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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Meeting Notes – Commissioner Meeting April 12, 2022

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

Guest: Steve Parker, Chief; Greg Crump, Jason Bruette

The meeting was called to order at 7:00 p.m. by Chairman VanElls followed by the Pledge of Allegiance. Richard Powers (Rob Stillwell) moved to accept the agenda as presented. All in favor; motion carried.

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

The following claims were presented for payment:

* National Grid $274.76
* Diamond Propane $1102.22
* Charter Communications $127.97
* Jerome Fire Equipment $3071.22
* The Marketing Firm $648.00
* Municipal Emergency Services $5988.00
* Deluxe checks PPD $28.90
* NAPA Auto Parts $189.97
* Earl McBride $100.00
* Community Bank (Service Charge) $2.00

FLBP

* Brooks Washburn Architecture $496.00
* G&G Municipal Consulting $1500.00
* Community Bank (Service Charge) $2.00

It was noted that the invoice for G&G Consulting should have been charged against the General Fund. This amount will be transferred. Richard Powers (Rob Stillwell) moved to approve payment of the presented claims. All in favor; motion carried.

Financial Report – Treasurer McBride reported a balance of $123,402.92 in the general checking account; $121.26 in the petty cash fund; $18,445.96 in the Equipment Reserve Fund; $33,046.05 in the Capital Reserve Fund; and, $12,531.76 in the Firehouse Land and Building Project. A deposit of $130,560 was made from the town tax levy and $257.00 from McNeil & Company (rebate from 2002 Ford). Rob Stillwell (Ernest Wood) moved to approve the financial report as presented. All in favor; motion carried.

Privilege of Floor – none

Correspondence – Emergency Preparedness Guide

Chief’s Report – Chief Parker reported there are no known building or mechanical issues to report. Truck inspections and inventory are being updated. SCBA inspections were completed with one (1) pack out of service with an unknown error. ETA-49 was out of service with a pump error. The pump would engage but the electronic throttle control would not operate. VRS was called for service; however, they would like the department to drive the truck half-way to Albany so they could take it to their shop to troubleshoot. Jerome Fire was contacted, and they came to the station. It was found to have a bad pump interlock switch and brake interlock switch. Both switches were replaced, and ETA-49 was put into service.

The department is still waiting for the purchase option of West Stockholm’s Rescue 42. Permission is being requested to proceed with the annual hose and ladder testing, as well as the annual rust proof spraying.

Members logged 16.5-man hours responding to calls in March; 45-man hours of training; 120-man hours for general station work / work details. The department held their annual meeting and election of officers with the following results:

* Chief Steve Parker
* 1st Assistant – Greg Crump
* 2nd Assistant – Will Votra
* 3rd Assistant – Jason Bruette
* Treasurer – Kristina Parker
* Secretary – Kylie Wells
* Directors – Dave Perry and Ernest Wood

The following trainings were held miscellaneous driver and pump operations; first Aid/CPR Training; impromptu in-house trainings. PESH annual trainings are currently underway.

The gear for Brian Lanning was delivered as well as the gloves and fire hoods. A chicken bar-b-que is being held on May 29. The ATV/UTV run is planned for July 16. A waiver is being processed and will be sent when finished.

There has been no update on the FEMA AFG grant which was submitted by G&G Consulting. There is also no update on the Gary Sinise Foundation grant for AED’s. The “Remember When Breakfast” is scheduled for May 21st at the station. A rough draft of the brochure for the new building is near completion and will be shared. The Marketing Firm has not completed a working website, so the department is working with KMJ Webdesign for the same fee.

Calls for the month:

* 3/1/22 MVA vs Dee – 2120 State Highway 11B 0 members
* 3/6/22 Alarm Activation – 85 River Road 6 members
* 3/24/22 Flooded basement – 179 Ct. Route 49 4 members
* 3/25/22 Tri Town Lift Assist 2 members

Richard Powers (Rob Stillwell) moved to approve the Chief’s Report. All in favor; motion carried.

New Business

* Joachim VanElls (Rob Stillwell) moved to approve the recent fire department elections. All in favor; motion carried.
* Richard Powers (Rob Stillwell) moved to approve the Constitution/By-Laws of the Hopkinton-Ft. Jackson Volunteer Fire Department. All in favor; motion carried.
* The travel form was updated with the new mileage rate. This form can be used for travel for training purposes.
* Rob Stillwell (Richard Powers) moved to have G&G Consulting write the grant for the Gary Sinsese Grant. If the project is funded, approval is given to pay the company $300. All in favor; motion carried.
* Joachim VanElls introduced the following motion: “I move that the Hopkinton-Ft. Jackson Fire Department provide contact information for all members to the district secretary with a copy to the chair. They should include name, address, contact phone number, email address and status. The district use of this information will be for district business purposes, such as life insurance, LENS compliance and general district announcements.” Discussion was held as to the purpose of the district receiving this information. Following discussion there was no second to the motion so the motion was removed.
* Joachim VanElls reported that the district needs to approve the use of the fire station for any public events. Discussion focused on the chief having the approval, so the district does not need to be involved. Joachim VanElls will research for other policies and/or options.
* Greg Crump reported he had received a phone call from someone stating that everything in the house belongs to him. The person was informed that all property belonged to the fire district and told to stay off the property. No trespassing signs will be posted, and the driveway will be blocked off.
* Richard Powers (Rob Stillwell) moved to approve scheduling the annual hose and ladder testing. All in favor; motion carried.
* Carl Pitts (Richard Powers) moved to approve the rust proofing at a cost not to exceed $1000. All in favor; motion carried.

Old Business

* Public comments regarding the APA permit are due back on April 14. The chair is hoping for a decision by the end of the month. Once the permit is received, he will sign the bond agreement and a public hearing can be scheduled.
* It was noted that the station will return to the volunteers once the current station is vacated.

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

Minutes submitted by Sue Wood, Secretary