

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, April 8, 2024.

The monthly meeting convened at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Grant Keeler, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Chief Tim Kimball, Assistant Chief Michael Stanley, and Vischer Ferry Fire Company President Phil Brousseau. Commissioners Andrew Casucci and Dave Pettis were absent.

### **Bills**

1. A listing of transactions numbered 16790 through 16847, totaling \$375,013.80, was presented to the Board for approval.

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

### **Old Business**

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

### **Treasurer's Report**

1. Bank statements, account reconciliations and check images for March 2024 and the listing of transactions approved and paid in March 2024 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for February 2024 were returned to the Treasurer.
3. Bryans and Gramuglia are going to be here on Friday for an audit of our financial statements.

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

### **Chief's Report**

1. Commissioner Keeler made a motion to approve Jacob Nadel into membership in the Vischer Ferry Fire Company. Commissioner Schanz seconded the motion. The motion was carried unanimously.
2. Commissioner Keeler made a motion to approve the following:
  - a. Colby Myer and Marcus Illera to take BEFO/IFO. (approved via e-mail 3-25)
  - b. Bill Andrews and Bob McCann are taking the Fire Police class. (approved via e-mail 3-25)

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

3. Commissioner Schanz made a motion to purchase the following:
  - a. Five (5) pair of boots @ \$603.20 each and one (1) pair of Globe Supralites for \$623.50 from [www.thefirestore.com](http://www.thefirestore.com) for a total of \$3639.50.
  - b. Five (5) spare batteries for the portable radios from Pittsfield Communications @ \$78 each for a total of \$390.
  - c. Up to twenty (2) license plate car tags from Hill Signs @ \$10.50 each.
  - d. EMS equipment (as attached) for \$1,747.42.

Commissioner Keeler seconded the motion. The motion was carried unanimously

4. Commissioner Keeler made a motion to approve the following:
  - a. ER-631, ETA-625 and ETA-621 to the Saratoga training tower on April 10<sup>th</sup>.
  - b. ETA-621 and ETA-625 to the Saratoga training tower on April 29<sup>th</sup> for a live burn drill

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

5. There was a discussion on portable radios. This was tabled until April 29<sup>th</sup>.
6. The SOGs are complete. They will be held for distribution until Board review is complete.
7. West Crescent and Jonesville will be on standby for all calls while members are at the FDIC conference in Indianapolis.

### **Administrator's Report**

1. Received a quote from, Albany Overhead Door for \$4,658 to replace the roll-up fire door in the kitchen at Station #1. Commissioner Keeler made a motion to replace the fire door in the kitchen by Overhead Doors for \$4,658.00. Commissioner Schanz seconded the motion. The motion was carried unanimously.
2. SCBA flow test is scheduled for Monday, April 15 at 7:30 am at Station #2.
3. The new AEDs have been placed in service.
4. The district phone has been enrolled in the Wireless Priority Service.

## **Administrative Assistant's Report**

No report

## **New Business**

1. Received an engagement letter from Bryans and Gramuglia CPAs, LLC.
2. Received an understanding of services for the district for the year ended December 31, 2023.
3. Received a copy of the legal confirmation letter sent to Hannigan Law Firm, PLLC regarding our audit.
4. Received a copy of the investment confirmation letter sent to UBS regarding our audit.
5. Received the Client statement for March 2024, trades, and transactions from UBS.
6. Received a newsletter from LifeSong
7. Received a Certificate of Insurance from BPI, Inc.
8. Received Safety Recalls from General Motors for Car-62 and M-635.
9. Received correspondence from the American Arbitration Association.

## **Miscellaneous**

1. Pittsfield Communications has installed the siren-activated door unlock system.
2. The ready room at Station #2 must be updated.
3. No update on the battery charger for the trailer.
4. No update for the bench brackets at Station #3.
5. VRS will be doing pump test and inspections on the ER, ETAs, and F-633. One per day will go.
6. Measuring for the blinds in the ready room, radio room and meeting room at Station #3 will be on Wednesday.
7. There will be a meeting on Wednesday at Station #2 to discuss the current issues.
8. The electrician did the fans and hallway signs at Station #1.
9. The architect will talk to the manufacturer about the doors at Station #3.
10. Tech Valley Concrete will redo the floors in the truck bay at Station #3.

## **Recess**

The meeting was recessed at 8:55 pm and will be reconvened on Monday, April 29<sup>th</sup> at 7:30 pm.

## **Reconvene**

The April 8, 2024 meeting of the Vischer Ferry Fire District was reconvened on Monday, April 29, 2024. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Tim Brousseau, Administrative

Assistant Lisa Castaldo, Chief Tim Kimball, and Assistant Chief Mike Stanley. Commissioner Casucci was absent.

### **Bid Opening - Station #2 Parking Lot Paving**

Received one bid for the Station #2 paving project from DelSignore Blacktop Paving, Inc. with pricing as follows:

- |  |           |
|--|-----------|
| 1. Base bid plus Option #1 (HD Replacement)      | \$244,818 |
| 2. Base Bid plus Option #2 (LD Replacement)      | 201,491   |
| 3. Option #3 Add-on (Disposal @VFFD boat launch) | 5,500     |

The bid will be sent to Attorney Hannigan for review.

### **Administrative Assistant's Report**

1. The Shumpter party will be renting the hall on Saturday, July 13, 2024.
2. The Red Cross will be in the hall on Tuesday, June 18, 2024.

### **Miscellaneous**

1. The chassis for the tanker is at Toyne.
2. Shafer has not submitted the appropriate paperwork yet.
3. Received a tentative quote for radios from Motorola. We would like nine (9) radios and one (1) bank of chargers. We should receive the final quote by the May meeting.
4. We should receive a quote for a wireless headset by the May meeting.
5. Discussion on a SCBA cleaning machine.
6. The records room will be set up on Tuesday, May 7<sup>th</sup>.
7. The electrician has not completed the list.
8. EMTech will be training the Administrator and the Administrative Assistant on the HVAC controls upgrade next month.
9. The gear lockers are not finished yet.
10. We will have three quotes for repairing the floor at Station #2.
11. A part needs to be ordered for the door at Station #3.

### **Adjournment**

Commissioner Schanz made a motion to adjourn. Commissioner Keeler seconded the motion. The motion was carried unanimously. The meeting was adjourned at 8:50 pm. The next meeting will be Monday, May 13, 2024, at 7:30 pm in the Commissioners' room at Station #2.

4-8-24 cont'd

Respectively submitted by,

Karan Donohue, Secretary  
Board of Fire Commissioners  
Vischer Ferry Fire District

Kevin Bowman, Chairman  
Board of Fire Commissioners  
Vischer Ferry Fire District