

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

Meeting of March 20, 2014 at the District Administrative Offices  
The meeting was opened at 7:00 PM by Chairman Wickham

IN ATTENDANCE

(X) Lennie MICELLI	(X) Charles WICKHAM Jr. Chairman
( ) VACANT	(X) William ASPRION, District Chief
(X) Douglas VANAPELDOORN	( ) Stephanie SELLERS District Secretary
(X) George TEN EYCK	(X) Douglas OPHARDT District Treasurer

OTHERS: Asst Chief Steve Hummel, Robert Burns, Barry Morehouse, Glenn Lasher, Captain Ed Ward and Jeff Stangle

Minutes of the previous meetings of February 17, 2014 were read and approved with minor corrections to be forwarded to the District Secretary:

Motion made by D. VanApeldoorn; 2nd: G. Ten Eyck. Motion approved 4-0

District Treasurer Ophardt informed the board:

- 1) Fund Balances: As of March 1, 2014, the district funds had the following balances: General Fund: \$815,583.42 which includes \$4,418 in outstanding checks; E&A Fund: \$149,017.58; B&G Fund: \$204,546.17;
- 2) Warrants & Claims: After tonight's warrants & claims are approved, the district will have a remaining accrual balance of \$776,882.72;
- 3) Payroll Tax Reports: The Treasurer has completed the quarterly payroll reports and will mail the reports to the US Treasury and NYS Tax & Finance.

Treasurer's Report read and approved:

Motion made by G. Ten Eyck; 2nd: L. Micelli. Motion approved 4-0

Claims presented and approved for payment:

W/C Abstract dated: March 20, 2014 numbers 2014-096 to 2014-152 inclusive totaling: \$27,313.07;  
Prepaid: \$5,996.76

Payroll Abstract dated: March 15, 2014 totaling: \$3,217.65

Motion made by L. Micelli; 2nd: G. TenEyck. to authorize the warrants and claims for payment. Motion approved 4-0

District Secretary Sellers informed the board:

- 1) Upgrade Computers: Windows XP is no longer supported, the district will upgrade to Windows 7. Price range of \$80-\$140ea. The district will need to upgrade four computers (Secretary, Treasurer, Chief, and Commissioner). Computers by Design will perform the upgrade for \$100 more per computer.
- 2) Back Up of Software: Alpine Software already backed up the district's Red Alert software. The district's PIPS accounting software is backed up off site.

- 3) Laptops: Captain Ed Ward was issued an older district laptop for BOD use. The Chief's Truck laptop was moved to the Quartermaster, and the district chief's truck now has a new smaller laptop.
- 4) TYCO/ADT: The Tyco representative performed repairs to station #2 - wires were reattached to the control board, a new power supply to power the two fob readers (lower engine bay; pine room) will be purchased and installed. Approximately one week to receive the product and installation. The TYCO representative also worked at Station No. 3 to repair a DVR (security camera recorder). The fan needs to be replaced.

Motion made by D. VanApeldoorn; 2nd G. TenEyck: to approve the Secretary's report and to authorize her to enter into a contract with Solutions by Design should she require assistance in upgrading the office software to Windows 7. Motion approved 4-0

#### Department Report:

Chairman Ward Reported:

- 1) Installation Dinner: attendance numbers are approximately 137 members and guests. The estimated cost is around \$88 per person.
- 2) Recruitment Day: is set for Lowe's on Saturday April 26. The district ladder truck T-40; Rescue 46 and Tanker T-40 will be on scene; Sunday April 27 will be an open house at Station No. 2.
- 3) Personnel Transactions:
  - 1) Company No. 2: Michael Conti from Active to Associate membership
  - 2) Company No. 1: Josh Therrien from Active to Associate membership: Denied by membership
  - 3) Company No. 1: Giles Wagoner from Veteran to Active membership.
  - 4) Company No. 3: Jeff Stangle from Active to Veteran membership
  - 5) Company No. 2: Philip Peters from Associate to Active membership. Transfer from Slingerlands Fire Department;
  - 6) Company No. 2: Conner Weidmann: New Member: Junior Firefighter membership;
  - 7) Ladies Auxiliary Membership: Claudine Potvin-Giordano; Linda Proper; and Isa Bueb;

Department Report approved:

Motion made by D. VanApeldoorn; 2nd: G. Ten Eyck. Motion approved 4-0

#### Old Business

The board discussed:

- 1) Request For Qualifications Proposal (RFQ): Six architectural firms responded to the district's RFQ proposal. Three companies submitted their qualifications and two firms were interviewed. Based on the interviews, the board recommended hiring Mitchell Associates.  
Motion made by D. VanApeldoorn; 2nd: L. Micelli: to enter into an agreement for professional services, per the district purchasing agreement, with Mitchell Associates for a "Station Design Study – Phases 1-4" as dated on March 13, 2014. The fee for these services is \$52,000. The funds are allocated within the 2014 district operating budget. Motion approved 4-0
- 2) Floor Loading Analysis: Chairman Wickham has been in contact with a structural engineer and had a preliminary discussion. The engineer will be provided with additional information.
- 3) Range Hood Estimate for Repair: The board is in process of gather price quotes for repairs to the range hoods.  
Motion: made by D. VanApeldoorn; 2nd: L. Micelli: to start work on repair of the range hoods after the quotes have been reviewed and a contract is approved with the selected vendor. Motion approved 4-0
- 4) Commissioner Training: Commissioner VanApeldoorn stated that he has completed the mandated OSC commissioner training.

