



HOPKINTON FIRE DISTRICT

2876 State Highway 11B
Hopkinton, New York 12965
(315) 328-4682

Organizational Commissioner Meeting – January 14, 2016

Present: Carl Pitts, Steve Bory, Joachim VanElls, Ronald Streeter, Dale Nicholson, Earl McBride, Sue Wood

Guest: Ernie Wood, Dick Daby, Steve Parker, Greg Crump

The organizational meeting was called to order by Treasurer Earl McBride at 7:01 p.m. followed by the Pledge of Allegiance.

Treasurer McBride called for nominations for Chair of Fire Commissioners. Joachim VanElls made a motion to nominate Dale Nicholson. Carl Pitts made a motion to nominate Ronald Streeter. No other nominations so a vote was called – two (2) for Dale Nicholson and three (3) for Ronald Streeter. Ronald Streeter was named Chair. Chairman Streeter appointed Carl Pitts as Vice Chair, Dale Nicholson for balancing the checkbook and Steve Bory as part of the auditing committee.

The following resolutions were introduced:

Resolution 1.1 – Meeting dates/times/notification of media:

“**Be it resolved** that the regular meeting of the Hopkinton Fire District will be held on the second (2nd) Tuesday of the month at 7:00 p.m. at the Hopkinton Town Hall, located at 7 Church Street, Hopkinton, NY 12965. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change. If a holiday falls upon the date, the meeting will be held on the preceding Wednesday.” [Dale Nicholson / Joachim VanElls]

Resolution 1.2 – Appointment of Secretary:

“**Be it resolved** that Susan Wood is hereby appointed secretary of the Hopkinton Fire District. Said secretary is also appointed the Public Information Officer of the Hopkinton Fire District. The salary for this position is fixed at \$1200/year.” [Joachim VanElls / Carl Pitts]

Resolution 1.3 – Appointment of Official Newspaper:

“**Be it resolved** that the Courier-Observer is designated official newspaper of the fire district. This publication is in general circulation within the fire district.” [Carl Pitts / Joachim VanElls]

Resolution 1.4 – Designation of Memberships:

“**Be it resolved** that the Hopkinton Fire District will maintain membership in the following organizations:

- Association of Fire District of the State of New York (A.F.D.S.N.Y.) [Carl Pitts / Joachim VanElls]

Resolution 1.5 – Designation of Official Bank”

“**Be it resolved** that Community Bank, St. Regis Falls, NY is designated the official bank of the fire district.” [Carl Pitts / Steve Bory]

Resolution 1.6 – Audit of Claims:

” **Be it resolved** that the treasurer of the Hopkinton Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Hopkinton Fire District the following claims. Such claims must be presented at the next meeting of the Board of Fire Commissioners of the Hopkinton District for audit:

- Utility payments to National Grid for lights
- Telephone payment to Nicholville Telephone
- Payment to the U.S. Postmaster for postage expenses
- Payment for freight and delivery charges

Be it further resolved by this Board of Fire Commissioners of the Hopkinton Fire District that pursuant to Town Law Section 176 4-a, no claim may be presented, audited or paid unless such claim is verified under oath, or, in lieu of such verification, certified to be true and correct in a statement signed by, or on behalf of, the claimant.” [Joachim VanElls / Dale Nicholson]

Resolution 2.0 – Filing of Annual Financial Report

“**Be it resolved** that the fire district treasurer is hereby authorized within 60 days after the end of the fiscal year to submit to this Board of Fire Commissioners a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this Board of Commissioners.” [Dale Nicholson / Joachim VanElls]

The treasurer presented the books for 2015.

The Investment Policy was reviewed. Dale Nicholson (Carl Pitts) made a motion to approve the Investment Policy. All in favor; motion carried.

The Ethics Policy was reviewed. Dale Nicholson (Joachim VanElls) made a motion to approve the Ethics Policy. All in favor; motion carried.

The Procurement Policy was reviewed. Dale Nicholson (Carl Pitts) made a motion to approve the Procurement Policy. Discussion was held on giving the chief more purchasing power without waiting for commissioner approval. It was decided to discuss this under new business. Dale Nicholson (Carl Pitts) made a motion to accept the Procurement Policy. All in favor; motion carried.

The Travel and Expense Policy was reviewed. Dale questioned whether to raise the mileage rate. It was decided to leave it at \$0.50/mile. Dale Nicholson (Steve Bory) made a motion to approve the Travel and Expense Policy. All in favor; motion carried.

Carl Pitts (Dale Nicholson) made a motion to adjourn the organizational meeting. All in favor; motion carried. The meeting was adjourned at 7:23 p.m.

Regular Meeting – January 14, 2016

The meeting was called to order at 7:23 p.m. by Chairman Streeter. Additions to the agenda included purchasing authority, member items from Senator Betty Little and Assemblyman Janet Duprey. Dale Nicholson (Carl Pitts) made a motion to approve the amended agenda. All in favor; motion carried.

The minutes from the December 10 and 29, 2015 meeting were presented. Dale Nicholson (Joachim VanElls) made a motion to accept the minutes as presented. All in favor; motion carried.

The following claims were presented for payment:

- Nicholville Telephone \$66.67
- Wilbur's Hardware \$13.34
- Lamphere's Market \$11.76
- MX Fuels \$567.07

Ronald Streeter stated that he met with MX Fuels regarding having the sales tax removed. This has finally been resolved. Dale Nicholson (Carl Pitts) made a motion to approve payment of presented claims. All in favor; motion carried.

The financial report was presented by Earl McBride. The beginning balance for 2016 was \$11,500.35. After payment of January claims, the balance will be \$11,211.41.

