

Selkirk Fire District

Board of Fire Commissioners, Selkirk, NY 12158

July 17, 2017

Meeting Minutes

[As Approved on August 28, 2017]

The meeting was opened at Selkirk Fire District Administrative Office at 7:04 PM by Commissioner 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
() George TEN EYCK	(X) Stephanie KRAUSE, District Secretary

OTHERS: Bill Collins, Board of Directors, Captain Tom Neri

MOTION to approve minutes from June 19th, 2017 by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

TREASURER'S REPORT:

General Fund Balance: \$796,671.42; E&A Fund Balance \$861,212.31; B&G Fund Balance \$335,666.03

Prepaid Claims approved June Meeting \$59,254.78

Total Claims Paid: \$

Payroll: \$

Abstract dated: June 2017 numbers 2017- 249 to 2017-280 Inclusive

Claims:

- Commissioner Van Apeldoorn questioned the purchase of P.O.W. flags. Commissioner Burns and Commissioner Wickham felt that the flags that are displayed at Station #1 and Station #3 were in poor condition.
- Commissioner Van Apeldoorn suggested writing a policy for new firefighters that join the Selkirk Fire Department. He suggested waiting until probation is complete before issuing badges, uniforms with names, etc. He will discuss further with Bill Collins and the Board of Directors to discuss the process for new members.
- Regarding Pierce Communications, are all charges valid?
- It was discussed if the district paid Mitchell and Associates \$5500 for the Facility Project Membership meeting in July. Commissioner Wickham clarified the expense included additional meetings and work hours.

- 1) Treasurer Ophardt informed the Board of Fire Commissioners that Auditor Richard DiNolfo will be visiting in the coming weeks.
- 2) The budget process is starting on August 28th and we are planning on a 1.5% tax cap.
- 3) A new credit card was ordered for Captain Wagner

MOTION: to approve the Treasurer's Report by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

MOTION: to approve all claims presented by Treasurer Ophardt by B. Strock; 2nd by B. Burns (All in Favor)

BOARD OF DIRECTORS:

- 1) President Collins presented updates on the membership for the following Firefighters:
 - a) Anthony Katko's application is complete and was circulated among the Commissioners for approval
 - b) Samantha Vick's resignation date will be the date she resigned, June 2, 2017
 - c) Joshua Snyder's resignation date will be the date he resigned, May 25, 2017
- 2) The Board of Directors continues to review the Social Room Policy and the Zero Tolerance policy
- 3) President Collins made note that the member meeting being held on July 27th prior to the Building Project Meeting was not a Board of Directors meeting, rather a gathering of the membership to discuss concerns and questions regarding the building project

SECRETARY'S REPORT:

- 1) Purchase Requests needing BOFC approval were presented and circulated
- 2) Secretary Krause asked the Board of Directors for membership updates on Samantha Vick and Joshua Snyders resignation dates
- 3) Secretary Krause asked if should be using a District approved form to document when a new firefighter has completed the probationary period of membership. This tool will allow for smooth transition with regard to duties, firehouse access etc. as well as approve communication between all parties. Secretary will look into what format will work best and share.
- 4) A Building Use Request form for a Community Appreciation Block Party on Thursday, August 10th, Station 2 parking lot was presented and circulated for approval. It will be from 3-7pm. Tables and chairs are needed. 5) The Storytime Project is going well at Station #2.
- 6) The District received the 2016 Annual LOSAP Report

MOTION: to leave the Board of Fire Commissioners meeting and go into a LOSAP meeting by D. VanApeldoorn; 2nd by B. Burns (all in favor)

- Secretary Krause shared the 2016 LOSAP Report with the Commissioners and discussion was had

MOTION: to leave the LOSAP meeting and return to the Board of Fire Commissioners meeting by D. Van Apeldoorn; 2nd by B. Strock (All in Favor)

OLD BUSINESS:

