

Minutes
Selkirk Fire District
Board of Fire Commissioners
Selkirk, NY 12158

Meeting of November 21, 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
(X) Robert BURNS	(X) William ASPRION, District Chief
() Douglas VANAPELDOORN	() Stephanie KRAUSE, District Secretary
(X) George TEN EYCK	(X) Douglas OPHARDT, District Treasurer

OTHERS: 1st Assistant Chief Joe Michaniw, 2nd Assistant Chief Kevin Craft

Note: Commissioner VanApeldoorn attended the meeting via telephone. He did not vote on any motions

Minutes of the previous meetings of October 20, 2016 were read and approved: The board requested that the fund account balances be added to the minutes.

Motion by B. Strock; 2nd: G. Ten Eyck; to approve the minutes with said addition. Motion approved 4 yes; 0 no.

Treasurer Ophardt informed the board:

- 1) Fund Balances: As of November 21, 2016, the district funds had the following balances: General Fund: \$501,805.77; E&A Fund: \$629,872.80; B&G Fund: \$275,294.04;
- 2) LOSAP: As of November 1, 2016 the district has \$171,783.16 in the New York Life annuity and \$1,095,820.07 in the RBC Wealth Management account. Total LOSAP in aggregate is \$1,267,603.25
- 3) District Assessment: The Town of Bethlehem Town Assessor provided the district with a total assessed valuation for the district of \$1,185,372,172. The town states that the total taxable value of the district is \$1,087,810,253. On November 10, 2016, the district sent a letter to Town Clerk Nanci Moquin requesting that the town assessor and town GIS coordinator provide a map of the fire district showing the all individual parcels within the district; with each parcel having its parcel number, address, property owner's name and property class number provided.

Treasurer's Report read and approved:

Motion by B. Strock; 2nd R. Burns; to approve the Treasurer's report. Motion approved 4 yes; 0 no

Claims presented and approved for payment:

W/C Abstract dated: November 21, 2016 numbers 2016-435 to 2016-482 inclusive totaling: \$48,902.79

Claims to be paid: \$39,663.23

Prepaid: \$4,244.95

Payroll Abstract dated: October 24, 2016 totaling 1,664.87

Payroll Abstract dated: November 7, 2016 totaling: \$1,664.87

Payroll Abstract dated: November 20, 2016 totaling: \$1,664.87

Outstanding Encumbrances: \$176,883.78

Motion by G. TenEyck; 2nd: R. Burns; to approve the Warrants & Claims. Motion approved 4 yes; 0 no

Public Comment:

None

Department Report:

- 1) Membership: The board reviewed and approved Mr. Steven Bender for membership. Mr. Bender will respond from Station 1
Motion by B. Strock; 2nd R. Burns; to approve Mr. Steven Bender for membership. Motion approved 4 yes; 0 no.
- 2) CPC Class: 1st Assistant Chief Michaniw informed the board that a CPR class will be held on December 7, 2016 at 7:00 PM, at Station 1 for five members that are in need of CPR to be active members.

Old Business:

Facility Advisory Committee: Informational Meeting: The district Facility Advisory Committee (FAC) will hold a third informational meeting on November 29, 2016, at 7:00 PM at Station No. 1, to update all members and ladies auxiliary to the current status of facility planning. Notice of the meeting will be e-mailed to all members and ladies auxiliary

Facility Advisory Committee: Tri-Fold Fliers: The district mailed out a tri-fold flier to each homeowner and renter informing them of the current status of district facilities and the Facility Advisory Committee's (FAC) work to date in planning to upgrade the facilities to meet NFPA standards and to be compliant with governmental laws and regulations. The district will mail a third FAC flier to residents in 2017

Facility Advisory Committee: Recommendations: The FAC will be holding further meetings with architect Bob Mitchell of Mitchell Associates, in preparation for making a formal facilities recommendation to the Board of Fire Commissioners in 2017.

New Business:

Snow Plowing Services: The district has renewed the contract with J.R. Stangle to plow snow at Station 1 and Station 3 and; with Bloom'n Green Lawn Care (Marc Futia) to plow snow at Station 2.

District Election Tellers: The district has two tellers at each station for the upcoming commissioner election on December 13, 2016 from 6 – 9 PM. The board approved payment of \$35 for teller duties, and \$40 for training
Motion by B. Strock; 2nd G. TenEyck; to approve payment for teller services. Motion approved 4 yes; 0 no.

New Construction in District: Chairman Wickham presented the board with planning schematics for new construction within the district:

- 1) Expansion of Air Products: 461 River Road – the company plans to double the capacity of the current facility
- 2) 96 New Apartments: Northwest corner of Wemple Road and Route 9W; the developer will build ten buildings with six units each and nine buildings with four units each.
- 3) Selkirk Solar Project: Frick property 93 Bridge Street; the company plans to install solar panels on most of the 43.44 acres detailed north of the National Grid line easement.
- 4) Town Squire Plaza: Albany Med Emergency Care facility is proposed

The board discussed hiring a planning consultant to provide review and comments on plans coming before the Selkirk Board of Fire Commissioners

2017 Meeting With Line Officers: A meeting is to be scheduled in January 2017 for line officers and the Board of Fire Commissioners to review goals for 2017

Review of District's Group Term Life Insurance Policy For Members: The current policy with Standard Life Insurance provided a \$10,000 death benefit for members. An alternative insurance policy, developed by Burt Anthony Associates, will issue a policy that provides a \$25,000 death benefit and; takes everyone even with pre-existing conditions. There is a reduction in benefit to \$12,500 once a member attains seventy-five years of age. The premium is approximately \$10,959 in 2017 to fully cover membership.

