

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

Meeting of May 21, 2018 at the District Administrative Offices  
The meeting was opened at 7:00 PM by Chairman Wickham

IN ATTENDANCE

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

OTHERS: 1<sup>st</sup> Assistant Chief Tom Neri; 2<sup>nd</sup> Assistant Chief Steven Hummel; Department Chairman Bill Collins

Minutes of the previous meetings of April 16, 2018 were read and approved: Motion by B. Asprion; 2nd: G. Ten Eyck; to approve the minutes as read. Motion approved 5 yes; 0 no.

Burt Anthony Associates: Insurance representative Greg Turner presented the board with the renewal policy for insurance coverage in force from June 1, 2018 through May 31, 2019. Overall cost of coverage decreased from \$64,237 in 2017-18 to \$62,973 for 2018-19. The policy covers commercial liability \$46,757.37; crime/theft \$1,147; and blanket accident insurance coverage for members \$15,068 reflecting a \$250,000 accidental death policy for membership.

Cancer Disability Benefit: Effective January 1, 2019, fire districts with eligible volunteer firefighters must show proof of insurance coverage required in the New York State Volunteer Firefighter Enhanced Cancer Disability Benefits Act. Selkirk Fire District insurance will provide volunteer firefighters with a \$250 per week benefit

Treasurer's Report: Treasurer Ophardt informed the board:

- 1) Fund Balances: As of May 1, 2018: General Fund: \$1,400,656.57; E&A Fund: \$735,073.91; B&G Fund: \$1,022.57;
- 2) LOSAP: As of May 1, 2018: the district has \$181,323.45 in the New York Life annuity and \$1,281,536.26 in the RBC Wealth Management account. Total LOSAP in aggregate is \$1,462,859.71.
- 3) Richard Dinolfo CPA: District auditor Richard Dinolfo submitted a five year professional services auditing contract to the board, starting with the current FY 2017 audit, ending with the FY 2021 audit.  
Motion: made by D. VanApeldoorn; 2<sup>nd</sup> R. Burns; to authorize the chairman to sign the contract, and the district to enter into a five year auditing agreement. Motion approved 5 yes; 0 no.

Treasurer's Report read and approved: Motion by D. VanApeldoorn; 2<sup>nd</sup> R. Burns; to approve the Treasurer's report. Motion approved 5 yes; 0 no

Motion: Transfer \$190,000 from the General Fund to the Trust & Agency Fund (RBC Wealth Management).. Motion by D. VanApeldoorn; 2nd: G. Ten Eyck; Motion approved 5 yes; 0 no.

Motion: Transfer \$20,500 from the sale of Car 403 (2012 Chevy Tahoe) from the General Fund to the Equipment and Apparatus Fund. Motion: by D. VanApeldoorn; 2<sup>nd</sup> R. Burns. Motion approved 5 yes; 0 no.

Motion: Transfer \$21,913.65 allocated for SCBA and \$28,444.23 allocated for Turnout Gear, from the General Fund to the Equipment and Apparatus Fund per the adopted 2018 district budget commitment plan. Motion: by D. VanApeldoorn; 2nd: R. Burns; Motion approved 5 yes; 0 no.

Claims presented and approved for payment:

W/C Abstract dated: May 21, 2018 numbers 2018-139 to 2018-183 inclusive totaling: \$48,527.16  
Claims to be paid: \$27,032.28 Reviewed and approved by the board  
Prepaid: \$16,425.74 Reviewed and approved by the board  
Payroll Abstract dated: April 23, 2018 totaling \$1,766.38  
Payroll Abstract dated: May 7, 2018 totaling: \$1,626.38  
Payroll Abstract dated: May 21, 2018 totaling 1,676.38

Motion by G. TenEyck; 2nd: D. VanApeldoorn; to approve the May 2018 Warrants & Claims. Motion approved 5 yes; 0 no

Secretary's Report: Secretary Krause informed the board:

- 1) FOIL Request: The district received a FOIL request regarding a fire call at 54 Huntswood Drive from the new home owner. The district will provide a letter to the homeowner stating the reason for the fire call.
- 2) New Cabinet: The board authorized the purchase of a fire proof file cabinet for the district secretary to store personnel records.
- 3) Internal Calendar: the District Secretary is developing an "internal calendar" with key dates for hose testing, ladder testing, generator testing, pump tests, budget meetings etc.
- 4) Fire Extinguishers: The District Secretary has completed and updated the districts fire extinguisher inventory and maintenance records.
- 5) International Association of Fire Chiefs: The cost of membership is \$234 each for former Chief Asprion, Chief Michaniw and 2<sup>nd</sup> Assistant Chief Hummel.

