

RE: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, July 13, 2020.

The monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District convened at 7:30 pm on Monday, July 13, 2020, in the Commissioners room at Station #2. Those in attendance were Commissioner Kevin Bowman, Commissioner Marty Schanz, Commissioner Andrew Casucci, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrator Sarah deForest, Administrative Assistant Lisa Castaldo, Chief Ken Bowman, Assistant Chief Tim Kimball and Phil Brousseau. Commissioner Duane Lindsey was absent.

2020 General Fund Budget Modification

Resolution 2020 – 2, adopted on June 8, 2020, authorized the expenditure of \$40,000 from the Building and Land Reserve Fund for the completion of the re-paving contract for the Station #1 parking lot. Commissioner Casucci made a motion for the necessary modifications to the 2020 General Fund Budget as follows:

1. Provide a 2020 appropriation for “Expenditure – Reserves” in the amount of \$40,000 to complete the Station #1 paving contract.
2. Designate \$40,000 from the 2019 “Restricted Fund Balance” as 2020 “Appropriated Capital Reserves”.

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

Bills

1. A listing of transactions numbered 14063 through 14123, totaling \$78,708.21, was presented to the Board.

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

Old Business

1. Attorney Tim Hannigan will be sending us information on LOSAP recommendations for COVID-19.

Commissioner Pettis 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 June 2020 and listing of transactions approved and paid in June 2020 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for May 2020 were returned to the Treasurer.
3. Received the 2019 audit report from Bryans and Gramuglia, CPAs.
4. We will be receiving a refund check for \$373.27 from Verizon and a refund check from Broadview for \$406.06
5. Attorney Tim Hannigan will be sending a resolution for providing LOSAP credit during a State Disaster Emergency.
6. There was discussion on the 2021 budget. The Budget hearing will be October 20, 2020. The New York State Comptroller recommends a 5-year budgeting plan.

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

Chief's Report

1. Received two (2) quotes for accessories for the UTV:
 - a. Upstate Plow and Truck \$1,283.26
 - b. VRS 1,274.14

Commissioner Pettis made a motion to purchase LED floodlights and emergency lights for the UTV from Upstate Plow and Truck for \$1,283.26. Commissioner Schanz seconded the motion. The motion was carried unanimously.

2. There was discussion on a windshield for the UTV. Commissioner Pettis made a motion to purchase a carbon fiber heavy duty windshield for \$750 and a panoramic center mirror for \$79.99 from Seymour's for a total of \$829.99. Commissioner Schanz seconded the motion. The motion was carried unanimously.
3. Chief Bowman gave an update from Saratoga County concerning the COVID-19 virus. A log must be kept in each station and anyone who enters a building must sign in with the date, time and temperature. Masks are required if it is not possible to socially distance.

Administrator's Report

1. Members are working on on-line training courses for drills, training and OSHA.
2. Service award reports have not been received. The Secretary will write a letter to Penflex requesting that a representative come to the August 10th meeting. UBS has permission from the Board to send money to those who have not yet been paid.

Administrative Assistant's Report

1. The Red Cross can use the hall on September 3rd or 9th and December 4th as long as COVID-19 procedures are followed.
2. See attached for complete list.

New Business

1. A letter concerning the audit was sent to Bryans and Gramuglia, CPAs.
2. Received a certificate of insurance from the Red Cross.
3. Received from UBS:
 - a. Client statement for June 2020
 - b. Confirmations
4. Received the legal notice of adoption of the resolution subject to referendum for expending \$40,000 from the Building and Land Fund.

Miscellaneous

1. Unlimited Construction, Inc. will look at the fascia that has come off at Station #3.
2. There was discussion on moving forward with Station #3. Commissioner Bowman will speak with the architect.
3. We need to have an electrician to repair the pigtails on 623, 621 and 622.
4. TA-626 will be going to Burnt Hills Upholstery for a new hose bed cover.
5. Received the District boundary signs.
6. The edges around the parking lot at Station #1 have to be redone. Commissioner Pettis will obtain quotes for this.
7. The parking lot at Station #2 can be patched in sections.
8. There is some interest in selling ETA-622.
9. There is some front-end damage on Car 620. We will be obtaining quotes for repair.
10. EmTech has repaired the air conditioning at Station #2.
11. The spec for the new ER will be put out to bid on July 28th, with the bid opening on August 10th.
12. There is a leak around the solar connection on the roof of Station #2.
13. We have to order more fobs.
14. The map of the Town has to be hung.
15. We should have a fireproof file cabinet.

