



Selkirk Fire District
Board of Fire Commissioners
Selkirk, NY 12158



February 16, 2021
MEETING MINUTES

The Board of Fire Commissioners meeting was opened at 6:08 pm by Chairman Wickham in the meeting room of the Selkirk Fire District Station #1, 126 Maple Avenue, Selkirk, New York.

IN ATTENDANCE:

(X) Charles WICKHAM, Chairman	() Mitchell E. LAKE, Commissioner
(X) Walter "E" WARD, Commissioner	(X) Bill Asprien, Commissioner
(X) Stewart Burnham, Commissioner	(X) Joseph MICHANIW, Chief
(X) Douglas OPHARDT, District Treasurer	(X) Stephanie KRAUSE, District Secretary

OTHERS: Assistant Chief Peters, Board of Directors Chairman J. Camps

BOARD OF DIRECTORS (BOD):

- The BOD is in receipt of a resignation from FF B. Kolb
- The BOD is in receipt of a Transfer to Associate request from K. Bovia
- The BOD submitted a member application from G. Ryan pending medical clearance and background check
- The BOD will be speaking with member E. Wegrzyn to see if she'd like to extend her Leave of Absence as of 2/26
- Member Applications were circulated for BOFC approval signatures
- Secretary Krause will add BOD meeting to the district calendar on the website

MOTION: to approve 12/21, 12/28, 1/4, 1/19 1nd 1/26 MINUTES by E. Ward; 2nd by B. Asprien (ALL IN FAVOR)

TREASURER'S REPORT:

- Received \$2,328.74 for Van Allen Senior Living Pilot (Payment in Lieu of Taxes)
- Received 2021 Tax Apportionment Check in the amount of \$1,741,000.00
- Claims were reviewed by the board
- Auditor R. Dinolfo visited the Administrative Office in mid-January for our district audit– no report back from him as of yet

MOTION: To approve pre-payment of an invoice for Capital District Mechanical, LLC for \$1226.50 received today by E. Ward; 2nd by S. Burnham. (ALL IN FAVOR)

MOTION: to approve the Treasurer's Report and Claims by S. Burnham; 2nd by B. Asprien (ALL IN FAVOR)

SECRETARY'S REPORT:

- No Firehouse Use Requests to share
- Accountability Tags for the Auxiliary members of Station #1 are all done
- NYS Association of Fire Chiefs renewal notices are in for all Commissioners, Chiefs, Captains and department

MOTION: to authorize payment of the NYS AFC Annual Renewals by E. Ward; 2nd by S. Burnham (ALL IN FAVOR)

OLD BUSINESS:

1- Custodial Agreements:

The Board of Fire Commissioners agreed to update the Custodial Agreements to include a monthly checklist of tasks to be completed. All three custodians will submit the checklist at the end of each month with a claim form for payment. Acting Commissioner Burnham will share with the current custodians to use going forward starting for March 2021.

2- Building Project Update:

- Planning Groups met with the Architect
- Authorization is needed to approve a Professional Services Agreement with Engineered Solutions of Clifton Park for \$8500 to design and oversee the wireless technology system for the new Headquarters building. We are in receipt of recommendations for this company. This is for professional services and therefore does not have to go out for bid.
- Chairman Wickham will follow up with Mitchell and Associates regarding the status of the bonding.

MOTION: To approve the Professional Services Agreement with Engineered Solutions of Clifton Park for \$8500 by E. Ward; 2nd by S. Burnham (ALL IN FAVOR)

3- Goals for 2021:

- Chairman Wickham would like our goals that include: Mutual Aide Agreements, Rural Water Supply Plan, Preplans and Operational Policies to be addressed and worked on going forward.

4- Firefighter Cancer Prevention: This is a work in progress

5- Red Alert Software

- Commissioner Ward is looking into Red Alert to see what other modules we can be using and if it's wise to stay with them. Secretary Krause will establish a login and password for Commissioner Ward.

NEW BUSINESS:

1- Covid-19 Update

- Per Chief Michaniw, we have approx. 38 cases in the town, down from over 100 last month.
- We are still offering on-line drill training for our members
- It was communicated to the BOD that on a district level, although the stations aren't technically closed at this point, drills are still being offered on-line and will continue through Feb/March.

