

Minutes
Selkirk Fire District
SERVICE AWARD PROGRAM REVIEW
Selkirk, NY 12158

Meeting of March 20, 2017 at the District Administrative Offices
Opened at 7:10 PM by Chairman Wickham

IN ATTENDANCE

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

Motion by D. VanApeldoorn: 2nd G. TenEyck to enter into the Service Awards meeting at 7:10 PM.
Motion approved 5-0

Treasurer Ophardt informed the board of the current T&A (LOSAP) Fund balances:

- 1) \$174,349.48 in the NY Life Annuity as of March 1, 2017;
- 2) \$1,109,785.35 in the RBC Wealth Management portfolio as of March 1, 2017
- 3) In total, the district's T&A (LOSAP) Fund has \$1,284,134.83 under investment.
- 4) The district paid \$83,680 in pension payouts and \$12,681.78 in administrative fees to RBC, Comerica Bank, and Penflex in 2016

Treasurer Ophardt informed the board that the district must notify NY Life that it wants to defer receiving payment on the service awards annuity for one more year. The annuity earns 4% per year so long as the funds are maintained with NY Life.

Commissioner Ten Eyck informed the board that the RBC Wealth Management portfolio return on investment was approximately 6% to 7% in 2016. The return on investment fluctuates on a yearly basis.

The Board discussed moving LOSAP funds from the NY Life Annuity to the RBC Wealth Management portfolio

Motion by D. VanApeldoorn; 2nd R. Burns; to authorize Treasurer Ophardt and Chairman Wickham to sign the document from NY Life requesting that the annuity payment be deferred for one more year and; to leave the LOSAP funds invested in the NY Life Annuity.

Motion approved 5-0

Motion by D. VanApeldoorn; 2nd R. Burns; to exit the Service Awards meeting. The meeting was properly adjourned at 7:20 PM.

Respectfully submitted,

Douglas Ophardt
District Treasurer

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Selkirk Fire District
Board of Fire Commissioners
Selkirk, NY 12158

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The meeting was opened at 7:00 PM by Chairman Wickham

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

OTHERS: 1st Assistant Chief Joe Michaniw; 2nd Assistant Chief Steven Hummel; Department Chairman Bill Collins

Minutes of the previous meetings of February 20, 2017 were read and approved: The board requested that a motion approving the transfer of funds into the T&A fund be added to the February 2017 minutes. The motion was omitted in the secretary's minutes.

Motion by B. Strock; 2nd: G. Ten Eyck; to approve the minutes with said addition. Motion approved 5 yes; 0 no.

Motion: A motion was made by D. VanApeldoorn; 2nd G. TenEyck to enter into the Length of Service Awards Program (LOSAP) meeting at 7:10 PM. Motion approved 5- 0

See the LOSAP meeting minutes for March 20, 2017

Motion: Motion by D. VanApeldoorn; 2nd R. Burns to exit the Length of Service Awards Program (LOSAP) meeting at 7:20 PM. Motion approved 5-0

Investment Policy: The board reviewed its investments and policy and made no changes to the investment policy

Motion: A motion was mad by D. VanApeldoorn; 2nd by G. TenEyck to make no changes to the district's investment policy. Motion approved 5-0

Treasurer Ophardt informed the board:

- 1) Fund Balances: As of March 20,2017, the district funds had the following balances: General Fund: \$1,028,635.36; E&A Fund: \$696,697.02; B&G Fund: \$335,445.60;
- 2) LOSAP: As of March 20, 2017 the district has \$174,349.48 in the New York Life annuity and \$1,109,785.35 in the RBC Wealth Management account. Total LOSAP in aggregate is \$1,284,134.83. An additional \$190,000 is in transit to the T&A Fund (RBC Wealth Management) per approval of the board at the February meeting.

