

**SCHODACK VALLEY FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES**

**NOVEMBER 13, 2024**

**PRESENT:**

COMMISSIONERS:  
*JAKOB WESTMAN*  
~~*PATRICK REIMANN*~~  
*PATRICK O'KEEFFE*  
*EDWARD KNOTT*

SECRETARY:  
*JAKOB WESTMAN*

TREASURER:  
*DAVID SCOTT*

CHIEF(S):  
*BRIAN CASSIDY*  
*STEVE KELLY*

**MONTHLY BILLS:** MOTION TO APPROVE NOVEMBER 2024 BILLS PRESENTED FOR PAYMENT WAS MADE BY O'KEEFFE AND SECONDED BY KNOTT. THE MOTION WAS APPROVED BY ALL FIRE DISTRICT COMMISSIONERS PRESENT.

DAVE SCOTT TREASURER	\$400.00
DAWNE KELLY	\$200.00
MAIN-CARE	\$1,233.49
NATIONAL GRID	\$1,056.86
VERIZON	\$ 55.25
CULLIGAN – TROY NY	\$ 75.25
ALL TYPES PROFESSIONAL DOOR SERVICES	\$270.00
EAST SCHODACK FIRE DISTRICT #1	\$240.00
GARRISON FIRE & RESCUE CORP	\$882.04
SCHODACK VALLEY VOLUNTEER FIRE CO.	\$1,000.00
CAPITALAND FILTER & SUPPLY LLC.	\$82.65

STATEMENT OF FINANCIAL POSITION COMPARISON AS OF OCTOBER 31, 2024 WAS REVIEWED. MOTION TO APPROVE TREASURERS REPORT PREPARED BY DAVE SCOTT WAS MADE BY O'KEEFFE AND SECONDED BY KNOTT. ALL COMMISSIONERS PRESENT APPROVED THE MOTION. (EXHIBIT A)

**FINANCES:**

BALANCES SHOWN ARE AS OF OCTOBER 31, 2024.

- PIONEER CAPITAL RESERVE ACCOUNT: \$625,945.40
- PIONEER MONEY MARKET: \$144,389.39
- PIONEER OPERATING ACCOUNT: \$13,028.04
- TOTAL IN ALL BANK ACCOUNTS \$783,362.83
- TOTAL PROPERTY, APPARATUS & EQUIPMENT: \$1,375,422.11
- TOTAL ASSETS: \$2,158,784.94

**CHIEFS REPORT:** (REPORTED BY BRIAN CASSIDY)

- OCTOBER CALLS 26; TMH 212- DRILLS 10, TMH 86 (EXHIBIT B)
- CHIEF KELLY ADVISED RESCUE 32 SHOULD GO TO CUMMINGS FOR A COMPUTER DIAGNOSTIC CHECK? MAY NEED REPROGRAMING? CHIEF KELLY WILL MAKE APPOINTMENT AND BRING IN FOR SERVICE.
- CHIEF KELLY ADVISED OF LEAK AND A SWITCH PROBLEM ON TRUCK 32-5. HE WILL CONTACT GARRISON TO SCHEDULE MAINTAINENCE.
- ALL TTYPE PROFESSIONAL DOORS WILL PERFORM AN INSPECTION OF ALL BAY DOORS IN MID-NOVEMBER.
- CHIEF CASSIDY STATED HE OBTAINED A BRUSH/EXTRICATION QUOTE FROM NY FIRE EQUIPMENT FOR 10 COATS, PANTS AND BOOTS FOR \$13,399.70 (EXHIBIT C). KNOTT MADE MOTION TO PURCHASE THE 10 SETS OF GEAR FOR UP TO \$14,000. O'KEEFFE SECONDED THE MOTION. ALL COMMISSIONERS PRESENT APPROVED THE MOTION. A NYS WILDLAND GRANT FOR THE GEAR WAS ALSO APPLIED FOR ON 10.31.2024.
- CHIEF CASSIDY ADVISED THE DISTRICT IS IN NEED OF ADDITIONAL F-500 ENCAPSULATING AGENT. A MOTION WAS MADE BY KNOTT AND SECONDED BY WESTMAN TO PURCHASE 6-5 GALLON PAILS OF THE AGENT FOR A COST OF \$1350.00. ALL COMMISSIONERS PRESENT APPROVED THE MOTION. (QUOTE EXHIBIT E).
- CHIEF ADVISED OF TOWN CHIEFS DINNER IN EAST SCHODACK. COST IS \$25.00 PER CHIEF AND REQUESTED THE DISTRICT TO PAY. MOTION WAS MADE BY O'KEEFFE AND SECONDED BY KNOTT TO PAY FOR ALL CHIEFS PARTICIPATING. ALL COMMISSIONERS PRESENT APPROVED THE MOTION.
- VALATIE RESCUE SQUAD COMPLAINT FILED IS SEEKING AN ADDITIONAL MEETING. CASE WAS ORIGINALLY FILED AUGUST 10,2024. MEETING TO BE SCHEDULED.
- MOTION TO APPROVE CHIEFS REPORT WAS MADE BY KNOTT. MOTION WAS SECONDED BY O'KEEFFE. ALL COMMISSIONERS PRESENT APPROVED THE MOTION.