Recess

Commissioner Schanz made a motion to recess until Monday, July 27, 2020, at 7:30 pm. Commissioner Pettis seconded the motion. The motion was carried unanimously. The meeting was recessed at 9:55 pm.

Reconvene

The July 13,2020 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District reconvened on Monday, July 27, 2020 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 Duane Lindsey, Commissioner Dave Pettis, Treasurer Carl Visconti, Secretary Karan Donohue, Administrative Assistant Lisa Castaldo, Chief Ken Bowman and Assistant Chief Patrick Canale.

1. There was discussion on a trailer for the UTV. Commissioner Pettis made a motion to purchase a 14,000 lb. tilt-bed trailer from Jay Honsaker for \$4,000. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. There was discussion on the new truck spec. Attorney Tim Hannigan was unable to attend the meeting and was in contact via telephone. Commissioner Schanz made a motion to approve the truck spec. Commissioner Lindsey seconded the motion. The motion was a carried unanimously.
3. Commissioner Schanz moved and Commissioner Casucci seconded a resolution providing Length of Service Award Credit During a State Disaster Emergency. The Secretary called the roll:

Commissioner Kevin Bowman	yes
Commissioner Martin Schanz	yes
Commissioner Andrew Casucci	yes
Commissioner Duane Lindsey	yes
Commissioner David Pettis	yes

The resolution was adopted.

4. Commissioner Lindsey moved and Commissioner Pettis seconded a resolution for Standardization of Apparatus Compartment Configuration. The Secretary called the roll:

Commissioner Kevin Bowman	yes
Commissioner Martin Schanz	yes
Commissioner Andrew Casucci	yes
Commissioner Duane Lindsey	yes
Commissioner David Pettis	yes

The resolution was adopted.

5. There was discussion on selling ETA-622. Commissioner Lindsey made a motion to declare ETA-622 as surplus, with a value of less than \$100,000. The truck will be in service until it is sold.
6. There was discussion on Station #3. We will be going forward with the project.
7. We should have a security breach policy. Attorney Hannigan will be sending this to us.
8. Ed Holohan, from Penflex, Inc., and Ralph Lemke, from UBS, will be attending the August 10, 2020 meeting.
9. Three (3) proposals for listing EATA-622 were received:
 - a. Fire Line
 - b. Fire Tech
 - c. Brindlee Mountain Fire ApparatusCommissioner Schanz made a motion to hire the company based on Attorney Hannigan's recommendations. Commissioner Lindsey seconded the motion. The motion was carried unanimously.
10. Commissioner Pettis made a motion to purchase a cart with two speakers for approximately \$215 for use in the meeting room. Commissioner Lindsey seconded the motion. The motion was carried unanimously. The screen has already been installed.
11. The boat launch has been completed. Commissioner Schanz will check to see if a third dock can be installed.
12. The District signs have to be installed.
13. EmTech will be sending a quote for a new HVAC system at Station #2.
14. Tim Brousseau will be having a frame made for the Town map.
15. It is very difficult to hear when someone is using 519-371-3991 to call Station #2. We will contact Verizon.
16. We will to contact VRS for the correct end for the pigtails.
17. A new fascia will be made for Station #3. We cannot use the old one.
18. There was discussion on the Vischer Ferry Fire Company picnic. The Board's recommendation is to have carry out dinners or no picnic.

19. The firefighters' room at Station #1 is closed until further notice.
20. The markers for the boat trailer are in and need to be installed.
21. The SOGs for pulling the trailer will have to be changed. Brake controllers are on some vehicles, but not all that can tow the trailer. These will have to be purchased.

Adjournment

Commissioner Schanz made a motion to adjourn. Commissioner Casucci seconded the motion. The motion was carried unanimously. The meeting was adjourned at 9:00 pm. The next meeting will be Monday, August 10, 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