

Selkirk Fire District

Board of Fire Commissioners, Selkirk, NY 12158

September 19th 2016

Meeting Minutes

[As Approved on October 18, 2016]

The meeting was opened at Selkirk Fire District Administrative Office at 7:03 PM by Chairman Wickham.

IN ATTENDANCE

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

OTHERS: Chief Kevin Craft

Minutes from the previous meeting of August 15, 2016 were read and approved after one amendment which was to include the Procurement Policy.

MOTION to approve by B.Burns; 2nd: G.TenEyck (All in Favor)

Treasurer's Report:

General Fund Balance: \$565,091.36; E&A Fund Balance: \$ 629,766.21; B&G Fund Balance \$275,247.46

MOTION to approve the Treasurer's Report by B. Burns; 2nd: B. Strock (All in Favor)

Prepaid Claims approved at September Meeting \$4,233.41

Third August payroll and first September payroll: \$3,122.37

Abstract dated: September 2016 numbers 2016-362 to 2016-397 Inclusive

MOTION to approve claims by B.Strock/ 2nd by B.Burns (All in Favor)

1) Treasurer Ophardt provided the board with the FY 2015 district audit report. The audit found the district to be operating in accordance with government auditing standards issued by the State Comptroller. The only deficiency noted was the district's need to improve its property and equipment records. A copy of the audit report has been forwarded to the Town of Bethlehem and the New York State Comptroller's Office

Secretary's Report

1) Secretary Krause requested permission to take the Secretary Training Course and the Treasurer Training Course being offered by the Association of Fire Districts on October 13th at the Saratoga Springs Hilton and City Center in Saratoga Springs.

MOTION: to approve training request for Secretary Krause by B. Strock; 2nd by D. Van Apeldoorn (All in Favor)

2) The process of collecting and processing the district mail was discussed and as of October 1st, District Secretary Krause will be processing all mail and invoices and will forward all necessary purchase requests, invoices etc. to the Treasurer

Public Comment:

- None

SFD Board of Directors Report:

1. Membership Changes

- Alyssa Bercharlie: Inactive to Out of company
- William Barber: Active to Out of company
- Don Van Apeldoorn; Medical to Active

It was noted that gear from A. Bercharlie and W. Barber has been collected.

- 2-The Social Room Policy has been written. It is being reviewed by counsel, Terrence Hannigan.
- 3-For Fire Prevention Week, Commissioner Van Apeldoorn and a handful of firefighters will be presenting at the Glenmont Elementary School on October 11th and AW Becker Elementary on October 12th

Old Business:

- 1- Facility Advisory Committee: The next meeting is scheduled for September 22, 2016 @ 7pm at station #1
- 2-Chairman Wickham noted that he hasn't received any feedback on the Deputy Treasurer job description. Commissioner Van Apeldoorn will post on the district website
- 3-Commissioner Strock informed the Board that the cost for the Load Bank test at station #@ will be approximately \$5000. The board recommended doing just one station at a time is best.
- 4-Chairman Wickham shared that the Policy and Procedure manual is near completion.
- 5-Regarding the 2017 budget hearing scheduled for 10/18, the board discussed the preliminary budget
MOTION: to adopt the 2017 preliminary budget by D. Van Apeldoorn; 2nd by B. Burns. (All in Favor)

New Business:

- 1-Chairman Wickham will be attending the FIERO Fire Station Design Symposium in North Carolina from Monday, September 26, 2016 to Wednesday, September 28, 2016.
- 2-The board discussed the need for letters and symbols for the station signs. President Morehouse will see exactly what each station is in need of.

Commissioner Reports:

Commissioner Burns

- 1-Vic Olivett cleaned out the gutters on the Administration building.
- 2-B-Lann revised the switches. A bill is forthcoming.

Commissioner Van Apeldoorn

- 1-The mulch by the front door of station #2 has been replaced with stone by Bloom-N-Green Lawn Care.
- 2-The overhead door at station #2 is showing signs of deterioration. It is not dangerous, but it needs to be monitored.
- 3-Reminder: The RCS Community Library staff will be manning station #1 and the Bethlehem Public Library staff will be manning station #2 for the Bethlehem Library Fire Safety/Story Time on Wednesday, 10/5
MOTION: to use station #2 for Fire Safety Storytime as well as station #1 by D. Van Apeldoorn; 2nd by G. Ten Eyck. (All in Favor)

Commissioner Ten Eyck

No report

Commissioner Strock

1. Phil Vander Molen will be at Sutphen next week and will follow up on the status of our Air Truck.
2. While touring the 3 stations, Commissioner Strock noticed that station #1 is filling up and needs cleaning up. Station #2 is also in need of some organization and cleaning up. Chairman Wickham offered to assist with station #1.

Chief's Report

- 1- Efforts to sell the old Air Truck (M425) are in progress.
- 2- The trailer for the gator is expected in the next week. It will then be sent in for lettering.
2. Attendance for Elsmere FD Chief John Zbory was fair, but went well.
3. The 'Need for Speed' event put on by the Castleton Boat Club went well. Selkirk FD did well with coverage on the water
- 4- New brakes have been put on R-46 and it is back in service.
- 5-Truck T-40 is at Vander Molen for brakes, service and paint job.
- 6-WorkFit Medical will be conducting annual physicals at station #1 on 10/4 and at station #2 on 10/13

Training Updates/Requests:

1. Operationally, the training at Enterprise Products went well. Formal critique is forthcoming.
2. FASNY training is being offered in Greene county.

Purchases:

- (2) Honda Port Pumps
- (2) 5 gas meters
- (10) 4 gas meters
- (30) helmets
- Cabinets and other hardware such as hooks (for the Gator trailer)

Surplus:

Commissioner Strock recommended SFD surplus old batteries, hose and a box of miscellaneous equipment

MOTION to approve the above noted purchases, FASNY training in Greene county and surplus of the above listed equipment by D. Van Apeldoorn, 2nd by G. Ten Eyck (All in Favor)

MOTION: made by B. Strock; 2nd: D. Van Apeldoorn (All in Favor) to adjourn the regular business meeting of the Selkirk Fire District. The meeting was properly adjourned at 9:49 p.m. The next meeting of the Selkirk Board of Fire Commissioners is scheduled for Tuesday, October 18th, 2016 at 7:00 p.m. at the Administration Building following the 2017 Budget Hearing.

Respectfully Submitted,

Stephanie Krause
District Secretary