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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Board of Fire Commissioners Meeting Minutes – January 10, 2023

Present: Richard Powers, Dave Perry, Carl Pitts, Rob Stillwell, Ernest Wood, Sue Wood,

Earl McBride

Guest: Sue Lyon, Vickie French, Greg Crump, Steve Parker, Will Votra, Fred Groebler,

Ashley Eakins, Peg and Jeff Burnham, Rick Eakins, Brooks Washburn (arrived at 7:30)

Richard Powers called the meeting to order. Carl Pitts (Rob Stillwell) moved to accept the agenda with the addition of Brooks Washburn attending the meeting around 7:30. All in favor; motion carried.

Ernest Wood (Rob Stillwell) moved to approve the minutes from the December 13 and December 27 meeting. All in favor; motion carried.

The following claims were presented for payment:

* Charter Communications $137.97
* McNeil and Company $2037.00
* Earl McBride $100.00

Carl Pitts (Dave Perry) moved to approve of presented claims. All in favor; motion carried.

Treasurer McBride presented the financial report. The beginning balance for 2023 for $11,500. The new balance after paying the presented claims will be $9,225.03. The petty cash fund balance is $46.34; the Equipment Reserve balance is $18,447.81; the Capital Reserve balance is $11,403.98, with $10,994.10 transferred from the general account. The Firehouse Land and Building Project is $126,729.26. The $50,000 bond came in on 12/28/22. Ernest Wood (Dave Perry) moved to approve the treasurer’s report. All in favor; motion carried.

Privilege of Floor – none

Correspondence – none

Chief’s Report – Chief Parker reported there are no known building or mechanical issues to report. Truck inspections and inventory were completed. SCBA inspections are complete with one pack still out of service. In December, members logged in 32 man-hours responding to calls; 12 man-hours of training; 52 man-hours of general station work. Dave Fullerton has moved to exempt status/leave of absence. There was minimal training due to the holiday season. Training that was done was in small independent groups working on in-house training including driver, pump operations, interior and exterior FF Operations.

Committees were formed to host the 2nd Annual 4-Wheeler and ATV run in the summer. A committee was also formed to host the 1st Annual Rabbit Hunt on March 18th. Members are already looking toward the Spring chicken barbeque with a tentative date of May 21st. There are no other fundraisers being planned at this time.

The department had the SLC Safety Compliance Audit with some minor infractions. Required policies have been added to the Fire Department Standard Operating Procedures. Corrective actions on other items will be resolved. The DEC grant will propose booster hose on E41. Pricing will be forthcoming. The FEMA grant that was applied to has been denied. The new AFG application opened on January 9 and G&G has contacted Chief Parker for information .

Calls for the month:

* 12/12/22 2904 State Highway 11B – MVA 4 members
* 12/12/22 2647 State Highway 72 – MVA 10 members
* 12/12/22 2702 State Highway 72 – Electrical Hazard 6 members
* 12/19/22 207 Kingsley Road – Structure Fire 8 members
* 12/25/22 446 Converse Road – Gas leak 8 members

Ernest Wood (Rob Stillwell) moved to approve the Chief’s report. All in favor; motion carried.

New Business

* Carl Pitts (Rob Stillwell) moved to approve the Shared Services agreement with the Town of Hopkinton. All in favor; motion carried.
* Carl Pitts (Dave Perry) moved to approve having G&G apply for the 2023 FEMA grant. All in favor; motion carried.

Old Business

* Sue Wood asked about the progress on the website. She would like to get the minutes and the agendas posted.
* Richard Powers reported on a meeting that was held with Brooks Washburn on January 5. They reviewed a number of items/issues. A response from Brooks Washburn was emailed to the commissioners. Discussion followed on specific issues:
  + The house was demolished but Brooks was not aware of this. He suggests that weekly meetings be held with the contractors.
  + A different waste landfill was used. This did save the district money but it wasn’t in the original contract. A change order will need to be done.
  + Site conditions regarding the stone from the foundation. New stones were brought in but these do not have the historical value. Brooks suggested a value of $8-12,000.
  + A culvert in the driveway needs to be installed – approximate cost of $500.
  + A pile of debris was left, as well as 55-gallon drums.
  + The fence was not installed properly and needs to be maintained.
  + The site was not smooth, but this could be due to the sudden snow storm.
  + The paperwork submitted was $66,000. An amount needs to be held back; tipping fees as being used as the retainer.
  + The backfill was tested and was successful.
  + There were only 16 hours on the certified payroll. This needs to be completed with the balance for the subcontractor. This is needed to make sure prevailing wages are compliant.
  + If the pile of sandstone next to the building is not from the original foundation, it needs to be hauled away.
  + Brooks Washburn recommends the review of everything again before payment is made. He will send an amended memo to the contractor.

Various questions were asked from the audience.

Richard Powers discussed his future ideas for the commissioners. He would like to establish committees with 2 members from the commissioners, 2 from the fire department and 2 residents. A clerk of the works will be needed for the construction of the building. A plan needs to be finalized on the building asap so this can be bid out.

Rob Stillwell (Carl Pitts) moved to approve the replenishment of petty cash in an amount of $153.66 to bring the account back to $200. All in favor; motion carried.

Carl Pitts (Dave Perry) moved to adjourn the meeting. All in favor; motion carried. The meeting adjourned at 8:26 p.m.

Minutes submitted by Sue Wood, Secretary