

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, August 9, 2021.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened at 7:30 pm on Monday, August 9, 2021 in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, District Administrator Tim Brousseau and Administrative Assistant Lisa Castaldo.

Bills

1. A listing of transactions, numbered 14785 through 14834, totaling \$94,457.22, was presented to the Board for approval.

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

Old Business

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

Treasurer's Report

1. Bank statements, account reconciliations and check images for July 2021 and the listing of transactions approved and paid in July 2021 were given to Commissioner Casucci for verification.
2. Bank statements, account reconciliations and check images for June 2021 were returned to the Treasurer.

3. An invoice was received from BRMA for the Station #3 design costs to date.
 - a. Commissioner Schanz made a motion for a budget modification to add a 2021 reserve appropriation in the amount of \$230,000 for Station #3 design costs. Commissioner Pettis seconded the motion. The motion was carried unanimously.
 - b. Commissioner Schanz moved and Commissioner Pettis seconded a resolution to expend \$230,000 out of the Building and Land Reserve Fund for Station #3 design costs. This is subject to a permissive referendum. The Secretary called the roll:

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|----------------------|-----|
| Commissioner Bowman | yes |
| Commissioner Schanz | yes |
| Commissioner Casucci | yes |
| Commissioner Keeler | yes |
| Commissioner Pettis | yes |

The resolution was adopted.

- c. The Treasurer presented the 2022 Property Tax Cap Calculations to the Board.
- d. There will be a budget workshop on Monday, August 23, 2021 at 7:30 pm in the Commissioners' room at Station #2.

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 Pettis made a motion to approve the following:
 - a. Mary Guilbreault to attend Fire Police class at the County Public Safety building starting in September.
 - b. The UTV and two (2) officers to attend an ATV training class in Oriskany September 24th-26th.
 Commissioner Schanz seconded the motion. The motion was carried unanimously.
2. Commissioner Schanz made a motion to purchase the following:
 - a. Two (2) spare tires for the ATV and trailer for \$180 each for a total of \$360, and a jack and lug wrench.
 - b. One hundred (100) tags clips from Grainger @ \$1.92 each for a total of \$192. Commissioner Pettis seconded the motion. The motion was carried unanimously.

3. Commissioner Schanz made a motion for ETA-621 to attend a ceremony on September 11, 2021 at the Saratoga National Cemetery. Commissioner Keeler seconded the motion. The motion was carried unanimously.
4. Call number ER-631 has been approved by Saratoga County for the new ER.
5. A member was injured in a bail out certification class. He refused treatment through Saratoga County (CoVel) and will pursue any medical treatment through his personal insurance.

Administrator's Report

1. The Company will pursue the status of AJ and Steven Rodriguez.
2. Spectrum will be assuming our account as soon as the wiring is done and phones are ordered.
3. The purchase order for the AED has been sent to Philips.
4. Many members are very close to completing their OSHA requirements, with, some having already completed the requirements.

Administrative Assistant' Report

1. Commissioner Schanz made a motion to purchase twenty (20) 5-gallon pails of Class A foam from Jerome Fire Equipment @ \$90 each and \$100 for shipping, for a total of \$1,900.

New Business

1. Received the minutes of the May 5, 2021 meeting of the Vischer Ferry Volunteer Fire Company.
2. Received the letter of credit from TD Bank.
3. Received a letter of engagement from Firefly Admin Inc. for the LOSAP.
4. Received the client statement for July 2021 from UBS.
5. Received a letter from Environmental Design Partnership, LLS concerning the variance for Station #3.
6. Received a letter from the Zoning Board of Appeals, approving our variance request.

Miscellaneous

1. There was discussion on utility placement for Station #3.
2. There was discussion on the three quotes received for a utility trailer. Commissioner Pettis made a motion to purchase a trailer for \$19,366 from Congelosi Trailer Sales. Commissioner Keeler seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz was in contact with Fire Tec for listing R-631. Commissioner Pettis made a motion to list R-631 with Fire Tec. Commissioner

Keeler seconded the motion. The motion was carried unanimously. There is a 7% commission on this listing. The truck could be listed at \$125,0000.

4. VRS will be changing all the windshield wipers on all the apparatus.
5. Commissioner Schanz will compile a list of all surplus equipment for R-631.
6. MES demonstrated some CAFS hose for us. The Administrator will research hose.
7. Ed Vargas must go to Ellis Hospital to resolve his claim.
8. A maintenance request was put in for a stop button on R-631.
9. There was discussion on putting interior antennas in the center of the bay or outside at Station #2.
10. Some members are going to out of district drills for training, but do not have enough of our drills. The Chief will address this.
11. There is a problem with a toilet at Station #1. Rooterman will come to look at it.
12. The new stove is being shipped. The old stove will be removed from the kitchen on Wednesday, August 8 at 7:00.
13. There is an extra Jersey barrier at Station #1.

