To open the Organization 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 Organization meeting convened at 7:30 PM on Monday, January 10, 2022 in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Andrew Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Chairman Carl Visconti, Karan Donohue, Administrative Assistant Lisa Castaldo, Chief Ken Bowman, Assistant Chief Patrick Canale, Attorney Tim Hannigan, President Phil Brousseau and Captain Andy Stadel. Administrator Tim Brousseau was absent.

Oath of Office

Andrew Casucci was sworn into office as a Commissioner by Lisa Castaldo

Appointments

Chairman -

Commissioner Schanz made a motion to elect Commissioner Bowman as permanent Chairman for 2022. Commissioner Pettis seconded the motion. The motion was carried unanimously.

It was noted that a legal notice pertaining to the Annual Organization meeting was placed in the Gazette on December 30, 2021.

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District Secretary –

Commissioner Pettis made a motion to appoint Karan Donohue as District Secretary for the year 2022. Commissioner Casucci seconded the motion. The motion was carried unanimously. Karan was sworn in by Administrative Assistant Lisa Castaldo.

District Treasurer –

Commissioner Pettis made a motion to appoint Carl Visconti as District Treasurer for the year 2022. Commissioner Casucci seconded the motion. The motion was carried unanimously. Carl Visconti was sworn in by Administrative Assistant Lisa Castaldo.

Deputy Treasurer –

Commissioner Pettis made a motion to appoint Karan Donohue as Deputy Treasurer for the year 2022. Commissioner Casucci seconded the motion. The motion was carried unanimously. Karan was sworn in by Administrative Assistant Lisa Castaldo.

Attorney –

Commissioner Pettis made a motion to appoint Timothy Hannigan as attorney for the Vischer Ferry Fire District for the year 2022. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Salaries –

Commissioner Pettis made a motion that the 2022 employee salaries and wages be set according to the General Fund Budget as adopted on October 19, 2021:

1. The salary for the Secretary will be \$9,020.
2. The salary for the Treasurer will be \$10,500.
3. The wage rate for the Administrator will be \$18.50 per hour.
4. The wage rate for the Administrative Assistant will be \$16.50 per hour.
5. The wage rate for the maintenance person will be \$15.50 per hour.

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

Designated Newspaper –

Commissioner Pettis made a motion to designate the Daily Gazette as the official newspaper for the year 2022. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Bank Depository –

Commissioner Pettis made a motion to designate TD Bank as the official depository for the district funds for the year 2022. Treasurer Carl Visconti and Deputy Treasurer Karan Donohue are designated to sign checks. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Regular Monthly Meeting Night –

Commissioner Pettis 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 Casucci 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 \$7,500,000 for the year 2022. Commissioner Pettis made a motion that the existing insurance policy for this coverage be renewed at \$7,500,000. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Memberships in NYSAFC, AFDSNY, AFDCA, and VFPASNY –

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

Records Management and Retention Officer –

Commissioner Pettis made a motion to appoint Karan Donohue as the Records and Retention Officer for the year 2022. Commissioner Casucci 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 2022. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Mileage –

Commissioner Pettis made a motion to set the mileage at \$.585 per mile. Commissioner Casucci seconded the motion. The motion was carried unanimously.

Board Policies –

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|------------------------------|--------------------|--|
| 1. Investment

LOSAP | adopted 12/12/99 | Updated - 02/9/09 - added LOSAP advisor
Updated - 01/10/11 – added advisor
Updated – 05/14/12 – updated to current OSC model
Updated – 11/12/18 -LOSAP amended
Updated – 11/12/18 – Capital 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
Update - 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
Updated 01/14/02,02/08/16, 01/16/20, 01/11/21 – Medical Release form added |
| 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/Maint...	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
31. Reusable Masks	adopted 04/12/21
32. Cyber Security Notification	adopted 01/10/22

Board Assignments –

As attached

Treasurer's 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 Pettis made a motion to approve the Chief Officers for 2022 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 was discussed with Attorney Hannigan:

1. All of our firefighters are covered by PSOB. This is a federal benefit that is separate from VFBL. The firefighter does not have to take a Safety Officer course to be eligible for this coverage.
2. Because we have a website, our agendas have to be posted. A draft of the minutes must be posted with "draft" written on them. They have to be posted within two weeks of the meeting.
3. New members will receive a digital copy of the members' book. A copy of the cancer policy will be included in the book.

Miscellaneous

1. Procurement policy – An additional form was added to the policy. There must be some evidence that we tried to obtain a quote, so use the back of the new form for the information.
2. OSHA – OSHA credit will be incorporated into a drill.
3. Rules and Procedures for Complaints – Additional language will be added that will allow the Chief to put members on temporary leave or suspension. Attorney Hannigan will send this to us.
4. Commissioner Schanz made a motion to adopt the Cyber Security Notification policy. Commissioner Pettis seconded the motion. The motion was carried unanimously.
5. Firematic officers will be assigned to a commissioner to report any problems or concerns at Stations #1 & 2.
6. Commissioner Schanz made a motion to set the third Tuesday in October for the Budget meeting. Commissioner Pettis seconded the motion. The motion was carried unanimously. The date for this year will be Tuesday, October 18, 2022.
7. There was discussion on blood draws at the physicals. Secretary Donohue contacted Occupational Medicine – EllisWorks, who performs our physicals. They do not do blood draws for anyone. The secretary will contact our Medical Director for more information.

