

Selkirk Fire District

Board of Fire Commissioners, Selkirk, NY 12158

October 16, 2018
Meeting Minutes

The Board of Fire Commissioners meeting was opened at Selkirk Fire District Administrative Office at 7:40pm following our Annual Budget Hearing by Board Chairman, Charles Wickham.

IN ATTENDANCE

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

OTHERS: Chief Hummel, Bill Collins- Board of Directors

MOTION to approve the minutes from the September 17th and September 20th meetings by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

TREASURER'S REPORT:

General Fund Balance as of October 16, 2018: \$799,038.88

E&A Fund: \$806,543.82 as of October 1

B&G Fund: 1,022.73 as of October 1

Claims Approved and Paid at the October 16, 2018 Meeting: \$20,340.66

Prepaid Claims: \$11,921.00

Payroll \$1,856.40 2nd payroll in September

Payroll \$1,676.38 1st payroll in October

Claims Inclusive 2018-363 through 2018-395

- 1) The audit of the FY 2017 AUD is complete. District Auditor Richard Dinolfo removed the district's one deficiency regarding real property records (K Fund).
- 2) The District Treasurer will include the "K Fund" with the submission of the FY 2018 AUD to the state comptroller's office

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

MOTION: to approve Chairman Wickham signing the FY 2017 audit representation letter to District Auditor Richard Dinolfo by B. Burns; 2nd by D. Van Apeldoorn (All in Favor)

MOTION: to approve Chairman Wickham to enter into agreement with Penflex, Inc. to provide audit services for the FY 2018 Length of Service Awards Program (LOSAP) for the Selkirk Fire District by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

MOTION: to approve our 2019 proposed budget of \$1, 617,860.00 by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

MOTION: to override the tax cap (2%) at a rate of 5.51% by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

SECRETARY'S REPORT:

- 1) Firehouse Use Requests
 - a) Robin Nagengast from the Town of Bethlehem requested use of the Selkirk Fire Station #1 on 11/27 from 5:30p-8:30p for a Public Forum regarding the Selkirk Park, and on 12/13 from 5:30p-8:30p for a Comprehensive Plan Update
 - b) Chief Michaniw requested the use of Selkirk Fire Station #1 on 12/13 for the Town of Bethlehem Department of Public Works holiday party on 12/12 from 11a-3p

- c) Kala McSweeney requested continued use of Selkirk Station #1 November 2018-June 2019 on the 3rd Thursday of each month, 6p-8p for Jr. Girl Scout meetings
- d) Constance Craft requested continued use of Selkirk Station #3 November 2018-June 2019 on the 1st and 3rd Thursdays of each month, 6:30p-8p for Girl Scout meetings

MOTION: to approve the firehouse use requests submitted by Secretary Krause by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

- 2) The 2019 Dues Invoice for Fireman's Association of the State of New York (FASNY) was received. It is consistent with last year's cost of \$10 for the department and \$10 for each active firefighter.

MOTION: to approve submission and payment of the FASNY invoice by B. Burns; 2nd by D. Van Apeldoorn (All in Favor)

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

BOARD OF DIRECTORS:

- 1) President Bill Collins reviewed the timeline for 2018 Officer Elections.
- 2) A New Member Application was submitted for approval for Douglas Williams.
- 3) At the last Board of Directors meeting, resignations were accepted from the following firefighters: Chelsie Alderson, Barak Strock, Anthony Katko and Noah Houghtaling. They now enter the 27 day "cool down" period before being dropped from the active roles.
- 4) Bill Collins announced he will be on medical leave for 6 months due to having hip replacement surgery on 10/18. In accordance to the BOD by-laws, he is able to continue his role as BOD President while on leave
- 5) The members would like to host an on-going sign contest on Station #1's sign that would engage the community and possible aide with recruitment efforts. They will post a quote from a movie each month and the person that guesses correctly first, wins a prize. The BOD is giving \$250 toward the prizes such as smoke detectors, fire extinguishers etc. and they are requesting the Board of Fire Commissioners match it.

