

Selkirk Fire District

Board of Fire Commissioners
Selkirk, NY 12158

June 20, 2016 Meeting Minutes

Meeting of June 20, 2016 at the District Administrative Offices
The meeting was opened at 7:00 PM by Chairman Wickham

IN ATTENDANCE

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

OTHERS: Department Chairman Ed Ward, Asst Chief Joe Michaniw, Captain Tom Neri

Minutes of the previous meetings of May 16, 2016 were read and approved:
Motion by D. VanApeldoorn; 2nd: G. Ten Eyck

Treasurer Ophardt informed the board:

- 1) As of June 20, 2016, the district funds had the following balances: General Fund: \$760,797.25; E&A Fund: \$629,346.92; B&G Fund: \$275,064.21; Total Aggregate: \$1,665,208.38
- 2) District auditor Richard Dinolfo, CPA reviewed the district's bank records and reconciliations, tax freeze and tax cap documentation; payroll, W-2 and 1099 reports; and statutory spending limit calculations to prepare the district's 2015 OSC AUD report for submission to the OSC. The district is waiting for the 2015 LOSAP audit from Penflex to complete the OSC AUD audit;
- 3) District received a \$5,000 donation from PSEG to be applied to the purchase cost of an all terrain "Gator"
- 4) The district submitted a response to the Workers' Compensation Disability Benefits Determination Unit disagreeing with their determination that the district is in violation of WCL Section 220 of the Disability Benefits Law and owes a fine of \$683. WCL Section 212 on Voluntary Coverage states that fire districts may voluntarily provide disability benefits coverage for employees, but it is not required.

Treasurer's Report read and approved:

Motion by B. Strock; 2nd G. TenEyck

Claims presented and approved for payment:

W/C Abstract dated: June 20, 2016 numbers 2016-224 to 2016-273 inclusive totaling: \$135,276.45;
Claims to be paid: \$130,801.38
Prepaid: \$2,582.47
Payroll Abstract dated: May 25, 2016 totaling: \$764.95
Payroll Abstract dated: June 7, 2016 totaling: \$1,127.65
Outstanding Encumbrances: \$40,017.06
Motion by D. VanApeldoorn; 2nd: B. Strock

Public Comment:

- 1) Captain Tom Neri inquired if a date had been scheduled to fix the truck bay floor at Station No. 1. Chairman Wickham stated that a purchase order has been issued to Donlon Industrial Floors, but a work date has not been arranged.
- 2) Captain Neri informed the board that a key to the emergency generator at Station No. 1 is missing. A new key will be cut for the generator.

Department Report:

Department Chairman Ed Ward reported:

- 1) Membership Changes: Chairman Ward presented the board with completed applications for Michael Pelton and Alexander Chu-Fong. Both reside within the district. Both applicants were approved by the board.
- 2) Legal Fees: VFIS declined the district's request to have the department's legal fees reimbursed for a disciplinary hearing. Legal representation for the department was not required at the hearing, and the case did not go to court.
- 3) Members' Room Policy: The board of directors is developing a members' room policy.
- 4) Delays in Applicant's Paperwork: The board of fire commissioners asked Chairman Ward about the delays in applicants being approved. Chairman Ward stated that applicant delays are caused by the background investigations through the Albany County Sheriff's Department.

Old Business:

Facility Advisory Committee: The district needs to get an appraisal of buildings and property. A building and grounds appraisal is also needed for the yearly OSC AUD audit for fixed assets reporting.

Floor Repair – Station No. 1: A date for the repair of the floor needs to be scheduled.

Job Descriptions: Work is progressing on job descriptions for Quartermaster, Deputy Treasurer, and Purchasing Clerk.

Load Bank Testing: The district is in process of soliciting price quotes for this service.

New Business:

Annual Firefighter Refresher Training Policy: The district has developed a policy on "Annual Firefighter Refresher Training". The next step is to have the draft policy reviewed by the district's legal counsel.

Annual Physicals Policy: The district is in process of developing a policy on annual physicals establishing set dates for completion of annual physicals.