Bills –

1. A listing of transactions numbered 15062 through 15091, totaling \$13,502.84, was presented to the Board for approval.

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

Old Business

1. We have not heard from Greenlight. We will be able to charge them monthly for use of space.

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

Executive Session -

Commissioner Schanz made a motion to go into Executive Session, according to Public Officers law 105-f, for the purpose of discussing the medical history of a particular person. Commissioner Pettis seconded the motion. The motion was carried unanimously.

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

Commissioner Schanz made a motion to pay an individual claim against the Vischer Ferry Fire District, in the amount of \$6,250 from the Insurance Reserve Fund, subject to permissive referendum. Commissioner Pettis seconded the motion. The motion was carried unanimously.

Treasurer's Report

1. Bank statements, account reconciliations and check images for December 2021 and the listing of transactions approved and paid in December 2021 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for November 2021 were returned to the Treasurer.
3. There was discussion on the allocation of funds for 2021 encumbrances.
4. The annual independent audit for the year 2021 is scheduled for April 12 – 13, 2022.

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

Chief's Report

1. Commissioner Pettis made a motion to approve the following:
 - a. Suspension of eight (8) members for lack of drills in 2021.
 - b. Nelson Peat has reverted back to Life membershipCommissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to allow OSHA drills to be conducted through zoom as well as in person. Commissioner Casucci seconded the motion. The motion was carried.

3. Commissioner Schanz made a motion to purchase the following:
 - a. 10 (ten) pagers from Pittsfield Communications for \$304 each for a total of \$3042. The State Contract number is PT 68722.
 - b. 4 (four) probationary helmet shields.

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

Administrator –

1. Matt Jerome will need to have a 3-month probationary period before he can requalify on any apparatus.
2. We will use old 30-minute bottles that are out of hydro test for the RDC.
3. Commissioner Schanz moved and Commissioner Pettis seconded a resolution to approve the 2021 certified points for our LOSAP program. The Secretary called the roll:

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

The resolution was adopted.

Administrative Assistant –

1. Some of the hose from MES has arrived. More are due January 11th.
2. EMTech has not yet trained Tim and Lisa on the HVAC controls.
3. Commissioner Schanz made a motion to approve up to \$800 for a new Class D extinguisher for ER-631. Commissioner Pettis seconded the motion. The motion was carried unanimously.
4. Commissioner Schanz made a motion to hire Waterway for hose and ladder testing on Wednesday, May 18, 2022 for \$3,632. Commissioner Pettis seconded the motion. The motion was carried unanimously.
5. Commissioner Schanz made a motion to purchase a new magnetic white board for Station #1 for \$205. Commissioner Pettis seconded the motion. The motion was carried unanimously.

New Business –

1. Received an invitation to Clifton Park Halfmoon Ambulance Corp banquet at the Mohawk River Country Club on February 12, 2022. Commissioner Casucci will attend.
2. Received the equalization rates for Saratoga County for the 2023 fiscal year.
3. Received a Utica Mutual Insurance Company Proxy statement.
4. Received a Certificate of Liability Insurance from EM Tech.
5. Received the legal notice for all meetings during 2022.

6. Received the client statement for December 2021 from UBS.
7. Received the certification of election results from the Commissioners election of December 14, 2021.
8. Received conditional renewal notices from Utica National.

Miscellaneous –

1. Station #3 will be going out for bid next month.
2. The solar panels on the roof and the tanks at Station #2 need to be removed.
3. Anyone who would like items from Station #3 may take these items at the appropriate time.
4. Northeast Commercial Appliance came to look at the stove. We will be keeping the stove. The pilot lights will be kept on and the maintenance person will check the stove.
5. The inside of the ice/water rescue trailer needs to be painted. The paint is here. Lettering and outside lighting need to be done.
6. There are 2 5/6" balls on the trailers. We need to change the ball for the boat.
7. We have to check the wattage on the heater in the trailer to determine the size of the generator.
8. The garden hose at Station #2 was used to fill ETA-621. The water is gray and the well was drained. The water at station #2 is not to be used to fill trucks.
9. Commissioner training will be offered in May.
10. The list is ready for the electrician.
11. ER-631 is coming along. There was a recall on fuel lines that may cause a fire. Commissioner Bowman and Commissioner Schanz will be flying to Fire and Marine in Ohio on Monday, January 24th.
12. The gear lockers from Station #3 will be moved to Station #2.
13. Discussion on purchasing a new pickup truck. Commissioner Schanz made a motion to declare M-624 surplus, with a value of less than \$20,000, and sell it with the lights. Commissioner Keeler seconded the motion. The motion was carried unanimously. Commissioner Schanz made a motion invite bidder to bid on two (2) Chevrolet crew cabs with a short (6') bed. Commissioner Keeler seconded the motion. The motion was carried unanimously.

Adjournment –

Commissioner Pettis made a motion to adjourn. Commissioner Casucci seconded the motion. the motion was carried anonymously. The meeting was adjourned at 11:20 pm. The next meeting will be Monday, February 14, 2022 at 7:30 pm in the Commissioners' room at Station #2.

Minutes of 1/12/22 meeting 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