2- In-person monthly meetings are up to the department. If numbers continue to improve, the Chief will offer both in-person and on-line options

3- Station #2 Fundraiser

- With no safety plan to review, the board feels a 1-month pause is admirable for district fundraising. This will be revisited each month at the Board of Fire Commissioners meetings.

4- LOSAP Point System

- Chairman Wickham brought to the floor the topic of LOSAP Points during Covid-19 Legislation
- The consensus was to offer a total of 15 points total from March 2020-December 2020.

MOTION: to give points for meetings and drills missed due to Covid totaling 3 points for 5 months (April-Aug) by S. Burnham; 2nd by B.Asprion 3 yes, 1 abstain

RESOLUTION WILL BE INSTERTED (Get from Chuck)

- 5- The new Service Agreements for our Generators were received 2/16/21 from Milton CAT at a cost of \$747.97 per generator, 2x per year. Since this the only Milton Cat dealer in the area, we are able to stay with them without going out for bid.

MOTION: to honor the service agreement with Milton Cat by B. Asprion; 2nd by E. Ward (ALL IN FAVOR)

CHIEF'S REPORT:

- 1- 34 calls to date
- 2- ID Cards designed with Elsmere are just about complete. Once complete, cards will be made for active members, veteran members and auxiliary members. The BOD will disburse.
- 3- We are in need of new boots for active members for approx. \$250 a pair x 50 members = \$12,500
- 4- 2928 tires are in need of replacement; 2970 will need rear tires as well
- 5- Chief Peters will follow up on repairs needed for the enclosed fire boat supply trailer
- 6- ANA small engine repairs: Chief Peters has been trying to get in contact
- 7- Hose Testing is scheduled for June 2-3
- 8- Dress Uniforms: Chief Michaniw will be meeting with MES to order what active members need
- 9- 2 sniffers are being re-calibrated and the other 2 are being repaired
- 10- Dorsey Sign completed to helmet shields for R. Burns, A. Hynes and E. Abbey
- 11- Chief Michaniw is waiting for the drawings from Marion Body Works for the new Rescue Truck and will then share with the membership

COMMISSIONER REPORTS:

Commissioner Ward

- Johnson Controls: will finish after Spectrum installs business router and static IP addresses.
- Quartermaster Job Description...should we send to legal counsel Terrance Hannigan?

Commissioner Lake

- Military Leave

Commissioner Burnham

- Ice Machines: scheduling service for all station machines (\$250-\$300 each)
- The gear machine at #3 was not working well, Ben Gausch Distributing repaired on 2/15
- The yearly inspections are due for the engine bay doors. Madsen Overhead Doors will inspect in March for \$145/hr + parts.
- The gutters at Station #2 are jammed with ice. They will need to be cleaned in Spring. For now, we'll watch them.
- Commissioner Burnham will place a call to Tony Milenese of Air Cleaning Systems, Inc. to obtain information on the Air Filtration Systems.

Commissioner Asprion

- Commissioner Asprion asked for a clear understanding of the guidelines for making purchases vs. Emergency Purchase Requests (less than \$500). It was stated that if an officer with a credit card needs to purchase something for under \$500 per month, they can do so without a purchase request.
- Permission was asked to attend the Association of Fire Districts' Annual Meeting and Vendor Expo in May 6th -May 8th at Turning Stone. It will be approximately \$650 for hotel and registration. Permission granted.

Commissioner Wickham

Policies and Procedures next version will be done this week and will be shared
NYS Thruway crash gate project will be visited withing the next few months

MOTION: to properly adjourn the Board of Fire Commissioners monthly meeting at 9:04pm by S.

Burnham; 2nd by B. Asprion (ALL IN FAVOR). The next meeting of the Selkirk Board of Fire Commissioners is scheduled for Monday, March 15, 2021 @6:00pm. The meeting will be held in the meeting room at Station #1 with socially distant seating and masks are required.

Respectfully Submitted,

Stephanie Krause
District Secretary