Motion by B. Asprion; 2nd: G. TenEyck; to approve the Secretary's report. Motion approved 5 yes; 0 no

Public Comment:

No public comment.

Department Report: Chairman Bill Collins reported:

- 1) Membership: The chairman conducted two interviews for membership.
- 2) Jake Snide: Firefighter Jake Snide has moved out of the fire district. All district property has been returned.
- 3) Jake Willey: Firefighter Jake Willey has provided the board with written notice of resignation, pending a 27 day "cooling off" period. The district will hold Mr. Willey's turnout gear pending the 27 day period.  
Motion: by D. VanApeldoorn; 2<sup>nd</sup> B. Asprion to accept Mr. Willey's resignation letter.
- 4) Steve LaPlante: Mr. LaPlante has moved out of the district. Having over ten years of service with the district, Mr. LaPlante requested, and was approved for, associate membership with Company No. 1 per the by-laws.
- 5) NYS Legislation: The NYS Assembly passed the "New York State Volunteer Firefighter Enhanced Cancer Disability Benefits Act"; There are bills pending for a fire apparatus "Lemon Law" to allow districts to recover costs on continued repairs to new apparatus and; a bill to allow fire departments with ambulance services to "soft bill" insurance companies for the cost of providing ambulance services.
- 6) Adopt a Highway-Glenmont Road: Station No. 2 membership has "adopted" clean up of Glenmont Road. The state will provide a sign acknowledging the fire company's community activity.

Old Business

- 1) New Building Public Outreach: Commissioner Wickham is developing brochures to inform the public about the costs and benefits, to the community and firefighters for a new fire station,
- 2) Newsletter: The board is preparing a newsletter for distribution to district residents informing them about the proposed new fire station.
- 3) Solar/Thermal: the board held a building committee meeting on May 17, 2018 to review the cost/benefit of solar power and geothermal heating for the proposed fire station.

- 4) CT Male Land Surveyors: CT Male has completed a survey of Station No. 2 property and is working with Peter Signorelli, of Mitchell Associates on the Station No. 2 improvements, as well as conveyance of NYS Thruway property to the fire district.
- 5) Lamont Engineers: Chairman Wickham requested board approval to sign the professional services contract and for the district to enter into said contract with Lamont Engineers to develop a site plan and to start the SEQR process for the proposed fire station. The district will be the lead agency. The cost of the contract is \$14,505, with a contingency total contractual cost not to exceed \$20,000, in aggregate.  
Motion: by B. Asprion; 2<sup>nd</sup> R. Burns for the chairman to sign the contract and for the district to enter into a professional services contract with Lamont Engineers in the amount of \$14,505; with a contingency total cost not to exceed \$20,000, in aggregate. Motion approved 5 yes; 0 no.

New Business:

- 1) NYS Fire Chief Conference: The district has rooms available and will provide per diem and mileage for members looking to attend training. The board made the following motions:  
Motion: by B. Asprion; 2<sup>nd</sup> R. Burns: to authorize district personnel to stay at the Turning Stone Resort at a cost of \$210 per night. This exceeds the 2018 GSA and state guidelines for room per diem of \$93 per night in the Syracuse MSA region. Motion approved 5 yes; 0 no.  
Motion: by B. Asprion; 2<sup>nd</sup> R. Burns: to provide district personnel with a per diem for meals and incidental expenses at \$51 per day and; to provide mileage reimbursement at 0.545 cents per mile consistent with GSA and state guidelines. Motion approved 5 yes; 0 no.
- 2) Price Chopper: The district has been notified that Price Chopper will sell fireworks in its store at 329 Glenmont Road.
- 3) Galls: the district will notify Captains and Lieutenants that membership needs to use district forms to purchase clothing.
- 4) Bentley Self Storage: Chairman Wickham is seeking comments from the board regarding the proposed expansion at that business at 721 River Road

Commissioner Burns Reports:

