

# Selkirk Fire District

Board of Fire Commissioners  
Selkirk, NY 12158

January 18, 2015

## Meeting Minutes

[As Approved on:]

The meeting was opened at Selkirk Fire District Administrative Office at 7:05 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: Ed Ward, Joseph Michaniw and Kevin Craft

-Minutes of the previous meetings of December 28, 2015 and January 4, 2016 were read and approved  
**MOTION** to approve by D. Van Apeldoorn; 2<sup>nd</sup> by B. Burns (All in Favor)

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

General Fund Balance: \$139,214.25, outstanding checks equaling \$63,205.72 giving the district an end of the year reconciled accrual balance of \$76,008.53 ; E&A Fund Balance: \$ 581,473.62

B&G Fund Balance \$ 274,836.05 T&A Fund Balance: \$1,080,620.56

**MOTION** to approve Treasurer's Report by George Ten Eyck; 2<sup>nd</sup>: Barak Strock (All in Favor)

Total Claims Paid: \$21,586.02 Payroll: \$1,658.62 Pre-paid Claims: \$4,795.04

Abstract dated: December 2015/January 2016 Numbers 2015-551 - 2016-561, 2016-001 to 2016-016 inclusive

- 1) Tax Freeze: The district submitted its tax freeze data to the OSC, submitted on January 14, 2016
- 2) OSC Tax Cap: It is anticipated that the OSC will announce a FY 2017 Tax Cap increase of .12%
- 3) Tax Forms: W-2 and 1099 paperwork have been prepared and will be sent out
- 4) Mileage: The district's mileage reimbursement rate for FY 2015 will be 54 cents per mile per GSA guidelines
- 5) FY 2015 AUD: The FY 2015 AUD to the OSC is complete except for the submittal data. Once the FY 2015 AUD is complete, the AUD and all back up documentation will be sent to the district auditor for review before submission
- 6) T&A Balance: The T&A (LOSAP) Fund is at \$1,080,621.56 as of January 1, 2016. The district currently has twenty six entitled participants and paid out \$117,829.66 in payments in FY 2015

### Secretary's Report

- 1) Commissioner Strock is requesting a key to the Administration Building
- 2) Joseph E. Myers, Private Investigator, submitted a FOIL request for the fire at 71 Old Town Road, Selkirk in December 2015.
- 3) Roger from Elk Sign Shop will be by this week to pick up officer signs and will be given information for business cards needed as well
- 4) End of Year Reports are being worked on. Worked with Stephanie Sellers on Friday, 1/15 for training and gathering of information
- 5) 4 New Member background checks were mailed out Friday, 1/15 to the Albany County Sheriff's Department
- 6) The Permissive Referendums for the 2009 Tahoe, the 1998 3500 HD Fire Police Unit and the 1998 4x4 Crew Cab 3500 HD Mobile Air Support Unit are prepared and upon approval, will be forwarded for posting in the Ravena News Herald and Spotlight News as well as the Town of Bethlehem bulletin board and calendar. They will also be put on the District website and posted in all three fire stations.  
**MOTION:** to surplus and execute a permissive referendum to sell the above listed vehicles by George Ten Eyck; 2<sup>nd</sup> by Doug Van Apeldoorn (All in favor)

Public Comment:

- None

SFD Board of Directors:

- 1) Ed Ward has 4 new member applications. Information was given to District Secretary Krause to process background checks
- 2) Ed Ward has an application for transfer from Active to Associate status from A. McCurdy
- 3) Letters will be going out to four firefighters that have not been participating and will be given thirty days to get in good standing

Old Business:

- 1) Per Chairman Wickham, the Facility Advisory Committee is finishing up the programming phase that includes the completion of fire station visits this week.
- 2) Chairman Wickham continues to work on the job description for the "Purchasing Officer /Deputy Treasurer by gathering resourceful information from neighboring districts
- 3) Chairman Wickham has forwarded the first group of district policy updates to attorney Terence Hannigan for review
- 4) Chairman Wickham has share the 2<sup>nd</sup> group of district policies to the Board of Fire Commissioners for feedback. After revisions, they too will be forwarded to attorney Terence Hannigan for review

New Business:

- 1) Chairman Wickham and District Secretary Stephanie Krause are working on Permissive Referendums (for the Air Truck, Fire Police Truck and 2009 Tahoe) that will be sent to the News Herald and the Spotlight News this week for publication
- 2) Chairman Wickham will be meeting with Chief Asprion to define the district's goals for 2016

Commissioner's Reports:

- 1) Commissioner Burns reported that the phones at Station #1 are now fixed. There are 3 lines; 2 phone lines and one fax line
- 2) Commissioner Burns reported that the siren at Station #3 has been fixed and is now working properly. Also, the siren at Station #1 was checked and is working properly. The antenna on the roof has also been removed
- 3) Chairman Wickham along with Veteran member Lou Picarazzi, met with the Town Historian Susan Leath last week as she wants to feature the Selkirk Fire Department in the Then and Now piece she is highlighting the Selkirk Fire Department in an article
- 4) The computer in the Chief's office at Station #1 is in need of repair. District Secretary Krause will contact Solutions by Design as soon as possible
- 5) Commissioner Strock shared the Change Order for the Air Truck with shows an \$8000 credit
- 6) Commissioner Ten Eyck informed the board that the ice machine in Station #1 is not functioning properly. Is looking into repairs versus replacement

Chief's Report

- 1) Chief Asprion received a doctor's note from Ortho NY stating that firefighter Alyssa Bercharlie is permitted to return to firefighting as of 12/23/15
- 2) Chief Asprion shared that firefighter George Morehouse is attending Air Quality at Elsmere Fire Department in February 2016
- 3) Firefighter Alex Griffin is approved to ride part-time with the Shaker Road/Loudonville Fire Department. Proper paperwork is being reviewed
- 4) Chief Asprion noted that all fire apparatus has been serviced and is up to par with the exception of R-46 which needs a brake job and king pin. R-46 is being taken to Watkins Springs for repair
- 5) E-41 went out for new tires on January 18<sup>th</sup>. There was not only a bubble on one of the front tires, but all were worn and over seven years old.
- 6) Dave Velman serviced all of our small apparatus with the exception of the Tahoe vehicles
- 7) Chief Asprion stated that alarms at Station #1 and Station #2 were having issues and sending alarm drop signals. District Secretary Krause will call Time Warner Cable to check the panels

- 8) Chief Asprion announced that we've switched to Long Oil for fuel oil for all three fire stations. We will also be on automatic refill
- 9) Chief Asprion sold the 2009 Chevy Tahoe – probably delivering on Wednesday, 1/20/16
- 10) The new Fire Police truck is currently at Delmar Sign and will then be getting the lights and radio components installed.
- 11) There have been a few inquiries on the old Fire Police truck

- No purchases this month

**Motion:** made by D. Van Apeldoorn; 2<sup>nd</sup>: G. Ten Eyck (All in Favor) to adjourn the regular business meeting of the Selkirk Fire District the Board of Fire Commissioners meeting. The meeting was properly adjourned at 8:58 p.m. The next meeting of the Selkirk Board of Fire Commissioners is scheduled for February 5, 2016 at 7:00 p.m. at the Administration Building.

Respectfully Submitted,

Stephanie L. Krause  
District Secretary