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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Meeting Notes – Commissioner Meeting January 11, 2022

Present: Ernest Wood, Rob Stillwell, Joachim VanElls, Carl Pitts, Earl McBride, Sue Wood,

Richard Powers

Guest: Steve Parker, Chief

The organizational meeting was called to order at 7:02 p.m. by Treasurer McBride followed by the Pledge of Allegiance.

Treasurer McBride called for nominations for Chair. Carl Pitts (Rob Stillwell) moved to appoint Joachim Van Ells as chair. All in favor; motion carried.

Rob Stillwell (Carl Pitts) moved to adopt Resolution 1.2 – Appointment of Secretary/District Custodian of Records and Records Access Officer. All in favor; motion carried.

**Resolution 1.1 – Appointment of Secretary**

**“Be it resolved** that Susan Wood is hereby appointed secretary of the Hopkinton Fire District. Said secretary is also appointed as the Public Information Officer of the Hopkinton Fire District and the District Custodian of Records and Records Access Officer  (FOIL). The salary for this position is fixed at $1200/year.

Carl Pitts (Rob Stillwell) moved to adopt salaries of $1200/year for the secretary and $1200/year for the treasurer. All in favor; motion carried.

Carl Pitts (Rob Stillwell) moved to approve the confirmation of oath of office. These must be filed within thirty (30) days of the commencement of the term (Town Law Section 176 4-b). All in favor; motion carried.

Carl Pitts (Richard Powers) moved to appoint Young, Fenton, Kelsey, Brown for District Counsel with an annual retainer fee of $250. All in favor; motion carried.

The review of the surety bond/undertaking of the Treasurer was tabled for a response from the insurance company.

Carl Pitts (Rob Stillwell) moved to approve Resolution 1.2 – Meeting dates/Times/Notification of Media. All in favor; motion carried.

**Resolution 1.2 – 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 Municipal office, 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 following Wednesday.”

Richard Powers (Rob Stillwell) moved to approve Resolution 1.3 Designation of Official Newspaper. All in favor; motion carried.

**Resolution 1.3 – Appointment of Official Newspaper:**

**“Be it resolved** that *North Country Now* is designated as the official newspaper of the fire district. This publication is in general circulation within the fire district.”

Joachim VanElls (Ernest Wood) moved to approve Resolution 1.4 – Designation of Memberships. All in favor; motion carried.

**Resolution 1.4 – Designation of Membership**

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

* **Association of Fire District of the State of New York (A.F.D.S.N.Y.)**
* New York State Association of Fire Chiefs

Ernest Wood (Richard Powers) moved to approve Resolution 1.5 – Designation of official Bank. All in favor; motion carried.

**Resolution 1.5 – Designation of Official Bank:**

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

Richard Powers (Carl Pitts) moved to approve Resolution 1.6 – Treasurer to pay claims in advance of audit. A request was made to add MX Fuel. All in favor; motion carried.

**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 the 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
* Internet/phone payment to Spectrum
* Payment to the U.S. Postmaster for postage expenses
* Payment for freight and delivery charges
* Payment to Diamond Propane for propane delivery
* MX Fuels

**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 certified 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(Rob Stillwell) moved to approve the filing of the annual report by the treasurer by January 28, 2022. All in favor; motion carried.

Richard Powers (Rob Stillwell) moved to approve the Investment Policy for 2022. All in favor; motion carried.

Carl Pitts (Ernest Wood) moved to approve the Ethics Policy for 2022. All in favor; motion carried.

Richard Powers (Ernest Wood) moved to approve the Procurement Policy for 2022. All in favor; motion carried.

Rob Stillwell (Carl Pitts) moved to approve the Travel Expense and Procedure Policy for 2020 with an increase to $0.585 per mile per IRS. All in favor; motion carried.

Ernest Wood (Rob Stillwell) moved to approve the Sexual Harassment Policy for 2022. All in favor; motion carried.

Carl Pitts (Rob Stillwell) moved to adjourn the organizational meeting. All in favor; motion carried. The meeting adjourned at 7:37 p.m.

The regular meeting was called to order by Chair VanElls at 7:37 p.m.

Richard Powers (Ernest Wood) moved to approve the presented agenda. All in favor; motion carried.

