

Vischer Ferry Fire District

Board of Fire Commissioners

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KEVIN K. BOWMAN
Chairman

CARL E. VISCONTI
District Treasurer

KARAN A. DONOHUE
District Secretary

SARAH L. DEFOREST
District Administrator



Re: Minutes of the monthly meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District held on Monday, December 11, 2017 in the Commissioners' room at Station #2.

The meeting convened on Monday, December 11, 2017 at 7:30 pm in the Commissioners' room at Station #2. Those in attendance were Kevin Bowman, Marty Schanz, Andy Casucci, Dave Pettis, Duane Lindsey, Carl Visconti – Treasurer, Karan Donohue – Secretary, Sarah deForest – Administrator, Chief Phil Brousseau, Assistant Chief Kenny Bowman, George Donohue, Ed Vargas and Timmy Brousseau.

Bills

1. A listing of transactions for approval numbered 12282 through 12325, totaling \$58,978.66, was presented to the Board.

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

1. There was a question on a voucher for items purchased from NAPA and ACE Hardware. There was no name on the invoice as to who had purchased these items. It was determined that the items purchased were for cleaning the apparatus prior to the annual inspection.

Old Business

Commissioner Pettis made a motion to approve the minutes with corrections. Commissioner Casucci seconded the motion. The motion was approved unanimously. The corrections were to correct the spelling of our attorney's name.

Treasurer's Report

1. Bank statements, account reconciliations and check images for November 2017 and the listing of transactions approved and paid in November 2017 were given to Commissioner Bowman for verification.
2. Bank statements, account reconciliations and check images for October 2017 were returned to the Treasurer.
3. Commissioner Lindsey made a motion to re-allocate unused funds from three appropriation accounts to the "Capital Outlay" account for the purchase of the new 2017 Tahoe Chief's car. The appropriation accounts and amounts transferred are as follows: "Equipment" - \$10,013, "Buildings and Grounds" - \$35,000 and "Contingency" -\$3,000. The total re-allocated to "Capital Outlay" is \$48,013. Commissioner Pettis seconded the motion. The motion was carried unanimously. Commissioner Pettis made a motion to accept the Treasurer's report. Commissioner Schanz seconded the motion. The motion was carried unanimously.

1. The end of the year meeting will be held on Tuesday, December 26, 2017 at 7:00 pm in the Commissioners' room at Station #2.
2. Treasurer Visconti and Secretary Donohue will be attending a seminar on budgeting, planning and policies for local officials, sponsored by the Comptroller's office, on Wednesday, December 12 in Brunswick.

Chief's Report

1. Commissioner Lindsey made a motion to approve a member to attend a Public Information Officer Awareness course at Hillcrest on April 10, 2018. Commissioner Casucci seconded the motion. The motion was carried unanimously.
2. Commissioner Lindsey made a motion to purchase the following:
 - a. One (1) helmet shield from Paul Conway.
 - b. Renewal of our Crash Recovery System RDW Edition license # 10969025 for \$265.
 - c. Twelve (12) SCBA bottle thread protectors from www.thefirestore.com @ \$5.99 each for a total of \$71.88.
 - d. One (1) white board from Amazon for \$309.99.
 - e. Twenty-four (24) SCBA mask bags from Galls @ \$14 each for a total of \$336.

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

3. Commissioner Schanz made a motion to allow the 2017 Tahoe to be assigned to Assistant Chief Bowman. Commissioner Lindsey seconded the motion. The motion was carried unanimously.

Administrator's Report

1. The Girl Scouts are not being charged hall rental.

2. Commissioner Schanz made a motion to approve the hall rental contracts with the Girl and Boy Scouts. Commissioner Pettis seconded the motion. The motion was carried unanimously.
3. Commissioner Schanz made a motion to sign the contract with Sanders Fire and Safety for testing and inspections of the fire alarm systems, portable inspection and semi-annual inspection of the fire suppression system. Commissioner Pettis seconded the motion. The motion was carried unanimously. Commissioner Casucci will compile a list of all district fire extinguishers. We will contact Sanders to see if they work with fob systems.
4. We will purchase only one copy of Fire District Officers Guide next year.

New Business

1. Received a listing of available New York State classes. This was given to the Chief.
2. Received a notice of recall for the AC unit on the 2016 Tahoe.
3. Received the minutes of the November 1, 2017 meeting of the Vischer Ferry Fire Company.
4. Received a notice from Exxon Mobil concerning the closing of our account if it is not used by May 2018.
5. Received a letter from Supervisor Barrett concerning the launch site in the Vischer Ferry Nature Preserve.
6. Received the minutes of the November 16, 2017 meeting of the Emergency Services Advisory Board.
7. Received the client statement for November 2017 from Morgan Stanley.
8. Received the trade confirmations from Morgan Stanley.

