

# Verdoy Fire District

988 Troy Schenectady Road  
Latham, New York 12110  
Phone (518) 785-7291  
Fax (518) 785-6044

## BOARD OF FIRE COMMISSIONERS MEETING

### Present were:

Commissioners Germaine (PG)	<input checked="" type="checkbox"/>	Counselor Terry Hannigan	<input checked="" type="checkbox"/>	President Jasiewicz	<input type="checkbox"/>
Commissioner Russell (PR)	<input checked="" type="checkbox"/>	Counselor Tim Hannigan	<input type="checkbox"/>	Secretary Vroman	<input checked="" type="checkbox"/>
Commissioner Vroman (LV)	<input checked="" type="checkbox"/>	Chief Politis	<input checked="" type="checkbox"/>	Treasurer Scimeca	<input checked="" type="checkbox"/>
Commissioner Bentley (PB)	<input checked="" type="checkbox"/>	Chief Leonardo	<input checked="" type="checkbox"/>	Other: _____	<input type="checkbox"/>
Commissioner Friedman (EF)	<input type="checkbox"/>	Chief Carmichael	<input checked="" type="checkbox"/>	Other: _____	<input type="checkbox"/>

### Call to Order:

- The February 22, 2018 Commissioners Meeting of the Verdoy Fire District was called to order at the Verdoy Fire Department by Commissioner Germaine at 7:00 PM.

### Pledge of Allegiance & Moment of Silence

### Approve Minutes:

- Motion by **PB** and 2<sup>nd</sup> by **LV** to approve and waive the reading of minutes of the regular meeting held on January 25, 2018.
  - Update Commissioner Friedman's report in regards to contacting Chief Fahd

### Correspondence:

- Notice from the Association of Fire districts of the Capital Area in regards to the 8<sup>th</sup> Annual Officers Reception being held on March 24, 2018. Reservations should be made by February 23<sup>rd</sup>, 2018.
- Notice in regards to the Firefighter Challenge being held Sunday April 29, 2018
- Notice was sent to the Albany County Legislature requesting the \$5,000 for the Motorola radio purchase (grant money)

### Treasurer's Report:

- As of January 31, 2018, District Funds totaled \$485,637.02; Motion by **LV**, 2<sup>nd</sup> by **PB**.
  - Received our tax money as of February 1, 2018
  - BOFC directed the Treasurer to fund the fund balances

### Payment of Bills:

- Motion by **LV**, 2<sup>nd</sup> by **PB**, the Board approved payment of the vouchers as audited.
  - Changes to the January 25<sup>th</sup> Bill Abstract – additions/deletions of:
    - ADD Latham Post Office - .401 - \$245.00
    - ADD Albany County Dept of Health - .4221 - \$290.00
    - CHANGE Ario's Pizza - .4181 - \$115.75
    - CHANGE T&T Sales to \$1,020.99
    - DELETE Eugene's Catering – December Bill, forgot to delete
  - Payment amount updated for the NYS Association of Fire Chiefs on dues owed – was a holdover from January until actual payment amount was determined.

**Commissioners:****Germaine**

- No report

**Russell**

- Motion by **PR**, 2<sup>nd</sup> by **LV**, to rescind Resolution 17-01. *All in favor; approved*
- Received a quote for Republic Services for 2018; price increase (*see February 2018 Quotes*)
- Received quotes for repair to the roof of Truck 11; (*see February 2018 Quotes*)
- Received a quote for modifications to the Cummins generator exhaust (*see February 2018 Quotes*)
- Preventative Maintenance on apparatus is coming up to include inspections
  - Will be fixing the odometer on Truck 11; it malfunctioned
- Received a quote for yearly services from Davey Tree (*see February 2018 Quotes*)
- CT Male
  - NFPA 25 – Fire Dept. Connections (FDC); was lacking signage; CT Male provided such
  - Asbestos Containing Materials Survey was completed and the report is available through the Secretary
  - Inspection checklist ADA and NFPA 1500; CT Male is currently working on this and will provide a report on recommendations going forward
  - Received a quote for Arc Flash Study via CT Male Study; Amendment #5 (*see February 2018 Quotes*)
- Change in price for the new Engine; Motion to accept changes under new business

**Vroman**

- 2017 Service Award (LOSAP) Final Report was submitted for processing
- Maria from New York State Archives came and after about 8hrs of work we were able to shred a lot of documents that we no longer needed to retain. Also went through and relabeled everything in the records room. I am not done going through everything in that room and so far, I have a total of 30hrs into it.
- Ario's Pizza – Chiefs please turn your invoices into me for payment. DO NOT PAY on your credit card
- Software for card access is going to be obsolete as of August 31<sup>st</sup>, 2018. Received a quote from current company (Phillips Locksmiths) to upgrade our current system. Will be reaching out to other security companies for additional quotes.
- The Personnel Committee met on February 14 to discuss pay increases for daystaff and the hiring of personnel, Chief Politis will touch on this more under his report.