- 1) Persico Oil: The company technician has been on site to perform maintenance on all air conditioning units. Total cost \$1,128.91
- 2) DeBrino Caulking: Commissioner Burns has called the company, but has received no response to his request for a projected start date on masonry repairs at Station 2.
- 3) Station 2 Roof Gutters: Performance Roofing states they will be back to install gutters at Station No. 2. In March 2017, Performance Roofing proposed to install new gutters at the cost of an additional \$600 to their roofing contract.
- 4) Fuel Tank Station No. 1: the district will remove the in ground fuel tank at Station No. 1. Once removed, the district will use a skid tank. The district will need to look into zoning set-backs for fuel storage tanks on the property..
- 5) Station No. 2 Door: Commissioner Burns has been in contact with Hilltown Locksmiths for repairs

Commissioner Asprion Reports:

- 1) Oath of Office: Commissioner Asprion will check on the oath necessity/legality with district counsel Terry Hannigan.

Commissioner TenEyck Reports:

- 1) New High Band Radios: letters of necessity in support of the FEMA radio grant have been sought from various federal, state and county politicians.

Chief Michaniw Reports

- 1) Fire Calls YTD: The district has approximately 117 calls to date.
- 2) Eastern Medical Services: EMS has been working with the district to provide a physical that is adequate to assess the health of firefighters, but not at NFPA guidelines. A meeting between EMS and the board will be set up.

- 3) Air Products Walk-Through: The company would like to set up a date for fire district personnel to walk through the addition to the facility.
- 4) 800 Band Radios: There has been continuing problems communicating at fire scenes with the new 800 band radios. A meeting is proposed between Bethlehem PD representative Scott Galaugh, town radio committee Chairman Bill Eck, and town wide fire officers to provide better coordination between fire officers and fire dispatch.
- 5) Elliott Enterprises: The company has completed gear inspection. Gear placed in the store room that still has the Elliott Enterprises tag attached will not require testing in a subsequent year.
- 6) New Turnout Gear: The district will purchase new turnout gear for firefighters that were not issued new turnout gear in 2017
- 7) Washing of Turnout Gear: NFPA recommends that gear not be washed at a temperature over 107 degrees Fahrenheit. The extractors that the district purchased cannot be adjusted to 107 degrees, so it is proposed to wash turnout gear in cold water.
- 8) Surplus Gear: The board approved giving away surplus fire gear.  
Motion: by R. Burns; 2<sup>nd</sup> D. VanApeldoorn to give the surplus gear to Ellen D. Stoffels, owner of EDS Designs.
- 9) Iam Responding: All three stations have been set up to use the new "I am Responding" response system. Station No. 3 required an internet booster to enhance internet reception. .
- 10) Tanker Drill: Coeymans Hollow FD will have a tanker drill on June 4, 2018. Slingerlands FD will perform a tanker drill at the town training tower on June 18, 2018. Selkirk's tanker will participate.
- 11) A.W. Becker Field Days: June 15, 2018. Selkirk FD will send T-40 and E-47 to the event
- 12) Selkirk Boat Dock: Slingerlands FD will be using the dock for a water rescue drill on July 2, 2018.
- 13) Purchases:
  - 1) Five Gallon Pail AFFF: To replace AFFF used at a recent house/car fire in the district. Chief Michaniw will first check if there is available foam in stock.
  - 2) Bluetooth Mics: district will purchase two additional Bluetooth mics. Cost \$300 per mic, total cost \$600.

Motion by D. VanApeldoorn; 2<sup>nd</sup>: G. TenEyck; to approve purchasing two Bluetooth mics at a total cost of \$600. Motion approved 5 yes; 0 no.

Motion by D. VanApeldoorn; 2<sup>nd</sup>: G. TenEyck; to pre-pay before audit, a bill from Dave's Emergency Equipment Repair for repair of the rear blue hose line on E-48. at a total cost of \$520.40 Motion approved 5 yes; 0 no.

Motion: made by B. Asprion; 2<sup>nd</sup> R. Burns: to adjourn the regular business meeting of the Selkirk Fire District. The meeting was properly adjourned at 10:10 PM. The next regular business meeting will be on June 18, 2018 at 7:00 PM at the District Administrative Offices.

Respectfully Submitted,

Douglas Ophardt  
District Treasurer