Miscellaneous

1. There was some confusion on a member's suspended license. The LENS program notifies the Administrator of violations. She then notifies the Chief, who then notifies the member as to what action will be taken. When the issue is resolved, the Court will notify the Administrator when the member is taken off the LENS list and then she will notify the Chief.
2. Grace Communications may be looking at our phone system.
3. We will be getting a new computer board for the light tower on ETA-621.
4. All bad bulbs will be replaced when the new shipment arrives.
5. ETA-622 has a warning light out. We have to find a new vendor to fit the bulb into the socket.
6. Various lights are out on R-631. We are waiting for the new shipment.
7. The attic ladder on ETA-621 needs lubrication.
8. A quote was obtained from ASAP Service Co. for five (5) wireless access points. The quote was \$4,200. We need to obtain more quotes.
9. The exterminator comes on a monthly basis.
10. Stream light batteries were ordered.
11. Two (2) gate valves were ordered for the hydrant bucket at Station #3.

12. Commissioner Pettis would like to become a member again of the NYS Fire Police Association.
13. West Crescent is leaving the EMS program.
14. One of our members is also a member of another fire department. Town Law 176-b(10) reads as follows: "A person shall not be eligible to volunteer membership in more than one fire company at one time.
15. Received a quote from Smith's Garage for fuel and brake lines for M-624.
16. There is a transmission issue on the 2008 Impala. We will obtain a quote from J & M Motors.
17. The new gear should be here soon.
18. We have to order an I-Pad for the 2017 Tahoe.
19. George Donohue, who will be the President of the Vischer Ferry Fire Company for 2018, spoke to the Board with a list of concerns:
 - a. There is a sewer smell in the truck room at Station #1
 - b. He would like to reorganize the bulletin board in the entry way to Station #1. This was approved.
 - c. Because of the number of keys issued in the past and no accounting for these keys, there was discussion on rekeying Station #1A. This will be done in the new year.
 - d. Would like the Company to insure the USA. We will get back to him in March when our insurance agent attends the meeting.
 - e. Would like to update the landscaping at Station #1.
 - f. Would like accessibility to records for grant researching. Rich Guerin would be doing the research. He will meet with Sarah and coordinate any grant requests with Commissioner Schanz.
 - g. Would like the keys for Station #1 in the key box at Station #2 to be put in Station #1. He was given these keys.
 - h. Would like to discuss alcohol in the firefighters' room.
 - i. Would like to research the 2% foreign insurance money.

Recess

Commissioner Lindsey made a motion to recess until Tuesday, December 26, 2017 at 7:00 pm in the Commissioners' room. Commissioner Schanz seconded the motion. The motion was carried unanimously.

Reconvene

The December 11, 2017 meeting of the Board of Fire Commissioners of the Vischer Ferry Fire District reconvened on Tuesday, December 26, 2017 at 7:00 pm in the Commissioner' room at Station #2. Those in attendance were Kevin Bowman, Duane Lindsey, Dave Pettis, Carl Visconti – Treasurer and Chief Phil Brousseau.

Bills

1. A listing of transactions for approval numbered 12330 through 12357, totaling \$9,644.44, was presented to the Board.

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

Treasurer's Report

1. End of year finances and fund balance allocations were discussed.
2. Commissioner Lindsey made a motion to assign \$10,000 of surplus funds for the purchase of three wireless headset radios that were part of the 2017 budget. Commissioner Pettis seconded the motion. the motion was carried unanimously.
3. It was agreed that any surplus over the usual \$25,000 budgeted for cash flow purposes should remain as "unassigned" fund balance rather than committed to Reserves. Potential issues with the underground tank removal and parking lot projects at Station #1 were pointed to as justification.
4. The Fund Balance estimates for 2017 are as follows:
 - a. Operations = ~\$69,000 Total: \$10,000 (Wireless radios), \$25,000 (Cash flow), \$34,000 (Additional "unassigned").
 - b. Reserves = ~\$1,040,000 Total: \$947,000 (A&E), \$93,000 (B&L)

All estimates are pending minor adjustments for accounts payable and the addition of December interest and earnings.

Adjournment

Commissioner Pettis made a motion to adjourn. Commissioner Lindsey seconded the motion. The motion was carried unanimously. The meeting was adjourned at 7:40 pm. The next meeting will be the Annual Organizational meeting on Monday, January 8, 2018 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