

Selkirk Fire District

Board of Fire Commissioners
Selkirk, NY 12158

2015 Organizational Meeting

[As Approved on: 01/19/15]

The meeting was held on January 5, 2015 and opened at Selkirk Fire District Administrative Office at 7:08 p.m. by District Secretary, Stephanie Sellers.

IN ATTENDANCE

(X) Barak Strock	(X) Charles WICKHAM
(X) Robert G. Burns	() William ASPRION, District Chief
(X) Douglas VANAPELDOORN	(X) Douglas OPHARDT, District Treasurer
(X) George TENNEYCK	(X) Stephanie SELLERS, District Secretary

OTHERS: None

The Board welcomed newly elected Commissioners Barak Strock, elected to a five year term, and acknowledged Robert G. Burns, elected to a three year term.

Mr. Charles Wickham is elected by the members of the Board to the position of Chairman of the Board of Fire Commissioners for 2015. **Motion made by; G. Ten Eyck; 2nd B. Strock** (All in Favor)

Appointments:

2015 Line Officers appointed as follows:

Chief William Asprion **Motion by G. Ten Eyck; 2nd: Bob Burns – All in favor**
1st Asst. Chief Joseph Michaniw **Motion by B. Strock; 2nd: G. Ten Eyck – All in favor**
2nd Asst. Chief Steven Hummel **Motion by B. Burns; 2nd B. Strock – All in favor**
Captain Station #1 Brian Pugsley **Motion by B. Strock; 2nd: G. Ten Eyck – All in favor**
Captain Station #2 Shaun Wagner **Motion by B. Burns; 2nd: G. Ten Eyck – All in favor**
Captain Station #3 Stewart Burnham **Motion by B. Burns; 2nd: G. Ten Eyck – All in favor**
1st Lieut. Station #2 Ed Ward **Motion by B. Strock; 2nd: G. Ten Eyck – All in favor**
1st Lieut. Station #3 Robert Messenger **Motion by B. Burns; 2nd: B. Strock – All in favor**

Mr. Douglas Ophardt is appointed to the position of District Treasurer of the Board of Fire Commissioners for 2015 at a salary of \$13,800.00 per year. **Motion by G. Ten Eyck; 2nd: Barak Strock - All in favor**

Mrs. Stephanie Sellers is appointed to the position of District Secretary for 2015 at a salary of \$22,800 per year. **Motion by B. Burns; 2nd: G. Ten Eyck – All in favor**

Mr. Terence Hannigan is appointed to Counsel to the District on an hourly basis as requested by the Board. **Motion by B. Burns; 2nd: G. Ten Eyck – All in favor**

Commissioners George Ten Eyck, Doug Van Apeldoorn, Charles Wickham, and Treasurer, Douglas Ophardt, are appointed as Trustees of the Service Awards Program. **Motion by B. Strock; 2nd: B. Burns – all in favor**

The following resolutions were properly made and unanimously approved on a **Motion by G. Ten Eyck; 2nd: B. Strock**:

1. The 2015 meeting dates for the Board of Fire Commissioners shall be on the 3rd Monday of each month unless amended. The 2015 meeting schedule shall be posted on the Bethlehem Town Hall's website and notice board, and the Selkirk Fire District Website.
2. The Bank of Greene County shall be the official depository for 2015. However, if the service becomes unacceptable, the Board may consider changing the depository.
3. The Legal advertising media for 2015 shall be the Spotlight, Ravena News-Herald, the Town of Bethlehem Town Hall Notice Board and Town website, and the Selkirk Fire District website.
4. Public notice of meetings will be via: the Spotlight, Ravena News-Herald, the Town of Bethlehem Town Hall Notice Board and Town website, at each of the three district fire stations, and the Selkirk fire District website.
5. The District Treasurer is authorized to pay, pre-audit, certain claims, such as: utilities, office supplies, dues, contract items and other items prescribed by the NYS Town Law.
6. The only authorized personnel to purchase materials/services for the district shall be: Commissioners, Chief, 1st Asst. Chief, 2nd Asst. Chief, and District Secretary. The Board will continue to use the established procedure of a Purchase Order/claim voucher system, Purchasing Card system and the guidelines of the General Municipal Law: Sections 104-b, Chapter 13. All purchase orders shall be clear, descriptive and inclusive as to equipment, truck, company, vehicle etc. All purchase orders shall be in the name of the "Selkirk Fire District", not a company or an individual; the claims and invoices are to be forwarded to the District Treasurer. The use of claim forms shall be limited to one thousand dollars (\$2,000).
 - A. The Purchase Requisition system shall be used to secure a Purchase Order from the District Treasurer, who will contact all vendors via telephone, fax, usps mail or email. Purchase requisitions shall be clear and inclusive.
 - B. The exception to this: Emergency truck and apparatus repairs, building and grounds repairs (such as electrical, plumbing). The District Chief will contact a Commissioner, the vendor service, and then send a purchase requisition to the District Treasurer who will issue an official purchase order.
 - C. Budget change items shall be by Board approval only.
 - D. Although items may be in the budget, the Board shall be informed, at a prior meeting, for approval of a pending purchase.
 - E. Verbal and written quotes shall be secured as prescribed in the Selkirk Fire District Procurement Policy Chart.
 - F. Any purchase order held by a vendor over ninety (90) days from issue without completion or an extension by the Board, shall be declared null/void.
 - G. The District Treasurer shall be notified of any changes or returned items on an original purchase order.
 - H. As adopted at the August 2010 Board of Fire Commissioners meeting, the District credit card spending limit is not to exceed five thousand dollars (\$5,000) and will be used when a purchase by credit card would be advantageous to the District. Proper documentation as with the purchase order system is required before any credit card purchase will be authorized. Further, the credit card will not replace the purchase order system as the primary method of purchasing for the District.
7. The Treasurer will continue to issue a letter to new service vendors for the District regarding the necessity of filling an Insurance Liability Certificate with the District before conducting any service on District property. Purchase Orders will not be valid without the Insurance liability Certificate.

8. All District equipment, parts or supplies not assigned to a vehicle or an individual member will be stored in one of the fire stations, in the District Store Room at station 1, or the Administrative Offices; not on private property.
9. Any and all written bids or quotes to the District shall be made in the name of the Selkirk Fire District and forwarded to the Board of Fire Commissioners in sealed envelopes; so marked: to be opened by the Board of Fire Commissioners at the appropriate meeting: c/o Secretary Stephanie Sellers, PO Box 5, Selkirk, NY 12158.
10. Efforts shall be made to secure any and all unauthorized equipment that is still out on loan to individuals and should be returned; such as: minitors, warning lights, dress apparel (fire gear, parade uniform etc...) radios, credit cards and keys of any kind. The Chief shall over see this program at all times.
11. The use of District staff vehicles shall be in accordance with the adopted policy.
12. Commissioner George TenEyck was appointed to the 2015 Petty Cash Control Officer. The Petty Cash Fund shall continue in the amount of two-hundred and fifty dollars (\$250); and the maximum amount of a single transaction shall be seventy five dollars (\$75). All petty cash vouchers must be signed by the submitter and the item/expense must be clearly identified for coding.
13. Approve the "SELKIRK FIRE DEPARTMENT, INC." as an organization within the Selkirk Fire District.

Motion made by B. Strock; 2nd: G. Ten Eyck to adjourn the meeting. The 2015 Organizational Meeting of the Board of Fire Commissioners was properly adjourned at 7:32 p.m. (All in Favor)

Respectfully Submitted,

Stephanie E. Sellers