

Selkirk Fire District

Board of Fire Commissioners
Selkirk, NY 12158

January 4, 2016

Meeting Minutes

[As Approved on:]

The 2016 Organizational Meeting was opened at Selkirk Fire District Administrative Office at 7:07 PM by District Secretary Stephanie Krause.

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

Congratulations was extended to George TenEyck as he was elected to another five year term as Fire Commissioner that began on 1/1/2016

District Secretary Stephanie Krause asked for nominations for Chairman of the Board of Commissioners for 2016.

MOTION to nominate Chuck Wickham for Chairman of the Board of Fire Commissioners for 2016 by George TenEyck; 2nd by Barak Strock (All in Favor)

Chairman Wickham reviewed the list of the 2016 Line Officer recommendations for the Selkirk Fire District from the Board of Directors. Commissioners motioned for all positions.

Chief..... William Asprion
1st. Asst. Chief..... Joseph Michaniw
2nd. Asst. Chief Kevin Craft
Captain (Station 1).....Thomas Neri
Captain (Station 2).....Shaun Wagner
Captain (Station 3).....Stewart Burnham
1st. Lieut. (Station 1).....Brian Pugsley
1st. Lieut. (Station 2).....Phillip Peters
1st. Lieut. (Station 3).....Robert Messenger
2nd. Lieut.(Station 1).....Vacant
2nd. Lieut. (Station 2)Edward Ward
2nd. Lieut. (Station 3).....Vacant
Captain Fire Police.....Vacant
1st. Lieut. Fire Police.....Vacant
2nd. Lieut. Fire PoliceVacant

MOTION to approve all 2016 line officers made by Doug Van Apeldoorn; 2nd by Bob Burns (All in Favor)

MOTION to appoint Douglas Ophardt to Fire District Treasurer at a salary of \$14, 214 per year by Doug Van Apeldoorn; 2nd by George TenEyck (All in Favor)

MOTION to appoint Stephanie Krause to District Secretary at a a salary of \$22, 763 per year by Bob Burns; 2nd George TenEyck (All in Favor)

MOTION to Appoint Terence Hannigan to counsel on an hourly basis as requested by the Board by Doug Van Appeldorn; 2nd by Bob Burns (All in Favor)

MOTION to appoint Commissioner Ten Eyck, Van Apeldoorn, Wickham, and Treasure Ophardt as Trustees of the Service Awards Program by Barak Strock; 2nd by Bob Burns (All in Favor)

The following resolutions were adopted for 2016:

1. 1) The 2016 meeting dates of the Board of Fire Commissioners shall be on the third Monday of each month unless amended. The 2016 meeting schedule shall be posted at the Bethlehem Town Hall, District Web site. District Secretary Stephanie Krause will create and share shortly
2. The Bank of Greene County shall be the official depository for 2016. However, if the service becomes unacceptable, the Board may consider changing the depository.
3. The Legal advertising media for 2016 shall be the Spotlight News, Ravena News-Herald, the Town of Bethlehem Town Hall Notice Board, the Town website, and the Selkirk Fire District website.
4. Public notice of meetings will be via: the Spotlight News, Ravena News-Herald, the Town of Bethlehem Town Hall Notice Board and Town website, 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, Secretary, and Attorney. 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 (\$1,000).
 - a) The Purchase Requisition system shall be used to secure a Purchase Order from the District Treasurer, who will contact all vendors via telephone, email, fax or mail. 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 Chief will contact the 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.
 - 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.
7. Reviewed and revised the following District Policies
 - a) Procurement Policy
 - b) Credit Card Policy
 - c) Investment Policy
 - d) Ethics Policy
 - e) Chief Vehicle Policy
8. 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 a service on District property. Purchase Orders will not be valid without the Insurance liability Certificate.
9. All District equipment, parts or supplies not assigned to a vehicle or an individual member will be stored in one of the fire stations, the District Store Room at station 1, or the Administrative Offices; and not on private property.

10. 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 Krause, PO Box 5, Selkirk, NY 12158.
11. 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, and keys of any kind. The Chief shall oversee this program at all times.
12. Appoint Commissioner George Ten Eyck as the Petty Cash Control Officer for 2016. 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 to provide Volunteer Firefighters for the Selkirk Fire District

MOTION to approve all resolutions once #6 is researched for accuracy of highlighted area by Doug Van Apeldoorn; 2nd by B. Burns (All in Favor)

MOTION made by D. Van Apeldoorn; 2nd: Bob Burns (All in Favor) to adjourn the 2016 Organizational meeting of the Selkirk Fire District. The meeting was properly adjourned at 8:24 p.m. The next meeting of the Selkirk Board of Fire Commissioners is scheduled for January 18, 2016 at 7:00 p.m. at the Administration Building.

Respectfully Submitted,

Stephanie L. Krause
District Secretary