Automatic Town Mutual Aid: Chairman Wickham met with BEMO Director Jack Brennan. Chairman Wickham provided the board with a MOU for the town fire districts in regards to mutual aid assistance and dispatching, and protocols and directives contained in the Bethlehem Dispatch CAD operating system. Motion by G. TenEyck; 2nd: B. Strock to approve the Memorandum of Understanding between the fire districts. Motion passed 4 yes; 0 no.

Updated Mutual Aid Policy: The board met with the Elsmere Fire District Board of Fire Commissioners to update the mutual aid policies between the districts.

Commissioner VanApeldoorn Reports:

- 1) Temporary Liquor License: The district must approve the temporary sale of liquor on its property before the fire company can receive a temporary liquor license for the Glenmont Fair.
- 2) Glenmont Fair & Flea Market: The dates for the Glenmont Fair are July 21-23, 2016. The Flea market is July 30, 2016.

Motion by D. VanApeldoorn; 2nd: B. Strock; to approve the temporary sale of liquor on district property; and to authorize the use of district property for the fair and flea market. Motion passed 4 yes; 0 no.

Commissioner Strock Reports:

- 1) New Air Truck: A visit to the factory in Monticello, NY will be arranged in 3-4 weeks to review progress on the truck.
- 2) Change Order to Air Truck: Two USB chargers and two cigarette chargers will be installed. The cost of the Change Order is \$357. The appropriation for the truck is \$275,000. The working budget for the truck, including this Change Order, is \$267,899.06.
Motion by G. TenEyck; 2nd D. VanApeldoorn; to approve a \$357 Change Order to the air truck, as detailed. Motion passed 4 yes; 0 no.
- 3) Equipment Storage: Commissioner Strock will be in each station to review/improve mounting and storage of equipment purchased by the district.

Commissioner TenEyck Reports:

- 1) New High Band Radios: The district, along with the Town of Bethlehem, will be moving to a high band digital radio system in October 2016. The current VHF system will be maintained as long as necessary.

Chief Asprion Reports

- 1) Fire Calls YTD: The district has approximately 175 calls to date.
- 2) Training: Chief Asprion requested approval for:
 - 1) FAST: Firefighter Andrew Hynes will attend FAST training June 22 - 26, 2016.
 - 2) Firefighter 1: Firefighter Tim Pinson will attend Firefighter 1 training in Guilderland. The district will provide an engine to the class on July 18, 2016.
 - 3) Pump Operations: Firefighters Dan Wagoner, Giles Wagoner, Alex Rosa and Barry Morehouse will attend class starting on June 27, 2016 in Coeymans.
Motion by D. VanApeldoorn; 2nd: B. Strock; to approve members attending training as detailed; and to authorize a district fire engine to Guilderland to assist in Firefighter 1 training. Motion passed 4 yes; 0 no.
- 3) Rescue Boat Repairs: The boat is under repair at Coeymans Marina. There is a hole in the boat under the rub rail causing the boat to take on water. The carburetor and the fire pump are damaged. The estimated cost of repair, in aggregate, is \$4,000 to \$5,000.
- 4) Hose Replacement: Hose testing was conducted in May. The following lengths of hose failed and will need to be replaced:
 - 1.75 Inch: 200 feet to be replaced
 - 3.0 Inch: 500 feet to be replaced
 - 5.0 Inch: 600 feet to be replaced
- 5) Estimated Price on New Rescue Truck: The board asked Chairman Wickham to inquire if his brother, Craig Wickham, would provide a rough estimate for replacement of the current R-46 "as is" This will be used to estimate the cost of budgeting for replacement.
- 6) Purchases:
 - 1) Three sets of spanner wrenches: no cost estimate provided
 - 2) Tires: E-45 will require tire which are available on state contract. Commissioner Strock will coordinate the purchase of tires from McCarthy Tires. No cost estimate.

Motion: made by D. VanApeldoorn; 2nd B. Strock: to adjourn the regular business meeting of the Selkirk Fire District. The meeting was properly adjourned at 8:40 PM. The next regular business meeting will be on July 18, 2016 at 7:00 PM at the District Administrative Offices.

Respectfully Submitted,

Douglas Ophardt
District Treasurer