- 1- Commissioner Wickham expressed the need to follow up with our custodians on cleaning the windows and the floors at each station.
- 2- There is a Building Project meeting open to all firefighters and auxiliary members at Station #1 on Thursday, July 27th at 7pm. Until the building project comes to fruition, internal safety measures will continue to be put in place ; for example: creating a Decontamination Policy

NEW BUSINESS:

- 1) It was discussed that snow plowing for the 2017-2018 season should be decided upon soon. Commissioner Burns will retrieve proposals from parties interested in plowing the 3 fire stations

COMMISSIONER REPORTS:

1) Commissioner Burns:

- a- The lights at Station #1 have been fixed at Station #1
- b- Victor Olivett fixed the ladder to the attic at Station #2, but the ladder is not on track. It needs further attention.
- c- Regarding the issue with the neighbors of Station #1, they have been spoken to by Chief Asprien as well as their landlord. They were reminded that the fire house property is private property and were not to be playing or driving on the driveway.

2) Commissioner Van Apeldoorn:

- a- It was suggested the district rents a dumpster to clean out the attic at Station #2
- b- The annual Fireman's Fair is this upcoming weekend. Skyler Realty was contacted for parking approval in the plaza next door.
- c- Commissioner Van Apeldoorn reminded the board that the following weekend was the annual Flea Market and also the Community Appreciation Block Party.

2) Commissioner Strock:

- a- Commissioner Strock stated that there wasn't much to update on the Rescue Truck/Pumper project. Commissioner Wickham would like the committee to have a truck design drawn up. Captain Neri questioned the interest in a rescue pumper as they are much bigger and a lot more expensive.

3) Commissioner Ten Eyck: Not present

4) Commissioner/Chairman Wickham-

a- The Board of Directors is reviewing both the Social Room and the Zero Tolerance policies. Commissioner Wickham noted that we also need to establish a policy on decontamination that includes the proper cleaning gear as well as the firefighters at the scene.

CHIEF'S NOTES:

a- The Echo Policy is being passed on to the Bethlehem Police Department for review. If approved, it will then be added to the Active 911 system as well as the Run Card

b- The siren at station #1 is not working again. Barry Leet from Capital Digitronics will be stopping by to look at it.

c- Marine 4 is now in service and in the water at Henry Hudson Park. Chief Asprion is working on an Operations Policy for use of the fire boat. Input from fellow fire personnel is welcome. Commissioner Van Apeldoorn suggested that the Captains and the Chiefs should work together to come up with driver qualifications for Marine 4 as well.

d- Our Rescue 4 fire boat was sold for \$4500. There was a \$1000 deposit and the balance of \$3500 was given to Commissioner Wickham to pass to Treasurer Ophardt. As we did not have a title for Rescue 4, one was requested from Department of Motor Vehicle and it will be immediately forwarded to the buyer as soon as it is received.

e- Chief Asprion presented the Board of Fire Commissioners with two donation checks. The first was a check for \$1000 from Enterprise Operating LLC. The second grant check for \$14, 000 from PSEG Power LLC. The Board of Fire Commissioners acknowledged receipt of the two donations and are depositing them in to the General Account to be used for the purchase of Thermal Imaging Cameras.

f- The door policy needs to be reviewed to ensure proper access is given to both probationary firefighters as well as those completing probation.

g- Chief Asprion will be working in conjunction with the Safety/Security Supervisor of the Glenmont Job Corps Center on a Fire Response Agreement

h- To date, there has been no information of Foam Training for 2017

i. We are currently waiting on a quote from Vander Molen Fire Apparatus Sales and Service for the damage done to R-46 on June 21, 2017.

MOTION: to properly adjourn the regularly scheduled Board of Fire Commissioners monthly meeting at 9:12pm by B. Strock; 2nd by B. Burns (All n Favor). The next meeting of the Selkirk Board of Fire Commissioners is scheduled for Monday, August 28th at 7:00 p.m. at the Administration Building, 126 Maple Avenue, Selkirk, New York.

Respectfully Submitted,

Stephanie Krause
District Secretary