

Selkirk Fire District

Board of Fire Commissioners
Selkirk, NY 12158

December 21, 2015

Meeting Minutes

[As Approved on:]

The meeting was opened at Selkirk Fire District Administrative Office at 7:10 PM by Chairman Wickham.

IN ATTENDANCE

(X) Robert G. BURNS	(X) Charles WICKHAM
(X) Barak STROCK	() William ASPRION, Chief
(X) Douglas VAN APELDOORN	(X) Douglas OPHARDT, District Treasurer
(X) George TEN EYCK	(X) Stephanie KRAUSE, District Secretary

-Minutes of the previous meeting of November 16, 2015 were read and approved after 2 revisions were made.

MOTION to approve by D. VanApeldoorn; 2nd by B. Burns (All in Favor)

-Veteran member Lou Picarazzi requested that all of the fire company #1 files be moved back to the previous location so that they are easily accessible. They were moved to a storage area at station #1, but difficult to access. All agreed.

Treasurer's Report: (*Treasurer Ophardt*) read and approved:

General Fund Balance: \$ 462,416.34; E&A Fund Balance: \$ 436,613.10; B&G Fund Balance \$ 205,298.53

MOTION to approve Treasurer's Report by D. Van Apeldoorn; 2nd: Bob Burns (All in Favor)

Claims Approved: \$ 247,403.89 Payroll: \$3220.88 Pre-paid: \$52,979.31

Abstract dated: December, 2015 numbers 2015-480 to 2015-54 inclusive

MOTION to transfer \$40,000 from the General Fund to the B&G Reserve Fund, per the 2015 Budget Plan by D. Vanapeldoorn; 2nd by B. Burns (All in favor)

MOTION to transfer \$144,778.50 from the General Fund to the E&A Reserve Fund per the 2015 Budget Plan by D. Vanapeldoorn; 2nd by B. Strock (All in Favor). The Plan calls for \$191,000 to be transferred, but \$46,221.50 of this total was used to pay for the new fire police vehicle per approval of the Board of Fire Commissioners at the October 2016 meeting. $\$191,000 - \$46,221.50 = \$144,778.50$

MOTION to transfer \$39,000 from the General Fund to the T & A fund by D. VanApeldoorn; 2nd by B. Burns (All in Favor)

MOTION to approve Treasurer's Report by D. Van Apeldoorn; 2nd: George TenEyck (All in Favor)

- Commissioner D. VanApeldoorn discussed proctor training for elections and whether or not it is necessary.

- District Treasurer D. Ophardt discussed the recent Field Audit.

- 1) The Auditor is pleased with the Purchasing Policy.
- 2) It was recommended that D. Ophardt not do Reverse Entries for the Worker's Comp Refund
- 3) He suggested that we seek other options for Worker's Compensation programs and to check with Albany County.
- 4) All bank records are good.
- 5) The auditor suggested that the Purchasing and Inventory policies be reviewed and the Real Property Accountability System be worked on. Chief Asprion suggests scheduling Red Alert software training to address this issue.

Secretary's Report

- 1) Received and filed the Title from Department of Motor Vehicle for the new Fire Police Truck
- 2) Received and reviewing the end of the year Life Insurance report from Standard Security Life Insurance Company. We are making appropriate revisions

Public Comment:

- None

SFD Board of Directors Report:

Membership:

No new Active Members

Use of Firehouse Request:

1) Station #3 for 2016 schedule for Cub Scout Troop 1081 – every Monday 6:00-8:30p

MOTION: to approve request by D. Van Apeldoorn; 2nd: B. Burns (All in Favor)

Other:

Telephones at Station #1 still not working properly.

Old Business:

- 1) The next Facility Advisory Committee meeting is on 1/5/15 @ Station #2, 6:30pm
- 2) Surveyor Bob Platt is electronically drawing the layout of each fire station for the Facility Advisory Committee.
- 3) George TenEyck was elected to another five year term as Fire Commissioner beginning 1/1/16.

New Business:

1) 2016 Line Officer nominations were given to the Board of Fire Commissioners by the departments.

MOTION: to accept the Line Officer nominations for 2016 given to the Board of Fire Commissioners by the departments by B. Strock; 2nd: G. TenEyck (All in Favor)

2) The process of creating a position entitled, “Purchasing Officer / Deputy Treasurer” is still in the works. The job description is currently the task at hand.

