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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Meeting Notes – Commissioner Meeting February 8, 2022

Present: Ernest Wood, Joachim VanElls, Carl Pitts, Richard Powers, Earl McBride, Sue Wood

Absent: Rob Stillwell

Guest: Steve Parker, Chief; Greg Crump

The meeting was called to order at 7:03 p.m. by Chairman VanElls followed by the Pledge of Allegiance. Additions to the agenda include the Marijuana Policy. Richard Powers (Carl Pitts) moved to approve the amended agenda. All in favor; motion carried.

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

The following claims were submitted for payment:

* National Grid $236.91
* Charter Communications $127.97
* Route 11 Truck & Equipment $224.70
* Jerome Fire Equipment $94.39
* Long Park Tire, Inc. $1379.32
* Fire Station Software $109.00
* Diamond Propane $529.14
* Hopkinton Fire Department $980.68
* Earl McBride $100.00
* Service Charge (Community Bank) $2.00
* Hopkinton Fire Department $375.00
* Mikes Trophies $154.80

Richard Powers (Ernest Wood) moved to approve payment of presented claims. All in favor; motion carried.

Financial Report - Treasurer McBride reported on the financial transactions for January. There was an error in that the amount of $1,654 was added in twice. A refund from Active 911 will be forthcoming. The correct balance for the end of January should have been $18,179.28 (see report attached). Richard Powers (Joachim VanElls) moved to approve the January report. All in favor; motion carried.

The February report shows a balance of $14,119.37 after payment of presented claims. A refund from McNeil and Company in the amount of $408 was deposited. A deposit of $1500 from the DEC Grant was also made. Petty cash balance remains at $147.23; Equipment Reserve Fund balance is $18,444.74; Capital fund balance is $48,043.41 and the Firehouse Land and Building Project balance is $7,485.76. he also noted that checks #2671 and #2672 were the first payments for the FLBP moving the check number for Mikes Trophies to #2673. The annual report in process and almost completed. He also noted that the coverage on the bank accounts is a total of $250,000. Carl Pitts (Richard Powers) moved to approve the treasurer’s report. All in favor; motion carried.

Privilege of Floor – none

Correspondence – McNeil and Company is offering EMS Train the Trainer for EVOC on March 7. There is accommodation for 20.

Chief’s Report – Chief Parker reported there are no known building or mechanical issues to report. Truck inspections/inventory and SCBA inspections were completed with no issues reported. The department is still looking to purchase the rescue truck from West Stockholm to replace R71. Once the transaction is completed, the department is requesting to donate R71 to another department since it was donated to Hopkinton.

No information was reported on the man hours for responding to calls, training or general station work. Tyler Price submitted his resignation with no issues and was given a “Left in good standing” letter for reference to join another department. Miscellaneous driver, pump operations and inhouse training was held. Incentive based training was requested last month without a decision. Chief Parker is looking for permission to proceed.

The gear for Brian Lanning is still in production. The extrication hose reel was ordered, shipped and received. The handle was damaged upon receipt. Once we hear back on how to handle the payment, the invoice will be forwarded. The AFG application was submitted. The Annual Banquet was a success. Members are switching from Active 911 to I am Responding (IaR). The *Remember When Breakfast* is being rescheduled into warmer weather – possibly May.

Call for the month:

* 1/12/22 2876 State Highway 11B – Rubbish Fire 6 members
* 1/20/22 5 Circle Drive – Tri Town lift assist 4 members
* 1/24/22 620 State Hwy 458 – Tri Town lift assist 1 member
* 1/24/22 90 Santamont Road – structure fire 3 members
* 1/29/22 2521 State Hwy 11B – structure fire 8 members

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

Carl Pitts (Richard Powers) moved to approve payment for the extrication hose reel upon the receipt of the invoice. All in favor; motion carried.

Carl Pitts (Richard Powers) moved to donate R71 to an area fire department. All in favor; motion carried.

Permission was given to use the $3500 line item for training incentives. Chief Parker will put together a program and get back to the district for approval.

Carl Pitts (Joachim VanElls) moved to approve payment of $125 for Ernest Wood to attend commissioner training in Watertown on April 2 and to reimburse Richard Powers for the on-line commissioner training. All in favor; motion carried.

New Business

* Marijuana in the Workplace Policy – the policy was reviewed. Roll call was held with the following:
  + Joachim VanElls – Aye
  + Carl Pitts – Aye
  + Richard Powers – Aye
  + Rob Stillwell – absent
  + Ernest Wood – Aye

Motion was carried.

Old Business

* The proposal from National Grid on the energy savings plan was reviewed. This proposal would replace 18 lights at a cost of $812.12 to the district. Ernest Wood (Richard Powers) moved to accept the proposal. All in favor; motion carried.
* The proposal from A. Joseph Scott, Hodgson Russ, Bond attorney, was reviewed. Joachim VanElls (Carl Pitts) moved to accept the proposal pending APA approval. All in favor; motion carried.
* The surety bond for the treasurer is covered under the Crime policy through the insurance company.

Joachim VanElls noted that is the APA permit is issued a special meeting will be called to set the date for the referendum.

Carl Pitts (Richard Powers) moved to adjourn the meeting. All in favor; motion carried. The meeting adjourned at 7:55 p.m.

Minutes submitted by Sue Wood, Secretary