**CORRESPONDENCE:**

- LETTERS FROM JONATHAN STRODL, PATRICK REIMANN, ANDREW KOCH AND ANTHONY HILL REQUESTING TO BE PUT ON BALLOT FOR THE 5-YEAR AND 2-YEAR OPEN DISTRICT COMMISSIONER ELECTION TO BE HELD ON 12.10.2024. LETTERS FROM ALL 4 WERE SENT TO DISTRICT ATTORNEY FOR APPROVAL. ATTORNEY APPROVED ALL 4. (EXHIBIT F)
- INFORMATION RECEIVED BY DISTRICT ATTORNEY NICILE STRIPPOLI REGARDING UPCOMING ELECTION. THE CORRESPONDENCE INCLUDED COPY OF LEGAL NOTICES, COPY OF LETTER TO TROY RECORD, LETTER TO RENSSELAER COUNTY BOARD OF ELECTIONS, RESOLUTION APPOINTING A BOARD OF ELECTIONS, COPY OF BALLOT, COPY OF CANVASS TO BE FILED WITH TOWN CLERK, AND COPY OF LETTER SENT TO TOWN CLERK FOR WEBSITE AND OR BULLITIN BOARD. (EXHIBIT G).
- PIZZA NIGHT SIGN-IN SHEET FOR 10.19.24 (EXHIBIT H)
- BROOKS BBQ SIGN IN SHEET FOR 10.26.24 (EXHIBIT I)

- BST SENT PROPOSAL FOR NEXT 2 YEARS AUDIT, ENCOMPASSING 2024 AND 2025. MOTION MADE BY KNOTT AND SECONDED BY O'KEEFFE. FEES FOR 2024 ARE \$8,500 AND FOR 2025 ARE \$8,500. SHOULD THE FIRE DISTRICT REQUEST BST TO PREPARE ITS AFR AN INCREMENTAL FEE OF UP TO \$1,500 WILL BE CHARGED. ALL COMMISSIONERS PRESENT APPROVED THE MOTION.(EXHIBIT J)
- LETTER FROM SCHODACK VALLEY AUXILIARY REQUESTING USE OF FIRE DISTRICT MEETING ROOM 10.16.2024,11.20.2024,12.18.2024,1.15.2025,2.19.2025,3.19.2025,4.16.2025,5.21.2025,9.17.2025 AND 4.13.2025.MOTION WAS MADE BY KNOTT AND SECONDED BY O'KEEFFE TO APPROVE DATES. ALL COMMISSIONERS PRESENT APPROVED THE MOTION.
- PROPOSED PROCUREMENT AND PURCHASING POLICY WAS PRESENTED BY KNOTT FOR REVIEW. (EXHIBIT L).

**OLD BUSINESS:**

- ELECTRONIC SIGN : ON HOLD.
- WEBSITE: UP AND RUNNING
- LOSAP: WORKSHOP MEETING POSTONED UNTIL 12.
- SAFE DRIVING COURSE FOR MEMBERS AND AUXIARY WILL BE HELD ON 1.12.2025. THE SESSION WILL BE HELD FROM 9:00AM – 3:00PM.
- CHIEFS VEHILCES: KNOTT ADVISED FIRST OF 3 VEHICLES ORDERED IS NOW AT SAXTON SIGNS FOR LETTERING. NO DATE SCHEDULED FOR THE SECOND AND THIRD VEHICLE.
- O'KEEFFE ADVISED MORE INFORMATION IS BEING REQUESTED BY WEX BEFORE GAS CARDS WILL BE ISSUED.
- INVENTORY OF ASSESTS: NO UPDATE.
- EMS CALLS: NO UPDATE

**NEW BUSINESS:**

- MOTION WAS MADE BY O'KEEFFE TO APPOINT PATRICIA CARLUCCI (BALLOT CHAIR), TARA SMITH (BALLOT CLERK) AND PAMELA SMITH (BALLOT CLERK) FOR UPCOMING DISTRICT ELECTIONS BEING HELD ON 12.10.24. WESTMAN SECONDED THE MOTION. ALL COMMISSIONERS PRESENT APPROVED THE MOTION.
- GRANTS: REIMANN DISCUSSED COST OF HIRING GRANT WRITER MJ BURBEN AT \$20,000 COST. ADDITIONAL DISCUSSION TO BE HAD.
  - UPDATE: MEETING WITH GRANT WRITER WILL BE HELD ON 12.18.25.
- NEW BUILDING UPDATES: KNOTT ADVISED LEASING A NEW BUIDING IS NOW BEING REVIEWED SINCE PUBLIC WATER AND SEWER ARE AVAILABLE ON PROPERTY NOW BEING DEVELOPED ON BUSINESS END OF SCHODACK VALLEY ROAD. A REALTOR WILL BE SOUGHT TO EVALUATE OUR CURRENT PROPERTY AT 1553 SCHODACK VALLEY ROAD. KNOTT ADVISED ALL OPTIONS ARE BEING CONSIDERED AT THIS TIME.

**MEMBERSHIP:**

NO NEW MEMBERS WERE PRESENTED.

**CLOSING:**

A MOTION TO APPROVE THE OCTOBER 16, 2024 MEETING MINUTES WAS MADE BY KNOTT AND WAS SECONDED BY O'KEEFFE. ALL COMMISSIONERS PRESENT APPROVED THE MOTION.

A MOTION TO ADJOURN THE MEETING WAS MADE BY KNOTT AND SECONDED BY O'KEEFFE. MEETING ENDED AT 7:40 PM.

NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON DECEMBER 10, 2024 AT 6:30 PM. THE DISTRICT ELECTION WILL ALSO BE HELD THE SAME NIGHT FROM 6:00PM-9:00PM WORKSHOP MEETING'S WILL BE HELD INTERMITINGLY ON EACH WEDNESDAY THROUGHOUT THE YEAR.