3) The Milton Cat Maintenance Agreements for the Stand-by Generators were discussed. It was recommended that the District Secretary request a Sole Source letter prior to signing.

MOTION: to sign the Milton Cat Maintenance Agreements for the 3 Stand-by generators once the Sole Source letter is received by B. Strock; 2nd by Doug VanApeldoorn (All in Favor)

4) Chairman Wickham disbursed a copy of the district’s goal for 2016. Discussion will continue through the Board of Fire Commissioner Close Out Meeting on 12/28/15. Feedback is welcome.

5) Discussion was had in regard to having a joint Board meeting.

MOTION: to schedule a joint Board meeting in the future by D. VanApeldoorn; 2nd by B. Strock. (All in Favor)

Commissioner’s Reports:

- 1) Administration building steps were fixed to keep them from being so slippery when wet or icy
- 2) Station #3 Pole Building repairs are complete, but roof repairs at Station #1 are on hold
- 3) Commissioner Burns request that the Presidents of the Ladies Auxiliary be included on appropriate communication efforts. Ed Ward will obtain all contact information from the Auxiliary presidents and forward to Commissioner VanApeldoorn
- 4) Chris Kot will looking at telephone issues at Station #1, followed by contact with Time Warner Cable by Commissioner B. Burns.
- 5) Commissioner VanApeldoorn is booking Installation Dinner dates for 2016 in January 2016
- 6) Commissioner Strock reviewed the meeting held at the Sutphen Corporaton on 12/6/15 regarding the Air Truck. Minutes from that meeting are forthcoming.
- 7) Commissioner TenEyck and Chief Asprien are looking into options for firefighter physicals for 2016. There has been too many issues with Access Health this year. They will also be revising the policy surrounding firefighter physicals.

Chief’s Report:

- 1) The Radio Communication Meeting is being scheduled soon
- 2) District Secretary Krause sent request to host 2016 courses
- 3) New cell phone was ordered for incoming 2nd Assistant Chief K. Craft. Cell phone upgrade ordered for current 2nd Assistant Chief S. Hummel
- 4) Along with Commissioner TenEyck, Chief Asprien will be working on the 2016 Firefighter Physical policy

- 5) The District will begin the search for a Quartermaster and Assistant Quartermaster.
- 6) The 3 Positive Pressure fans have been received. One has been put on E47, working on E40 and the 3rd will go on E41
- 7) Along with 1st Asst Chief J. Michaniw, using Active 911 phone app for a free 4 month trial. Will review in April and will decide whether or not to continue service.
- 8) Chief would like surplus the 2009 Chevrolet Tahoe. He received information from Midway Fire District regarding the Tahoe they just purchased. He would like to propose "piggy-backing" on the Midway Fire District's purchase of through DeNooyer Chevrolet
MOTION: to surplus the 2009 Chevrolet Tahoe and to authorize Chief Asprion to do a "piggy back" purchase on Midway Fire District's Tahoe purchase after legally approved by Teri Hannigan, by B. Strock; 2nd by D. VanApeldoorn (All in Favor)

- The new Fire Police truck is currently at Delmar Sign. The slide out tray is ordered, the cap is being built and when complete, it will be detailed.

Purchases:

- Modifications to the new NEO trailer, Chief Asprion gathered quotes for spare tire holder, life jacket hanger, V compartment and countertop, and cab storage

NEO trailer additions

6 Straight boor nozzles from Garrison for ladder truck ((2) 2 ½", (2) 5' and (2) 10")

2 Survivor lights

MOTION: to purchase the above equipment, but not to exceed \$7000 by D. VanApeldoorn; 2nd by George TenEyck

- There is one person interested in the Fire Police Captain position

- Per Chairman Wickham, Board of Fire Commissioner meetings will continue on every 3rd Monday for 2016. The 2016 meeting schedule will be available shortly

Motion: made by D. Van Apeldoorn; 2nd: B. Burns (All in Favor) to adjourn the regular business meeting of the Selkirk Fire District. The meeting was properly adjourned at 10:03 p.m. The next meeting of the Selkirk Board of Fire Commissioners is scheduled for Monday, December 28, 2015 at 7:00 p.m. at the Administration Building. This will be the End of the Year Closeout Meeting.

Respectfully Submitted,

Stephanie L. Krause
District Secretary