Recess

Commissioner Schanz made a motion to recess until Monday, August 23 at 7:30 pm in the Commissioners' room at Station #2. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was recessed at 10:05 pm.

Reconvene

The August 9, 2021 meeting of the Board of Fire Commissioners was reconvened on Monday, August 23, 2021 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Grant Keeler, Treasurer Carl Visconti, Administrator Tim Brousseau, Administrative Assistant Lisa Castaldo and Chief Ken Bowman. Absent was Commissioner Dave Pettis and Secretary Karan Donohue.

Budget Discussions

Treasurer Carl Visconti presented 2022 budget considerations and appropriation worksheet assumptions to the Board:

1. The assessed value of the district has increased about \$13 million from 2020.
2. Based on the current assessed value, our tax rate will increase approximately \$0.07/\$1,000 for each \$50,000 added to the tax levy.
3. Our property tax levy limit (tax cap) for 2022 is \$1,030,316.
4. The LOSAP contribution for 2022 has been set as \$150,000.
5. Station #3 bonding has not yet been finalized. The budget worksheet assumes a \$4,250,000 bond, with a first-year debt payment of \$327,000.
6. The transfer to reserves was reduced to \$150,000 for 2022. (A&E Fund only).
7. Reserve expenditures for 2022 are estimated at \$100,000 for Station #3 costs.

8. Personal Services (salaries and payroll expenses) have been set at the 2021 actual amounts, pending additional Board review.
9. Estimates for other categories have been set at or slightly above 2021 amounts.
10. Treasurer Visconti also handed out a summary of our expenditure categories, which shows the account number, description and what is included in each category.
11. The initial worksheet estimates result in a tax levy that is just under the 2022 tax cap amount. The tax rate would increase slightly (~1.5%) to \$1.41/\$1,000.

After further discussions regarding other equipment, training and communications needs, some adjustments were made to finalize the preliminary 2022 budget worksheet.

1. Some County radios have to be replaced, but parts are limited. Add funds to Communications.
2. It was reported that the Chiefs' show will be moved to Turning Stone in June 2022, so more participation is expected. Add funds to Training.
3. Hand lights and hose for the new ER are not included in 2022 equipment requests. These will be covered by an anticipated 2021 surplus.
4. There was also discussion on the need for a new pickup truck. An additional reserve appropriation for \$80,000 was added for replacement of M-624.

Commissioner Schanz then made a motion to go into Executive Session for the purpose of discussion of employee salaries. Commissioner Casucci seconded the motion. The motion was carried unanimously.

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

After all worksheet adjustments, the resulting 2022 preliminary budget total calls for a tax levy of \$1,056,515. The corresponding tax rate based on this amount will be \$1.44/\$1,000 (~4% increase). This will require a resolution to override the tax cap.

The finalized 2022 appropriations worksheet and the expenditure account summary are attached. A review of the preliminary 2022 General Fund Budget for approval will take place at the September Board meeting.

Miscellaneous

1. Commissioner Schanz will meet with Toyne and VRS to determine the new delivery date for ER-631.
2. Commissioner Casucci made a motion to approve up to 35 people @ \$39.95 each for a total of \$1,398.25 for a Defensive Driving course with a date to be determined for September or October. Commissioner Keeler seconded the motion. The motion was carried unanimously.
3. Commissioner Casucci made a motion for Trevor Bobrow, Brittany Keleman and Dominic Scaringe to attend Company Officer Training in December. The

cost of the textbook for the course is \$83 each for a total of \$249. Commissioner Keeler seconded the motion. The motion was carried unanimously.

4. It was suggested that we begin the planning process for purchasing a new tanker to replace TA-626.
5. There was discussion on lettering and hardwiring the radios for ER-631. We will need to obtain quotes.
6. Snow plow bids will be ready by October.

Adjournment

Commissioner Casucci made a motion to adjourn the meeting. Commissioner Schanz seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:45 pm. The next meeting will be Monday, September 13, 2021 at 7:30 pm in the Commissioners' room at Station #2.

Respectfully submitted by,

Karan Donohue, Secretary
Lisa Castaldo, Administrator's Assistant
Board of Fire Commissioners
Vischer Ferry Fire District

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