Richard Powers (Rob Stillwell) moved to approve the minutes as presented. All in favor; motion carried.

The following claims were presented for payment:

* Jerome Fire Equipment $2,398.92
* Diamond Propane $392.59
* NAPA Auto Parts $24.56
* Charter Communications $127.97
* Earl McBride $100.00

A discussion was held on holding the Jerome Fire Equipment payment. Richard Powers (Ernest Wood) moved to approve the payment of presented claims, except for Jerome Fire. All in favor; motion carried.

Treasurer McBride presented the financial report. Due to the confusion on the end of year transfers and the transfers to Capital Reserve, Richard Powers (Rob Stillwell) moved to table the report until the February meeting. It was noted there was a deposit of $1.40 made with the funds left over from postage. All in favor; motion carried.

Correspondence – A letter was received from Tanya Lashomb, Associate Vice President of Northern Insurance. She would like to meet with the commissioners to review what the insurance company can offer. She will be invited to attend either the May or June meeting.

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Chief’s Report­ – Chief Parker reported there are no known building or mechanical issues to report at this time. Truck inspections/inventory and SCBA inspections are underway. There are no known truck or equipment issues. Discussions are still ongoing for the replacement/purchase option with West Stockholm Fire for the 2006 Chevy Tahoe for $5,000.

In December members logged in 108 man hours responding to calls; 12 man hours of training and 60 man hours for general station work/work details. Cassandra and Darrin Crump resigned noting lack of time to participate give new family obligations. Tyler Price has notified the department that he recently relocated outside the fire district. Members discussed at the last meeting and feel that his location in Norfolk is not within close enough proximity to be beneficial. We would request the district support his resignation.

Miscellaneous driver and pump ops training were held, as well as impromptu in house training by various members. Training was on the sparse side last month due to the holidays and family functions. Chief Parker is looking to increase training numbers with incentives. This was a success when the SAFER grant was available. He is requesting use of the line item in the budget to purchase incentive items. All training and incentives would be outlined for prior approval.

The gear for Brian Lanning is still in production. The department recently purchased a set of tracks for the UTV. Once installed, it will give the ability to respond to calls on snow mobile trails, ice rescues, etc. The extrication hose reel broke during the last training. Fenton Fire has a used set for $750 but he is also checking with a couple other companies. He would like to request approximately $800 plus shipping to purchase.

The FEMA AFG grant application was submitted by G&G Consulting on 12/17/21. The annual banquet is scheduled for January 15, 2022 – 5:00 cocktails and 6:00 dinner. Joachim VanElls met with National Grid regarding the LED grant. The department has started the second month of I am Responding and everyone is in agreement to purchase IaR. It has features that will make the switch worth it. A “Remember When Breakfast 2022” committee has been formed. The department will host a free breakfast for past members on March 26.

Calls for the month:

12/9/21 526 County Route 49 – MVA (4 members)

12/11/21 2876 St. Hwy 11B – storm standby (8 members with 6 calls)

12/12/21 620 S. Hwy 458 – Tree down on powerlines (6 members)

12/13/21 287 converse Road – TriTown Lift assist (4 members)

12/26/21 124 Days Mill Road – structure fire (14 members)

Robert Stillwell (Ernest Wood) moved to approve the chief’s report. The commissioners would like to give Tyler Price the option to resign. All in favor; motion carried.

Rob Stillwell (Carl Pitts) moved to approve the purchase of a hose reel. All in favor; motion carried.

Richard Powers (Rob Stillwell) moved to approve the shared services agreement with the Town of Hopkinton. All in favor; motion carried.

Joachim VanElls reported that the bond counsel for the building will be Joseph A. Scott III. He is putting the proposal together for the cost as soon as APA approves. The perc test was completed. Tisdell Associates needs to change the stormwater plan.

Discussion was held on a policy regarding physicals. The only policy currently in place is one prior to becoming a firefighter. It is recommended that members have a physical annually. A policy will be need to be written.

Absentee ballots cannot be done for a referendum. These can only be used for elections.

Richard Powers (Rob Stillwell) moved to adjourn the meeting. All in favor; motion carried. The meeting was adjourned at 8:28 p.m.

Minutes submitted by Susan Wood, Secretary