Treasurer's Report read and approved:

Motion by B. Strock; 2nd R. Burns; to approve the Treasurer's report. Motion approved 5 yes; 0 no

Claims presented and approved for payment:

W/C Abstract dated: March 20, 2017 numbers 2017-069 to 2017-113 inclusive totaling: \$222,106.76

Claims to be paid: \$27,637.83

Prepaid: \$1,165.06 Reviewed and approved by the board

Transfer of \$190,000 from the General Fund to the T&A Fund (RBC Wealth Management)

Payroll Abstract dated: February 26, 2017 totaling 1,559.69

Payroll Abstract dated: March 13, 2017 totaling: \$1,744.18

Outstanding Encumbrances: \$21,822.30 as reviewed by the board

Motion by G. TenEyck; 2nd: B. Strock; to approve the Warrants & Claims. Motion approved 5 yes; 0 no

Transfer of E&A Funds: The board discussed transferring General Funds allocated within the 2017 district budget commitment plan to the E&A Fund Reserve.

Motion: by B. Strock; 2nd G. TenEyck: to:

- 1) Transfer \$142,701 of the \$202,701 of the sub allocation for apparatus to the E&A Fund Reserve; and
- 2) Transfer \$21,256 of \$21,256 of the sub allocation for SCBA replacement to the E&A Fund Reserve.
With rounding the total transfer will be \$164,000

Motion approved 5-0

Public Comment:

None

Department Report: -Chairman Bill Collins reported:

- 1) Membership: The Board of Directors (BOD) approved Mr. Tim Stark for membership, and Mr. Anthony Katko for junior membership. Both men are pending their physicals and background investigations.
- 2) John Telfer: The BOD approved Mr. John Telfer's request to change status from active to veteran membership.
- 3) Requests for Leave: The BOD can approve requests for leave for personal, military, medical and school reasons. The BOD will update the leave request forms.
- 4) Resignations: To resign from the fire district and department, the member must be in "good standing" which requires the member to attain the minimum drill and meeting requirements. Also to resign in "good standing" the member must return all district and company owned firefighting gear. If the member is not in "good standing" the member can be terminated after thirty days, if the BOD determines that the member has failed to make a diligent effort to return to "good standing" by attending drills and meeting. Finally, when the BOD and the Chief recommend termination, the Board of Fire Commissioners will vote to terminate the member's service to the district.
- 5) Stu Burnham: the BOD will notify member Mr. Stu Burnham that he can return to active duty from medical leave. Chief Asprion has received Mr. Burnham's medical clearance.
- 6) Special Election: A special election will be held on April 11, 2017, at Station 2, to fill vacant lieutenant positions at each station. The BOD is accepting nominations for vacant lieutenant positions, and will provide a list of candidates once the nominees are vetted. A list of qualifications for each vacant position is posted at each station.

Old Business

Custodial Agreements: The board has received the signed custodial agreements for 2017 for the custodians for each station

New Business:

Facility Advisory Committee Final Report: The district Facility Advisory Committee (FAC) is finalizing its report to the board of fire commissioners. The board and the FAC will meet to review the recommendations at a time and date to be determined.

2017 Municipal Training Tower Agreement: The board reviewed the municipal training tower agreement and Chief Asprion signed the tower usage policy as presented by the Town of Bethlehem to the board. The agreement stipulates a \$5,000 payment to the town

Motion: A motion by D. VanApeldoorn; 2nd G. TenEyck: authorizes the Chairman Wickham to sign the agreement on behalf of the district and authorizes a payment of \$5,000 to the Town of Bethlehem.

Commissioner Burns Reports:

- 1) Damage to Vehicle: Mr. Stu Burnham's truck hood was damaged by a piece of metal roofing that was blown off the roof of Station 3. Mr. Burnham will provide the board with an estimate of repair

- 2) Hartford Boiler Inspection: The boilers at the three stations were inspected. Two of the three boilers did not pass initial inspection. The Persico Oil Company was notified and made the necessary repairs to the boilers
- 3) Station 2 Partial Roof Replacement: Two price quotes and one no quote were received by Commissioner Burns for replacement of a 50 foot x 17 foot section of roof at Station 2. The lowest responsible quote was from Performance Roofing, 78 Whitehall Road, Albany NY 12208 at \$8,660. Alternative: Performance Roofing also proposed to install new gutters at the cost of an additional \$600. Motion: a motion was made by B. Strock; 2nd G. TenEyck; to enter into a contract with Performance Roofing to replace a 50 foot x 17 foot section of roof at a cost of \$8,660. The company will provide proof of insurance before starting work; and provide proof of prevailing wage to the District Secretary when done. Motion approved 5-0.