MOTION: to approve new member applicant Douglas Williams by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)

MOTION: to spend up to \$250 on fire prevention items that will be used as prizes for the monthly sign contest by D. Van Apeldoorn; 2nd by B. Burns (All in Favor).

OLD BUSINESS:

- 1) Facility Project Update
 - a) Chairman Wickham reminded everyone that the presentation for the members is Wednesday, October 17th at 7pm at Station #1.
 - b) Final preparations are being made for public meetings.

NEW BUSINESS:

COMMISSIONER REPORTS:

1) **Commissioner Burns:**

- a) The door in the lower engine @#2 was repaired.
- b) Persico Oil will be checking on all of the boilers.
- c) The fuel tank at #1 is 90% finished. Sam Lambert will be putting the blacktop around the base. It also needs decals (tank at #2 is also in need of the decals).
- d) Madsen Overhead doors serviced all three stations' doors.
- e) B-Lann is coming on 10/25 to inspect all of the kitchen hood systems and fire extinguishers
- f) Commissioner Burns obtained 4 keys for each the tool room, chief's office and front door of Station #2 from Hilltown Locksmith
- g) Commissioner Burns received a Letter of Thanks for our support with the Braking for Aids ride

2) **Commissioner Van Apeldoorn:**

a) Fire Prevention presentations were done at Glenmont Elementary on Thursday, 10/11/18 and at AW Becker Elementary Friday, 10/12. Fire Extinguisher training was done with staff from Farm Family Insurance on Friday, 10/12/18 also.

3) **Commissioner Ten Eyck**

4) **Commissioner Asprion**

5) **Commissioner Wickham**

CHIEF'S REPORT:

- 1) Fire Apparatus Use
 - a) November 11, 2018: E45 will be handing out Christmas Party invitations in the village of South Bethlehem
 - b) 12/7 and 12/8/18: E-41 and the Gator will be decorated and used for the Holiday Parade
- 2) Training Requests:
 - a) Aircraft Fire Rescue training is available at the Lexington Fire Department on 11/27, 11/29 and 12/1. Three firefighters would like to attend.
- 3) Chief Michaniw would like to renew our subscription for I Am Responding program. If we commit to a 3 year plan, we can save 5%.

MOTION: to approve the above apparatus use requests, training and IAR subscription renewal by D. Van Apeldoorn, 2nd by B. Burns (All in Favor)

4) Purchases

- a) 3 Gas Meters; then all front line pieces of apparatus will have two each. If we go with DIVAL, the cost is \$740 with free shipping. Chief Michaniw will do a Purchase Request for \$2200
- b) Chief Michaniw would like to order the following from NY Fire Equipment:
 - 1) 25 pair of Rescue Gloves @ \$54 a pair = \$1350
 - 2) 10 Helmets @ \$270 a piece = \$2700
 - 3) 25 Pair of NFPA 885 Fire Gloves @ \$105 a pair = \$2625
 - 4) 25 Hoods @ \$86 each= \$2150

MOTION to approve the above 4 purchases listed above totaling \$11, 045.00 by B. Burns; 2nd by D. Van Apeldoorn (All in Favor)

- 5) Chief Michaniw is finalizing the Compliant Physical we will be implementing. When finalized he will set up dates for physicals with Infinity Med Solutions

MOTION: to go into a LOSAP meeting by D. Van Apeldoorn; 2nd by B. Burns (All in Favor) at 10:05pm

MOTION: to return to the Board of Fire Commissioners meeting by B. Burns; 2nd by D. Van Apeldoorn (All in Favor) at 10:08pm

MOTION: to properly adjourn the regularly scheduled Board of Fire Commissioners monthly meeting at 10:09pm by D. Van Apeldoorn; 2nd by B. Burns (All n Favor). The next meeting of the Selkirk Board of Fire Commissioners is scheduled for Monday, November 5th @ 7:00 p.m., in the Administration Building, 126 Maple Avenue, Selkirk, New York.

Respectfully Submitted,

Stephanie Krause
District Secretary