



Selkirk Fire District

Board of Fire Commissioners
Selkirk, NY 12158



January 2, 2017 **Organizational Meeting Minutes**

[As Approved on January 16, 2017]

The 2017 Organizational Meeting was opened at Selkirk Fire District Administrative Office at 2:18 PM by District Secretary Stephanie Krause.

IN ATTENDANCE

(X) Robert G. BURNS
(X) Barak STROCK
(X) Douglas VAN APELDOORN
(X) George TEN EYCK

(X) Charles WICKHAM
() William ASPRION, Chief
() Douglas OPHARDT, District Treasurer
(X) Stephanie KRAUSE, District Secretary

Congratulations was extended to Chuck Wickham as he was elected to another five year term as Fire Commissioner that began on 1/1/2017.

District Secretary Stephanie Krause asked for nominations for Chairman of the Board of Commissioners for 2017.

MOTION: to appoint Chuck Wickham for Chairman of the Board of Fire Commissioners for 2017 by Bob Burns; 2nd by Doug Van Apeldoorn. Ayes: 4 Nays: 0 Abstained: 1

RESOLUTION: to nominate a Deputy Chairman for 2017. **MOTION:** to appoint Doug Van Apeldoorn the Deputy Chairman for 2017 by Chuck Wickham; 2nd by Bob Burns. Ayes: 4 Nays: 0 Abstained: 1

Chairman Wickham proceeded with the following appointments for 2017:

MOTION: to appoint Douglas Ophardt to Fire District Treasurer at a salary of \$14,640 per year by George Ten Eyck; 2nd by Doug Van Apeldoorn. Ayes: 4 Nays: 1 Abstained:

MOTION: to appoint Stephanie Krause to District Secretary at a salary of \$23,447 per year by Doug Van Apeldoorn; 2nd Barak Strock. Ayes: 5 Nays: 0 Abstained:

MOTION: to Appoint Terence Hannigan to counsel on an hourly basis as requested by the Board for 2017 by Doug Van Appeldorn; 2nd by George Ten Eyck. Ayes: 5 Nays: 0 Abstained:

Chairman Wickham reviewed the list of the 2017 Line Officer recommendations for the Selkirk Fire District from the Board of Directors. Commissioners motioned for all positions.

MOTION: to appoint the following as Line Officers for 2017 by Barak Strock; 2nd by George TenEyck. Ayes: 5 Nays: 0 Abstained:

- Chief..... William Asprion
- 1st. Asst. Chief..... Joseph Michaniw
- 2nd. Asst. Chief Stevem Hummel, Sr.
- Captain (Station 1).....Thomas Neri
- Captain (Station 2).....Shaun Wagner
- Captain (Station 3).....Robert Messenger
- 1st. Lieut. (Station 1).....Brian Pugsley
- 1st. Lieut. (Station 2).....Phillip Peters
- 1st. Lieut. (Station 3).....Robert K. Burns
- 2nd. Lieut.(Station 1).....Vacant
- 2nd. Lieut. (Station 2)Alex Rosa
- 2nd. Lieut. (Station 3).....Vacant
- Captain Fire Police.....George Ten Eyck
- 1st. Lieut. Fire Police.....Vacant
- 2nd. Lieut. Fire PoliceVacant

MOTION to appoint Commissioner GerogeTen Eyck, Doug Van Apeldoorn, Chuck Wickham, and Treasurer Doug Ophardt as Trustees of the 2017 Service Awards Program by Bob Burns; 2nd by Barak Strock. Ayes: 5 Nays' 0 Abstained

The following resolutions were adopted for 2016:

1. The 2016 meeting dates of the Board of Fire Commissioners shall be on the third Monday of each month unless amended. The 2017 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 2017. However, if the service becomes unacceptable, the Board may consider changing the depository.
3. The Legal advertising media for 2017 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. Chiefs and District Secretary. 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 requisitions and 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 all Purchase Orders from the District Treasurer, once approved by the Board of Fire Commissioners. 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. Approve the following District Policies (See Policies and Procedures Manual).
 - a) Procurement Policy
 - b) Credit Card Policy
 - c) Investment Policy
 - d) Ethics Policy
 - e) Chief Vehicle Policy
 - f) And all other Policies as described in the Policies and Procedures Manual.
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 2017. 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
14. The Fire District Treasurer is hereby authorized, within sixty days after the end of the fiscal year, to submit to this Board of Fire Commissioners a copy of the Annual Report required by General Municipal Law Section 30. In lieu of a written statement showing his receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect from year to year until rescinded by this Board of Fire Commissioners.

MOTION: to approve all resolutions by George Ten Eyck; 2nd by B. Burns. Ayes: 5 Nays' 0 Abstained

MOTION made by D. Van Apeldoorn; 2nd: Barak Strock (All in Favor) to adjourn the 2017 Organizational meeting of the Selkirk Fire District. The meeting was properly adjourned at 2:53 p.m. The next meeting of the Selkirk Board of Fire Commissioners is scheduled for January 16, 2017 at 7:00 p.m. at the Administration Building.

Respectfully Submitted,

Stephanie L. Krause
District Secretary