The SAFER Grant funding was established on 11/20/15. Reimbursements include \$300 for FASNY membership and \$70 for training incentives. Treasurer McBride requested that the commissioners initial the voucher. Dale Nicholson stated that he balanced the checkbook against the bank statement and everything checks out. Dale Nicholson (Joachim VanElls) made a motion to accept the treasurer's report. All in favor; motion carried.

Privilege of Floor

Greg Crump inquired about the insurance policy and how it works if someone gets hurt or killed and who pays for what. Clarifications are needed as no one seems to know. Ronald Streeter will contact the county attorney to get answers. It was also suggested that the insurance representative be invited to a fire department meeting to explain the policy.

Correspondence: Correspondence was received from William Young, Attorney, regarding services and a retainer. No action was taken.

Information was received from AFDSNY regarding schools and updates. Carl Pitts (Joachim VanElls) made a motion to approve payment of \$125 to send Steve Bory to training. All in favor; motion carried. Dale Nicholson noted that training was available on line but it was decided it was best to attend in person.

Chief's Report: Chief Parker gave his year-end report. Fire calls for 2015 were 7 Fire; 2 Wildland; 5 MVA, 1 Natural Disaster and 2 Goodwill. Mutual aid included 1 Tri-Town (EMS), 2 Fire, 1 MVA and 3 Goodwill.

For training, there were 205 hours logged in for OSHA and 565 hours for general training (state courses and station training). Members logged in 1,385 hours for fundraisers and general station work.

The following stats were given on the equipment:

<u>Unit</u>	<u>Miles</u>	<u>Hours</u>	<u>Fuel</u>
E-61	1,160*	22 (pump)	122 gallons
E-96	82	18 (pump)	42 gallons
E-41	1,703	13 (pump)	142 gallons
ETA-49	556	59 (pump)	97 gallons
R-71	448	7 (generator)	57 gallons
Pumps/Generators/Saws			17 gallons

*note: mileage is higher because when the pump runs, the speedometer keeps going due to the transmission running the pump

January report: There are no known building or mechanical issues to report. Truck inspections and inventory were completed. SCBA inspections were completed – Pack 2 heads-up display cable broken and in need of repair. A quote will be requested. The vent fan shocked a member while on a call. The unit has been sent out for repair.

Last month members logged in 45.5 man hours responding to calls; 31 man hours of training, 64.5 man hours of general station work/work details/fundraisers. Will Votra submitted an application for membership as a transfer from Parishville. Members voted and passed his membership. A background check is being processed.

In house training was held. Two (2) members completed *Principles of Building Construction: Non-Combustibles*. Pager batteries were ordered. Discussion needs to be held as to whether do a pager repair or order more radios as the batteries are only lasting a short while. A fundraiser of a ham dinner is being planned for February 20.

The SAFER Grant funding is in place. Chief Parker presented a spreadsheet breaking down the expenses, as well as a voucher requesting reimbursement to the department.

He has obtained a quote for Fire Station Management Software in the amount of \$650. This software comes with a personnel package and modules for Apparatus checks, hoses, incident reporting, inventor, SCBA and training.

Calls for the month included a reported chimney fire on 12/8/15 on State Highway 72 with 11 members and a structure fire on 12/20/15 at 2321 State Highway 11B with 20 members. Joachim VanElls (Dale Nicholson) made a motion to accept the chiefs report. All in favor; motion carried.

Dale Nicholson (Joachim VanElls) made a motion to express thanks to the department for all the training and volunteer service they provide. All in favor; motion carried.

Carl Pitts (Dale Nicholson) made a motion to accept Will Votra as a member pending his background check. All in favor; motion carried.

Dale Nicholson (Carl Pitts) made a motion to purchase the Fire Station Software. All in favor; motion carried.

Discussion was held on the pager repair. There are currently two (2) Apollos that need to be repaired at a cost of \$100 each. A portable can be purchased for approximately \$275 and the department has their own programming software. Portables appear to be easier to use. Steve Bory (Joachim VanElls) made a motion to purchase three (3) radios and take the pagers out of service. All in favor; motion carried.

Carl Pitts (Dale Nicholson) made a motion to approve a Shared Services Agreement with the Town of Hopkinton. All in favor; motion carried. Sue Wood will take a letter to the town board meeting and obtain their approval.

Carl Pitts mentioned that the NYS Fire Laws book on file is old. Ronald Streeter (Joachim VanElls) made a motion to purchase an updated copy. All in favor; motion carried.

Purchasing authority for the chief was discussed. Following the discussion, Dale Nicholson (Joachim VanElls) made a motion to delegate purchasing authority to the fire department for budget items E1-E5, C1, C5, C10, C13, C14, C15, C17, C18, C20 subject to the Procurement Policy. All in favor; motion carried. It was also suggested that a subcategory (C1.5) for office supplies be established in the amount of \$350 to track department office supplies vs. district supplies.

There has not been a truck committee meeting due to the holidays. Dale Nicholson gave Steve Bory a briefing on the background for the need of a new truck.

Joachim VanElls suggested that we write letters to Senator Little and Assemblyman Janet Duprey asking for funding. The letters need to give reasons why a truck is needed and how imperative it is for the town.

Earl McBride asked for clarification on a form he received regarding foreign tax (2%) money. Dale Nicholson will complete the form on behalf of the department. Earl McBride also stated that the AUD is due at the end of February.

Dale Nicholson (Carl Pitts) made a motion to adjourn the meeting. All in favor; motion carried. The meeting was adjourned at 8:35 p.m.

Minutes submitted by Sue Wood, Secretary