Commissioner Strock Reports:

- 1) New Rescue Truck: Commissioner Strock has been in contact with six different fire departments to review their rescue trucks. He will schedule dates/times for the truck committee to inspect their trucks..
- 2) Station Exhaust Systems: Commissioner Strock will speak with exhaust system vendors at the NYS AFC meeting in June, and begin scheduling meetings

Commissioner VanApeldoorn Reports:

- 1) Installation Dinner: Commissioner VanApeldoorn met with the Installation Dinner Committee to discuss events at the dinner and what can be done to enhance the dinner. The committee is considering a different venue next year.
- 2) Parade Banners: New district parade banners are finished and ready for use for Memorial Day.

Commissioner TenEyck Reports:

- 1) New High Band Radios: The district's transition to 800 band is on hold for two or three months until Albany County is ready to switch over in June 2017.
- 2) Red Alert: The district has switched over to a "cloud based" software system that can be used on multiple district computers
- 3) Real Property Records: The district is working on updating the database for the real property records.

Chief Asprion Reports

- 1) Fire Calls YTD: The district has approximately 66 calls to date.
- 2) Members Not in Good Standing: There are three members that have resigned, two resigned "not in good standing"; one resigned in good standing. Members not in good standing, made no effort to return to good standing. The Board of Fire Commissioners chose to terminate their service with the district.

Ryan Bailey: Active Status to Out

Kyle Cutright: Active Status to Out

Ricky Weisheit: Resignation letter accepted by BOD (resigned due to time constraints)

Jordan Barrach: Active Status to Out (moved out of district)

Motion: Motion made by D. VanApeldoorn; 2nd B. Burns to terminate three firefighters from active service with the Selkirk Fire District for failure to perform the minimum requirements to be an active firefighter. The board accepted Mr. Weisheit's resignation. Motion passed 5-0

- 3) Rescue 46: The calipers on R-46 are in poor condition. The need to be replaced. Mr. Dave Veltman will take the truck to his shop for repairs on March 22, 2017
- 4) Truck 40: Truck 40 is at Vander Molen Apparatus for repairs following an accident with Elsmere Engine E-31.
- 5) M-425: The new air truck will be sent to Vander Molen Apparatus to have the roof of the cab painted and proper placement of the light bar on to the roof.
- 6) Troy Fire Boat: The boat is estimated to cost less than \$60,000; and the district expects to receive around \$7,000 for the sale of its current fire boat.
- 7) Real Property Records the district is developing a new form that will be filled out any time that equipment is made surplus, moved to storage, or relocated to a different truck.

- 8) PSEG Grant Process: The district is working with PSEG to purchase two thermal imaging cameras.
 - 9) Air Products Trailer: The district will take possession of the fourteen foot trailer on March 23.
 - 10) Active 911: Members need to use the software to let drives and officers at each station know who is coming to the station. The district will renew a one year subscription to Active 911 at a cost of \$11.25 per firefighter x 70 active firefighters. The contract runs from April 1, 2017 to March 31 2018. Total cost \$787.50
 - 11) Purchases:
 - 1) Boxes of Flares: Ten Boxes of Flares. Estimated cost is \$1,000
 - 2) Chain Saws: purchase two chain saws for Gator Trailer. Estimated cost \$800
- Motion by D. VanApeldoorn; 2nd: G. TenEyck; to approve purchasing ten boxes of flares; purchasing two chain saws and; to enter into a one year contract with Active 911 at a total cost of \$787.50
Motion approved 5 yes; 0 no.

Motion: made by D. VanApeldoorn; 2nd G. TenEyck: to adjourn the regular business meeting of the Selkirk Fire District. The meeting was properly adjourned at 9:55 PM. The next regular business meeting will be on April 17, 2017 at 7:00 PM at the District Administrative Offices.

Respectfully Submitted,

Douglas Ophardt
District Treasurer