



HOPKINTON FIRE DISTRICT

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

Commissioner Meeting – September 10, 2015

Present: Frank Barney, Dale Nicholson, Carl Pitts, Ronald Streeter, Joachim VanElls, Sue Wood,
Earl McBride

Guests: Gerald Goldsworth, Ernie Wood, Dick Daby, Jason Bruette, Greg Crump, Steve Parker

The meeting was called to order at 7:00 p.m. by Chairman Barney, followed by the Pledge of Allegiance. Additions to the agenda include carbon bottles under old business and Certified Fire District Records under new business. Joachim VanElls (Dale Nicholson) made a motion to accept the revised agenda. All in favor; motion carried.

The minutes from the August 13 meeting were presented. Dale Nicholson (Ronald Streeter) made a motion to accept the minutes as presented. All in favor; motion carried.

The following bills were presented for payment:

- Petty cash \$191.00
- National Grid \$174.07
- Nicholville Telephone \$65.67
- Champlain Communications \$72.00
- All Hands Fire \$243.98
- First Due Services \$1045.00
- VFIS \$6838.38

Dale Nicholson (Carl Pitts) made a motion to approve payment of the presented claims. All in favor; motion carried.

The financial report was presented by Earl McBride. There was a beginning balance of \$88,235.41. After payment of the September claims, the current balance will be \$79,695.31. There was a deposit of \$90 for a water haul and a withdrawal of \$191 to replenish the petty cash fund. Carl Pitts (Ronald Streeter) made a motion to accept the treasurer's report. All in favor; motion carried.

Privilege of Floor – no comments

Correspondence – none

Chief's Report: There are no known building or mechanical issues to report. Truck inspections and inventory were completed. E61 is leaking transmission fluid and coolant. B-Lann did annual flow tests on SCBA packs. All packs passed inspection. First Due Service completed the annual hose test. Three (3) hoses failed – two (2) were removed from the trucks and one (1) will be repaired. There were no man hours logged in for calls; 110 man hours of training, 247 man hours spent doing general station/work detail/fundraisers. The background checks for Jason Bruette, John VanElls and James Wells came back clean. John VanElls and James Wells were voted on and accepted for membership. In-house training was held and members completed several state classes including FAST Training, Strategy and Tactics, and Arson Awareness. Joe VanElls completed Fire Instructor Level 1 at the NYS Fire Academy.

With the potential of five (5) new members, the department needs to order four (4) pair of gloves and four flashlights. Radio batteries are also needed for the portables on the trucks.

Upcoming fundraisers include the SLC Fire Chief Association Dinner on September 17 and a 2015 Fall Gun Raffle. Chief Parker would like to suggest purchasing a cable and software that would allow the programming of radios. This would give the ability to lock and unlock channel 1 in radios of new members and/or RAMS. The cost is estimated to be \$40.

There were no calls in August.

Ronald Streeter is taking E61 and will clean to find out where it is leaking. He also picked up an oil filter for E41. Dale Nicholson (Joachim VanElls) made a motion to accept the Chief's Report. All in favor; motion carried.

New Business

- Carl Pitts (Ronald Streeter) made a motion to accept John VanElls as a new member. All in favor; motion carried.
- Ronald Streeter (Dale Nicholson) made a motion to accept James Wells as a new member. All in favor; motion carried.
- Carl Pitts (Joachim VanElls) made a motion to purchase gloves, flashlights, and cable/software as requested by Chief Parker. All in favor; motion carried.
- Truck Committee – the committee consists of Dale Nicholson and Ronald Streeter. Dale suggested a meeting to be held on Wednesday evening at 7:00 to work on specifications for pricing.
- The public hearing for the budget is scheduled for Tuesday, October 20 at 7:00 p.m. at the town hall.
- Certifying Fire District Records – As per the August-September 2015 Bulletin for Fire District Officers, due to the nature of the business firefighters conduct, members can become potential witnesses in litigation. As a result the district and department will have subpoenas served upon

them requesting they produce specific records. The records in question will tend to be the public records of the fire district. Attorneys seeking these records will request that they be provided with a certified copy of the public record. Any subpoenas served should be reviewed with fire district counsel due to HIPAA or other privacy issues that must be considered in the compliance process. The Fire District Secretary must search the fire district records and locate the record. A file should be maintained in which all subpoenas and correspondence are filed.

Old Business

- SAFER Grant Status – The Notice of Award has been received. A response needs to be done with accept or not. This was the Recruitment and Retention grant. Information was forwarded via email to the commissioners. This is a four (4) year grant and things were broken down as to how the \$22,250 can be spent. There was an issue with the grant writer. The intention was that she would be reimbursed \$1,500 if the grant was awarded. When the grant was submitted a question was asked whether she had already been paid as this was not a reimbursable item. Dale Nicholson feels she did the work and she should be paid. He suggested paying her over a four (4) year period. Steve Parker questioned whether they could order items in advance or if they had to wait for a commissioner meeting for items to be approved for purchase. The department formed a committee to make sure the terms of the grant were being followed and would like two (2) commissioners to sit on the committee. Dale Nicholson and Joachim VanElls volunteered. Dale Nicholson (Joachim VanElls) made a motion to accept the grant. All in favor; motion carried. Dale Nicholson (Joachim VanElls) made a motion to pay the grant writer a total of \$1,500 over a four (4) year period. All in favor; motion carried.
- Pricing for the life insurance policy with VSIP were presented:
 - \$196 for \$10,000 coverage
 - \$392 for \$20,000 coverage
 - \$686 for \$35,000 coverage
 - This coverage would be for all department members, commissioners, and RAMS. Joachim VanElls (Carl Pitts) made a motion to purchase the \$20,000 policy at \$392. All in favor; motion carried.
- Frank Barney is trying to get the old policy cancelled. The new policy holder needs to notify the old policy holder. He will fax the forms tomorrow.
- The figures for the 2016 Budget were reviewed. Discussion was held on whether to move \$7,000 from the Capital Reserve fund into the equipment fund. This would allow more general purchases to be made. A meeting is scheduled for Thursday, September 24 to work further on the budget and adopt for presentation to the public on October 20.
- Carbon bottles – A second quote was received after the last meeting and is lower than the quote received at the August meeting. The bottles will be ordered from MES. They have requested a copy of the sales tax exemption letter. The bottles will be delivered to Dale's home address.

- Discussion was held on getting new batteries for the trucks. A suggestion was made to put timers on them. Dale Nicholson (Joachim VanElls) made a motion to purchase timers for each truck. All in favor; motion carried.

Dale Nicholson (Ronald Streeter) made a motion to adjourn. All in favor; motion carried. The meeting was adjourned at 8:30 p.m.

Minutes submitted by Sue Wood, Secretary