**Bentley**

- No report

**Friedman**

- No report

**Attorney Hannigan:**

- Just an FYI → Rutland Comptrollers Report – The board was criticized because they did not ensure that all claims were adequately supported, properly authorized, and for valid purposes. Treasurer compiles the bills and invoices and provides a detailed list of claims to be paid in the form of an abstract to the board for authorization of payment. Board members advised Comptroller's office that they do not compare each claim on the abstract against the supporting documentation such as invoices. Instead the board reviews the abstract and requests documentation for questionable items such as high dollar items or unrecognized vendor names. The board also did not annually audit the treasurer's records and the treasurer was unaware that an annual audit was required.

**President Jasiewicz:**

- No Report

**Report of Chiefs:**

- Brief discussion on Engine 452 replacement; Motion under new business to accept the proposed changes as presented to the BOFC – *Chief Politis*
- Brief discussion in regards to the Personnel Committee – *Chief Politis*
- Brief discussion on Boat 11 – *Chief Politis*
- Brief discussion on Recruiting/Retention – *Chief Politis*
- Brief discussion on Bail-Out Procedures – *Chief Politis*
- Brief discussion on EMS Response – *Chief Politis*
- Brief discussion on Purchasing of Capital Items; – *Chief Politis*
- Brief discussion on Routine Budgeted Items – *Chief Politis*
- Brief discussion on New/Old Squad – *Asst. Chief Leonardo*
  - Old Squad sold and check was deposited
  - Looking at demos for a new squad
- Other report – *Chief Politis*
- Brief discussion on new building construction in the District – *Asst. Chief Leonardo*
  - #1 - 348 Old Niskayuna Rd Office/Warehouse bldg.
  - #2 - 33 and 45 Forts Ferry Rd – 62 Unit Senior Living Community & Office building
  - #3 - 798 Albany Shaker Rd – Hotel & Office Building
- Brief discussion on Carpet Cleaning (Conference room & Chiefs Office) – *Asst. Chief Leonardo*
- Update on Hoffman's Car Wash; Stickers for the windshields are in and will be put on the cards in the upcoming week – *Asst. Chief Leonardo*
- Grant available for FREE Globe fire gear through National Volunteer Fire Council; Would like to work with firefighter Kevin Rose to put in for the grant; *All in favor; approved – Asst. Chief Leonardo*
- New Chiefs car has arrived in Syracuse and should be in station within the next couple of weeks; will need a check for payment – *Asst. Chief Leonardo*
- Requests for quotes have gone out for the installation of equipment into the new Chiefs car – *Asst. Chief Leonardo*
- Update on the Restricted Membership Program; still working on getting everyone together for a meeting – *Asst. Chief Carmichael*

- Quote for new workout equipment presented to the Board for discussion at the March meeting

**Unfinished Business:**

- None

**New Business:**

- Motion by **PR**, 2<sup>nd</sup> by **LV**, to spend up to **\$2,180.00** under account code **.4111** to have Vander Molen repair the roof damage to Truck 11. (budgeted – Y or **N**)
- Motion by **PR**, 2<sup>nd</sup> by **PB**, to spend up to **\$2,500.00** under account code **.409** to make the necessary modifications to the Cummins generator. (budgeted – Y or **N**)
- Motion by **PR**, 2<sup>nd</sup> by **LV**, to spend up to **\$2,970.00** under account code **A909** to have an ARC Flash Study performed per the agreement with CT Male. (budgeted – Y or **N**)
- Motion by **PR**, 2<sup>nd</sup> by **PB**, to spend up to **\$649.00** under account code **.4222** for annual service ( fertilizer/weed control) (budgeted – **Y** or N)
- Motion by **PR**, 2<sup>nd</sup> by **PB**, to spend up to **\$223.39/mo** under account code **.4222** for annual trash removal service with Republic Services. (budgeted – **Y** or N)
- Motion by **PB**, 2<sup>nd</sup> by **LV**, to accept the Sutphen change order dated 2/22/2018 as amended to include front suction for an additional \$4,402.82 which is a total of \$16,402.80 above original contract price for a total contract price of \$562,119.72.

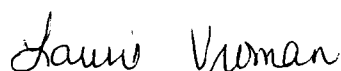
**Adjournment:**

- Motion made by **PB**, with a second from **LV**, to adjourn the meeting at 8:38pm. *All in favor, motion carried.*

**2018 Meeting Schedule** (*All meetings begin at 7:00pm unless otherwise noted*):

- March 22 (Regular Meeting)
- April 26 (Regular Meeting)
- May 24 (Regular Meeting)
- June 28 (Regular Meeting)
- July 26 (Regular Meeting)
- August 23 (Regular Meeting)
- September 27 (Regular Meeting)
- October 16 (Public Budget Hearing)
- October 25 (Regular Meeting)
- November 29 (Regular Meeting)
- December 11 (District Elections)
- December 20 (Regular Meeting)

Respectfully Submitted,



Laurie Vroman  
Secretary