

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, February 10, 2020.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened at 7:30 pm on Monday, February 10, 2020 in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Duane Lindsey, Commissioner Dave Pettis, Treasurer Carl Visconti , Secretary Karan Donohue , Administrator Sarah deForest , Administrator Assistant Lisa Castaldo, Chief Ken Bowman, Assistant Chiefs Patrick Canale and Tim Kimball, Andy Stadel, Tim Brousseau, Roger Saddlemire – Avid Insurance, Ralph Lemme – UBS and Ed Holohan – Penflex.

Roger Saddlemire discussed the following –

- remove the 2008 and 2011 Impalas from the policies
- increase the coverage on the large apparatus
- there are 7 individuals covered under the 24 Hr AD&D policy – five Commissioners and the Treasurer and Secretary
- all issues from last year were resolved
- we will have Officers and Directors coverage added to our coverage – Roger will send a quote
- we may have coverage for equipment breakdown

Mr. Saddlemire left at 7:55.

Ralph Lemme and Ed Holohan discussed the following –

- all accounts from Morgan Stanley were transferred on January 23, 2020
- there is \$133,581.43 in cash that is not allocated. Ralph will return next month with recommendations.
- the account averaged a 6+% return in 2019

- the funded ration is over 80%
- with 15% growth, the funded ration could be 89%
- projected rates are predicted to decrease and this may be down to 5.25%
- the LOSAP accounts will be rebalanced semi-annually.

Ed and Ralph left at 8:30.

Bills

1. A listing of transactions numbered 13790 through 13448, totaling \$42,293.53, was presented to the Board.

Commissioner Pettis made a motion to pay the bills. Commissioner Lindsey 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 statements, account reconciliations and check images for January 2020 and the listing of transactions approved and paid in January 2020 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for December 2019 were returned to the Treasurer.
3. The Annual Treasurer's report for 2019 was presented to the Board. The AUD will be filed with the State Comptroller office by the end of February.
4. The 2019 audit by Bryans & Gramuglia, CPAs, is scheduled for April 23rd and 24th.

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

Chief's Report

1. Commissioner Schanz made a motion to approve the following for membership in the Vischer Ferry Fire Company:
Piotr Czajkowski
Dean Mahunik
Commissioner Lindsey seconded the motion. The motion was carried unanimously.
2. Commissioner Lindsey made a motion to approve the following:
 - a. Invite West Crescent to STOP THE BLEED seminar on February 26th
 - b. Offer Haz Mat online through Target Solutions

- c. Paul Pignatelli and Paul Singh to take TIMS class on March 28th in Rotterdam
- d. Brittany Keleman to attend Principles of Building Construction February 13-March at the training center
- e. Ed Vargas to attend a fire services conference in Montour Falls March 27-29. Cost is \$25 for registration and \$71 for and two nights lodging. Mileage reimbursement was approved.

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

- 3. Commissioner Schanz made a motion for the following:
 - a. T-626 to assist FF1 class at the training center on February 20th, 25th (if needed) and May 4th.
- 4. Car 62 for the Water Rescue class March 6-8 in Oriskany, NY.
Commissioner Lindsey seconded the motion. The motion was carried unanimously.
- 5. Commissioner Schanz made a motion to approve the following:
 - a. use of Station #1 on Friday, March 13th for FFI graduation
 - b. Omit the Monday drill from May through August.
 Commissioner Pettis seconded the motion. The motion was carried unanimously.
- 6. Chief Bowman presented a memorandum from the Saratoga County Sheriff's Office to all firefighters concerning the Bail Reform law.

Administrator's Report

- 1. Discussion on a new medical director. Commissioner Schanz made a motion to hire Robert McHugh, MD as our medical director. Commissioner Pettis seconded the motion. The motion was carried unanimously.
- 2. The LOSAP report has been posted and will be submitted this week.
- 3. Discussion on physicals. There is another company that can do physicals. The Administrator will compare this company with Ellis.
- 4. The Board was presented with a new hall rental agreement.
- 5. The Administrative Assistant will be working on the website.
- 6. All maintenance requests are now being tracked on a spread sheet
- 7. The Commissioners, Chiefs and Captains key fobs will work on the mechanical room door.
- 8. Two filing cabinets were donated to us.
- 9. The mailbox needs to be repaired.

New Business

- 1. Received from Morgan Stanley:
 - a. Client statement for December 2019
 - b. Client statement for January 2020
 - c. Year End LOSAP 2019
 - d. Advisory Status Update
 - e. Confirmation of personal and account information
 - f. Notice of withdrawal

2. Received from UBS;
 - a. January 2020 Business Services Account
 - b. Confirmation
 - c. UBS Investment Advisory Program Enrollment
 - d. Information about business practices of UBS
3. Received a check from the Town of Clifton Park for \$961,000.57 for the 2020 tax levy. This was deposited on February 6, 2020.
4. Received the Letter of Credit from TD Bank
5. Received a note of site plan application for 753 Grooms Rd.
6. Received the legal notice affidavit for the Organizational meeting.
7. Received the snowplowing agreement for Marc Badalucco for \$7,120.
8. Hall rental – George Girtler 01/31/2020 fee waived
9. Received assessments from the Saratoga County Real Property Tax Services.
10. Received a proposal for the installation of equipment for radio dispatch of building alarms for Station #1 from Hart Alarm Ltd. for \$550 plus additional monitoring fee of \$10 monthly. This was approved.

Miscellaneous

1. MES will schedule a training session for SCBA maintenance and repair.
2. Commissioner Schanz made a motion to sell six (6) SCBA packs to Melrose Fire District for \$500. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
3. Eugene Helin's family would like to create a Veterans' Memorial by the flagpole by the main entrance, to be named the Eugene Helin Veterans' Memorial. All agreed to this.
4. There will be a meeting with the architect tomorrow at Station #3.
5. Verizon should be here tomorrow to change the phone lines.
6. Tim Brousseau presented a quote of \$7,841.82 from GIG Computers, Inc. to install phones. This was not accepted.
7. There was discussion on fire extinguishers at Station #1. We will inventory these and contact Tri City if necessary.
8. The kitchen hood needs to be inspected. We will call Sanders.
9. The start date for the boat launch is the first week of March.
10. Commissioner Schanz will be going to Fire Expo in Las Vegas on February 26-28th.
11. SCBA will be flow tested on Monday, February 24th.
12. ETA-625 will be out of service on Wednesday, February 19th
13. A second New York Fire District Officers' Guide will be ordered for the Secretary.
14. There was discussion on fire house design. Commissioner Schanz made a motion to send Commissioner Bowman to the Station Design Conference, May 12-14, at the Crowne Plaza Hotel in Rosemont, IL. Commissioner Pettis seconded the motion. The motion was carried unanimously.
15. Hart Alarm, Ltd. will be sending us a quote for Station #2 for the installation of building alarms.
16. Brian Vickers is still working on grants for us.

Adjournment

Commissioner Pettis made a motion to adjourn Commissioner Lindsey seconded the motion. The motion was carried unanimously. The next meeting will be Monday, March 9, 2020 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