- 5) Janitorial Contracts: The commissioners will collect the signed janitorial agreements and meet with each station janitor to review job duties and expectations.
- 6) Snow Removal and Lawn Maintenance Contracts: The board will solicit bids for lawn maintenance and snow removal services. Both the snow removal and lawn maintenance contracts will be for two years with an option for a third year.
- 7) Gutter Repair Station 2: Mike Reinisch has been contracted to perform gutter and down spout repairs at Station No. 2. He will also check on gutter damage at Station No. 1.
- 8) District Web Site: The new district web site is operational. The district will have more control as to the content and style of the site. A "members only" portal will be developed to keep members informed.

#### New Business

The board discussed

- 1) Vacant Board Seat: The board seat held by Robert Burns until his resignation in December 2013 will be left vacant until the December 2014 elections when two seats will be open: one for a three year term and one five year term.  
Motion made by D. VanApeldoorn; 2nd: L. Micelli: to leave the board seat, vacated by the resignation of Robert Burns, open until the December 2014 elections. Motion approved 4-0
- 2) Town Use of Station No.2: the Town of Bethlehem is requesting permission to use the Station No. 2 meeting room on April 8, from 7-9 PM, for a community meeting to discuss water issues on Vagele Lane and Wiggand Drive.

#### Chief's Report

Chief Asprion discussed:

- 1) Memorial Day: The parade in Delmar will be on May 26, 2014. The district will send three apparatus.
- 2) Letter From Slingerlands Chief: The district received a thank you letter for the Slingerlands District Chief thanking the Selkirk Fire District for its assistance at a recent structure fire in Slingerlands
- 3) Alarms: The district has responded to 62 alarms, year to date..
- 4) Air Truck Damage to Station: An accident occurred at Station No. 2 involving the air truck. Damage was done to the gas heater, and the electrical panel box was pulled from the wall. The accident is under review and the driver has had his apparatus driving privileges suspended pending the results of the review.
- 5) Training: Four firefighters including Chief Asprion attended a "Street Smart Tactical Truck Tips" seminar sponsored by the Wynantskill Fire Department; Coeymans Hollow is sponsoring a FAST and Firefighter Survival class; Firefighter 1 is being offered in Greene County. Firefighters Dan Wagoner, Bill Collins and Mitchell Lake have requested permission to attend the Firefighter 1 class and to take M-416 to the training.  
Motion made by D. VanApeldoorn; 2nd: L. Micelli: to permit the firefighters to attend the Firefighter 1 class in Greene County and to take M-416 after being qualified to drive the truck. Motion approved 4-0
- 6) Bakken Crude Oil Transport: Chief Asprion will meet with BEMO, CSX and the town supervisor to discuss measures to improve safety in the transport of tank cars of crude oil through the rail yard and up Port of Albany rail line.
- 7) Rural Water Supply: The district will write a letter to the City of Albany requesting permission for the district to tap the city's water line and install hydrants onto their property to aid in rural water supply.
- 8) Surplus Brush Truck: The district currently has two brush trucks. Per apparatus use review, the district needs only one brush truck. Both E-44 and E-45 were reviewed to determine which truck would be

declared surplus and sold. Neighboring fire districts have brush trucks, so the sale of one truck will have a de minimis impact upon district fire protection and response. Per Town Law Article 176 Section 23: sale of the truck for more than \$10,000 but less than \$50,000 will require a permissive referendum.

Motion made by L. Micelli; 2nd: G. TenEyck: to declare E-44 surplus, per recommendation of the district chief, and subject to permissive referendum. Motion approved 4-0

- 9) Chief Vehicle Replacement: Funds have been budgeted in the 2014 district budget for the purchase of a new chief's vehicle per the apparatus replacement plan approved by the board.
- 10) Air Truck: The district will meet with Bauer Air Compressor Systems to review cab and chassis requirements for a new air truck.

Motion: made by D. VanApeldoorn; 2nd L. Micelli: to adjourn the regular business meeting of the Selkirk Fire District. The meeting was properly adjourned at 8:50 PM. The next regular business meeting will be on April 21, 2014 at 7:00 PM at the District Administrative Offices.

Respectfully Submitted,

Douglas Ophardt  
District Treasurer