



Commissioners Meeting – January 8, 2015

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

Guest: Joe VanElls, Ernest Wood, Dick Daby, Steve Parker

Treasurer Earl McBride called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

Mr. McBride called for nominations for chair. Ron Streeter (Joachim VanElls) made a motion to nominate Frank Barney. Frank Barney accepted the nomination. All in favor; motion carried.

Chairman Barney called for nominations for Vice Chair. Frank Barney (Carl Pitts) made a motion to nominate Ron Streeter. Ron Streeter accepted the nomination. All in favor; motion carried.

The following resolutions were introduced:

Resolution 1.1 – Meeting dates/times/notification of media (Carl Pitts/ Ronald Streeter)

“Be it resolved that the regular meeting of the Hopkinton Fire District will be held on the second (2nd) Thursday of the month at 7:00 p.m. at the Hopkinton Town Hall, located on 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. “

Resolution 1.2 – Appointment of Secretary (Dale Nicholson / Carl Pitts)

“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 \$600/year.”

Resolution 1.3 - Appointment of Official Newspaper (Dale Nicholson / Carl Pitts)

“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.”

Resolution 1.4 – Designation of Memberships (Carl Pitts / Dale Nicholson)

“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.)

Resolution 1.5 – Designation of Official Bank (Joachim VanElls / Dale Nicholson)

“Be it resolved that Community Bank, St. Regis Falls, NY is designated the official bank of the fire district.”

Resolution 1.6 – Audit of Claims (Joachim VanElls / Dale Nicholson)

“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.”

Resolution 2.0 – Filing of Annual Financial Report (Ronald Streeter / Carl Pitts)

“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.”

All in favor; all motions carried.

Treasurer McBride reported that the ending balance for the 2014 year was \$11,753.47. All books, records, and receipts were presented for approval.

The following district policies were reviewed:

Investment Policy – Ronald Streeter (Dale Nicholson) made a motion to approve the Investment Policy as presented. All in favor; motion carried.

Ethics Policy - Carl Pitts (Dale Nicholson) made a motion to approve with the following addition: Add “as per New York State Law” in Part II Conflicts of Interest, #1. All in favor; motion carried.

Procurement Policy – Carl Pitts (Dale Nicholson) made a motion to approve the Procurement Policy as presented. All in favor; motion carried.

Travel and Expense Policy – Ronald Streeter (Joachim VanElls) made a motion to approve the Travel and Expense Policy as presented. All in favor; motion carried.

Dale Nicholson (Carl Pitts) made a motion to adjourn the organizational meeting. All in favor; motion carried. The meeting was adjourned at 7:30 p.m.

Chairman Barney called the regular meeting to order at 7:30 p.m. Minutes from the December 11 and special meeting on December 30 were presented. Ronald Streeter (Carl Pitts) made a motion to accept the minutes as presented. All in favor; motion carried.

The following claims were presented for payment:

[Nicholville Telephone Company	\$67.65
[Champlain Communications	\$766.50

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

Treasurer McBride reported the starting balance was \$11,753.47. After payment of the January claims, the balance will be \$10,919.32. There are still two (2) checks outstanding. Dale Nicholson (Carl Pitts) made a motion to approve the financial report. All in favor; motion carried.

Chief's Report – There are no known building or mechanical issues to report. Truck inspections and inventory have been completed. SCBA inspections were completed, with Pack 2 sent out for repair. Last month members logged in 13 man hours responding to calls; 74 man hours of training and 73 man hours of general station work. One member has completed Firefighter Survival and two (2) in house trainings were held. Future fundraisers include a craft fair the weekend of the town wide garage sales and tractor pulls during summerfest. The SAFER grant opens February 9. The grant funds are related to recruitment and retention of firefighters. Chief Parker will be meeting with the other chiefs to discuss possible programs to implement. He will also coordinate with Melanie Sherwin, grant writer, to get the application submitted on time. B-

Lann, the new Scott representative for this area, is offering an SCBA Specialist Level class on February 19. The Chief would like to send two (2) members to this class at a cost of \$56 each. We would then have the ability to trouble shoot and repair most SCBA issues. Calls for the month included a CO Detector on 12/11 with three (3) members responding and an MVA on 12/23 with ten (10) members responding. Figures for the Year End Report were presented. Dale Nicholson (Ronald Streeter) made a motion to accept the chief's report. All in favor; motion carried.

Ronald Streeter (Dale Nicholson) made a motion to send two (2) members to the SCBA training by the representative on February 19 at a cost of \$56 each. All in favor; motion carried.

Correspondence:

- [Directory Update Form from Association of Fire Districts
- [Shared Services Agreement – Carl Pitts (Dale Nicholson) made a motion to approve and forward to the town board.
- [Official undertaking by Earl McBride

Dale Nicholson (Carl Pitts) made a motion to pay Parishville Fire District the amount of \$500 for coverage in the White Hill area. All in favor; motion carried.

Joachim VanElls (Dale Nicholson) made a motion to adjourn the meeting. All in favor; motion carried. The meeting was adjourned at 7:50 p.m.

Minutes submitted by Sue Wood, Secretary