Motion by B. Strock; 2nd: G. TenEyck; to enter into a contractual agreement to purchase group term life insurance through Burt Anthony Insurance. Motion approved 4 yes; 0 no.

Mutual Aid Policy: The town wide mutual aid policy, as signed by Chairman Wickham, shall come into full effect immediately, and shall reaffirm the district's prior commitments to the other fire districts in the Town of Bethlehem. Motion by B. Strock; 2nd G. TenEyck; to sign the mutual aid agreement as presented to the board. Motion approved 4 yes; 0 no.

Town Holiday Party: The town employees have requested use of the meeting room at Station 1 for the town holiday party. The party is scheduled for December 14, 2016 from 11 AM to 3 PM. Motion by B. Strock; 2nd R. Burns; to allow the town employees to use the meeting room at Station 1 for their holiday party. Motion approved 4 yes; 0 no.

Commissioner Burns Reports:

- 1) New Louvers: New louvers are needed at Stations 2 and 3 to improve ventilation and to eliminate heat loss. Commissioner Burns will look into the scope of repairs required and costs.
- 2) Generator Testing: Load bank testing has been completed at Station 2 only.
- 3) Station 2 Alterations to Lower Truck Bay: Once the new air truck is received, the lower truck bay may, or may not, be large enough to fit the truck. If alterations to the lower truck bay are required, the board of fire commissioner will review options and costs for modifying the truck bay, as necessary.

Commissioner Strock Reports:

- 1) Change Order No. 2 to Air Truck: The graphics on the air truck were modified.. The working budget for the truck, as of June, was \$267,899.06. The cost of Change Order No. 2 is \$2,879.18, increasing the cost of the truck to \$270,778.24. The budget for the truck is \$275,000. The truck is within its approved allocation.
Motion by B. Strock; 2nd G. TenEyck; to approve \$2,879.18 for Change Order No. 2 for the air truck, as detailed. Motion approved 4 yes; 0 no.
- 2) New Air Truck Payment: The invoice for the truck was presented to the board by Commissioner Strock. The cost is \$270,778.24. The delivery date for the truck is Monday December 13, 2016. Motion by B. Strock; 2nd R. Burns; to approve pre-payment of the air truck at \$270,778.24 pending inspection and approval of the vehicle by the truck committee, the board of fire commissioners, and chiefs. \$110,000 is to come out of the E&A Fund and \$160,778.24 from the General Fund. Motion approved 4 yes; 0 no.

Commissioner VanApeldoorn Reports:

- 1) Proposed By-Law Foreign Fire Distribution Changes: Per the department by-laws, Company 3 has proposed changes to the distribution of Foreign Fire monies between the three companies. Per review by the District's counsel Terry Hanigan, the proposed changes to the distribution are not compliant with OSC guidelines.
- 2) Town Christmas Parade: December 2, 2016; E-41 will be in the parade.
- 3) Holiday Truck: December 3, 2016; E-41, M426 and M416 will be used.
Motion by R. Burns; 2nd G. TenEyck; to approve E-41, M426, and M416 to be detailed and used in the community holiday festivities. Motion approved 4 yes; 0 no.

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 April 2017. The current VHF system will be maintained as long as necessary.
- 2) Book of Resources: Scott Galough is preparing a "book of resources" for town dispatchers so they know what resources each district has available for a town-wide emergency.
- 3) Truck Replacement Schedule: The schedule has been updated to reflect the following changes:
 - 1) Car 403 purchased in 2012 to be replaced in 2018

- 2) Current R-46 purchased in 1996 to be replaced in 2018
- 4) Real Property Records: The district is working on updating the spreadsheets for the real property records, for review by the district auditor, to eliminate the district's one audit AUD deficiency.

Commissioner Wickham Reports:

- 1) Policy Updates/Development: The district continues to update its policies

Chief Asprion Reports

- 1) Fire Calls YTD: The district has approximately 330 calls to date.
- 2) Members Not in Good Standing: There are five members running for office that are not in good standing. Chief Asprion will provide this information to the department Board of Directors.
- 3) NYS AFC Conference: The district has confirmation on room reservations at Turning Stone Resort for the NYS AFC Conference in June 2017.
- 4) 1998 Air Truck: The district has received no offers to purchase the truck to date
- 5) ATV Trailer: The trailer purchased from Versatile Trailers Inc for \$7,160, in the November Warrants & Claims 2016-318, is currently being outfitted at Ayres Sales Inc. It will be ready on December 23, 2016.
- 6) Ladder Testing/Pump Testing: Ladder testing is scheduled for November 22, 2016, American Testing at Station 2; pump testing is scheduled for December 6-9, 2016 at the Colonie Training Center through Dave Veltmann.
- 7) Trailer Donation: Air Products has offered to donate a used dual axle fifteen foot trailer to the district. Motion by G. TenEyck; 2nd: B. Strock; to accept the trailer donation from Air Products. Motion approved 4 yes; 0 no.
- 8) Purchases:
 - 1) Portable Batteries: The district has received two price quote for portable batteries Estimated cost is \$1,100
Motion by R. Burns; 2nd: G. TenEyck; to approve purchasing replacement batteries at an estimated cost of \$1,100. Motion approved 4 yes; 0 no.

Motion: made by B. Strock; 2nd R. Burns: to adjourn the regular business meeting of the Selkirk Fire District. The meeting was properly adjourned at 9:55 PM. The next regular business meeting will be on December 19, 2016 at 7:00 PM at the District Administrative Offices.

Respectfully Submitted,

Douglas Ophardt
District Treasurer