



**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Commissioners Meeting – April 11, 2017

Present: Ronald Streeter, Carl Pitts, Earl McBride, D. Powers, Sue Wood, Joachim VanElls

Absent: Steve Bory and Joachim VanElls

Guest: Steve Parker, Greg Crump, Ben Wood, David Bradford (Adirondack North Country)

The meeting was called to order at 7:00 p.m. followed by the Pledge of Allegiance. Additions to the agenda include a claim for D& D and the audit. Dick Powers (Ron Streeter) made a motion to accept the agenda as revised. All in favor; motion carried.

Carl Pitts (Dick Powers) made a motion to accept the minutes from the March meeting as presented. All in favor; motion carried.

The following claims were submitted for payment:

- |                         |           |
|-------------------------|-----------|
| • National Grid         | \$171.40  |
| • Nicholville Telephone | \$68.01   |
| • MX Fuels              | \$1123.06 |
| • Admiral Fire & Safety | \$143.10  |
| • Evans and White       | \$44.75   |
| • Earl McBride          | \$100.00  |
| • NAPA Auto Parts       | \$196.99  |

Dick Powers (Carl Pitts) made a motion to approval payment of the presented claims. All in favor; motion carried.

The treasurer's report was presented by Earl McBride. The beginning balance was \$101,311.85. After paying March claims, the balance will be \$99,464.54. Mr. McBride noted that he had completed a survey from the Census Bureau regarding the reporting of employees. He has purchased 3 ink cartridges from the petty cash fund. There is a balance of \$130.63 in the account. The auditor did recommend

that a monthly report is given, as well as processing a voucher for items purchased with petty cash funds. Carl Pitts (Dick Powers) made a motion to approve the petty cash report and voucher system. All in favor; motion carried. Dick Powers (Carl Pitts) made a motion to approve the financial report. All in favor; motion carried.

Privilege of Floor- David Bradford, Adirondack North Country, spoke on behalf of his company. He is an Energy Circuit Rider, funded through NYSERDA. They work with municipalities and schools on energy related projects. Their services are free and can assist with finding grants.

Correspondence – Fire District newsletter was received and distributed.

Chief's Report –

- Lean to roof leaks during heavy snow melt
- Driveway in front of E61 needs repair
- Truck inspections and inventory were completed
- SCBA inspections were completed
- Members logged in 0 man hours responding to calls; 192 man hours of training; 78 man hours general station work/work details
- Annual Meeting and Election of Officers held on April 6:
  - Chief – Steve Parker
  - 1<sup>st</sup> Assistant – Ernie Wood
  - 2<sup>nd</sup> Assistant – Greg Crump
  - 3<sup>rd</sup> Assistant – Ben Wood
  - Secretary – Will Votra
  - Treasurer – Dave Fullerton
  - Director – Jason Bruette
  - Director – Chris Shattuck
- Last session of training with DiMarco Consulting was held. Chief Parker thanked the commissioners for the training funds.
- Numerous members completed the US Coast Guard Boater Safety Class
- Various truck and pump trainings and in house “skills” training were held
- No calls for the month

Equipment needs: 12 sets of Wide-I magnetic fog wipers for SCBA masks at \$130 and 6 sets of SCBA Mask Smoke Simulator inserts at \$60

Fundraisers: the field day will be held on August 5. There will be a chicken barbeque in May and the banquet will be in June.

A “Relay for Life” meeting will be held on April 23 at the station with numerous other firefighters, friends and family in attendance.

Carl Pitts (Dick Powers) made a motion to accept the Chief's report. All in favor; motion carried.

Dick Powers (Carl Pitts) made a motion to purchase the 12 sets of wipers and 6 sets of SCBA simulators. All in favor; motion carried.

### New Business

- Auditor's Report – Margie Sherman performed an audit of the finances for the 2015 and 2016 years. She reviewed each check and confirmed bank clearance matched what was reported. She also confirmed that each check had a corresponding voucher and appropriate documentation to authorize its issuance. The following deficiencies were found:
  - 2015 – Vouchers were missing for checks 1630, 1677, 1687 and 1694. There was also no back up documentation to confirm amount issued.
  - The following checks did not have vouchers: 1704, 1736, 1737, 1738, 1739, 1754, and 1755.
    - Recommendation: documentation and vouchers to be created and attached to the above
  - 2016 – Missing vouchers for checks 1799, 1820, 1892 and 1922; and, missing documentation for the voucher on check 1876
    - Recommendation: documentation and vouchers to be created and attached to the above
  - Missing bank statements for savings account #759012321 (January through June and October through December 2015; January through March and July through December 2016).
  - Missing bank statements for the savings account #759012263 (January through March 2016 and July through September 2016; January through June 2015)
  - Checks issued in excess of \$600 to individuals. The IRS requires form 1099-MISC be issued to each individual receiving funds in excess of this amount. There were no copies provided.
    - Note: This was submitted to IRS but the secretary had the forms on file.
- The accounts have been maintained with sufficient accounting practices. Vouchers are issued and approved by officers and reported on monthly.
  - Recommendation: petty cash reporting with each month as well. There was no documentation on the petty cash, although checks had been issued. A reconciliation of cash in versus cash out would be sufficient.

Carl Pitts (Dick Powers) made a motion to pay AccountAbility (Margie Sherman) the amount of \$200 for the audit. All in favor; motion carried.

- Election Results: Dick Powers (Ronald Streeter) made a motion to accept the elected officers. All in favor; motion carried.

- Training Review: Dick Powers reported he attended the commissioner training on March 18. He reviewed specific questions he was asked to check:
  - Donations can be accepted for equipment; however, the district cannot make any donations.
  - An officer can participate in the bidding of trucks; a Conflict of Interest just needs to be completed.
  - Retention of records – he reviewed what he had found on the website regarding the length of time (most records need to be kept for 6 years)
  - Ron Streeter asked if he would recommend completing this training on line. Dick stated he did not recommend doing it on line as the questions and discussions during the training are valuable.
- Carl Pitts (Dick Powers) made a motion to approve payment to D&D Small Engine in the amount of \$50.98. This was to repair the portable pump. All in favor; motion carried.

#### Old Business

- One sheet from the DASNY grant application needed to be completed again for a signature
- A group of five department members went to Briar Hill to look at their new truck. There are now 3 or 4 specifications to review. Most of the specifications are the same. It will need to be included that it is delivered to the station empty. The next step is to find out the proper procedure from the attorney. The truck would need to be paid for in advance and then submitted for reimbursement.
- ATV Update – Greg Crump reported he is working on getting donations. Chief Parker wrote a letter that will be distributed when asking for donations. Any donations received will be earmarked for this project. Colton Fire Department just received a grant for a new truck. Greg will visit with them and obtain information on the grant.

Ronald Streeter (Carl Pitts) made a motion to adjourn the meeting. All in favor; motion carried. The meeting was adjourned at 7:47 p.m.

Minutes submitted by Sue Wood, Secretary