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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Commissioner Meeting Notes – November 14, 2023

Present: Dave Perry, Rob Stilwell, Carl Pitts, Ernest Wood, Earl McBride, Sue Wood

Absent: Jeff Burnham

Guest: Steve Parker, Jenn White

The meeting was called to order at 7:04 p.m. followed by the Pledge of Allegiance. Rob Stilwell (Ernest Wood) moved to accept the agenda as presented. All in favor; motion carried.

Ernest Wood (Rob Stilwell) moved to approve the October 2023 minutes (October 10 and October 17) as presented. All in favor; motion carried.

The following claims were presented for payment:

* C8 National Grid electricity $196.22
* E5 Jerome Fire Equipment piping and pipe $1768.81
* P2 Susan Wood clerical fees $1200.00
* P1 Earl McBride treasurer fee $100.00
* C21 Community Bank service fee $2.00

Firehouse Land and Building Project

Community bank service fee $2.00

Rob Stilwell (Carl Pitts) moved to approve payment of submitted claims. All in favor; motion carried.

Financial Report – Treasurer McBride reported the following balances:

* Checking account $47,870.88 (after payment of claims)
* Petty cash $144.57
* Equipment Reserve $18,578.68
* Capital Reserve $90,578.68
* Firehouse Land and Building $28,051.81

A transfer of $79,170 was made from the general checking to the Capital reserve. Carl Pitts (Rob Stilwell) moved to approve the financial report as presented. All in favor; motion carried.

Privilege of Floor – none

Correspondence – Chairman Perry reported it is time to renew the cancer policy through McNeil and Company. He will work with Chief Parker to obtain updated information. He also noted that the annual roster is due before January 1.

Chief’s Report – Chief Parker reported that truck inspections/inventory were completed. SCBA inspections were completed with one (1) pack out of service with an unknown error and one (1) pack with a leaking valve. Marine 17 and ATV 17 have been winterized and stored for the season. There are no other issues to report at this time.

In October members logged 56 man-hours responding to calls; 26 man-hour of training (not including BEFO) and 80 man-hours of general station work/work details. Members voted on and passed the membership of Shannon Buckner. Shannon has years of experience in other departments, is interior qualified to FF2 level. She currently lives in Brasher but members believe her skills would be an asset. Training has been various in-house training. Emphasis in October was chimney fires, first due set-up, pump operations and driving. Three (3) members recently passed BEFO with one (1) still needing to complete HAZMAT. The department is still working on setting up a Vehicle Extrication Training. Numerous helmet ratchet systems have failed. Helmets are discontinued and parts are no longer available. Three (3) new helmets need to be ordered at an approximate cost of $450 each. Six (6) turnout gear bags are needed at a cost of $420.

The second rabbit hunt is scheduled for December 30. There are no other fundraisers scheduled at this time. Final notifications for the AFG and SAFER grants were sent on September 20. The department was not awarded. The application for the NYS DEC grant was submitted. The department will host an in-house banquet on January 13. The Hopkinton Historical Society has requested assistance on December 2 with the drive-through event with Santa.

Calls for the month:

* October 1 Tri Town Lift Assist St. Highway 11B
* October 8 MVA County route 49
* October 14 Full code response Lake Ozonia Road
* October 21 Structure Fire CR 55 (Mutual aid with Nicholville)

Carl Pitts (Rob Stilwell) moved to approve the Chief’s Report as presented. All in favor; motion carried.

Carl Pitts (Rob Stilwell) moved to approve the membership of Shannon Buckner. All in favor; motion carried.

Rob Stilwell (Ernest Wood) moved to approve the purchase of three (3) helmets. All in favor; motion carried.

Rob Stilwell (Ernest Wood) moved to approve the purchase of six (6) gear bags. All in favor; motion carried.

New Business

1. Chairman Perry asked to start a truck fund policy. We need to find a way to put funds in the reserve fund. This will be further discussed in December.

Old Business

1. A meeting with Attorney Scott was held on November 8. Peggy Burnham, Jeff Burnham, Dave Perry, Steve Parker and Sue Wood met via a conference call. Attorney Scott reviewed the referendum. Section 1 describes the project and says that any changes would need to go back to the taxpayers. $2,500,000 is the flat cost that is allowed. This includes any and all costs that are paid to the architect/engineer and any building costs. The $50,000 that was borrowed for the demolition of the building on the lot would also need to be deducted from the total amount. Attorney Scott explained the differences between a Class A and Class B building. Class A can have a loan up to 30 years and Class B can be up to 25 years.
2. Chairman Perry updated the commissioners on the two (2) meetings with Brooks Washburn. Due to the referendum stating “approximate 6000 square feet” plans needed to be changed. Suggestions were eliminating one truck bay (16’) and removing 6’ from the meeting room. This would bring the square footage to 7088. Based on the proposed changes, the new cost would be $2,161,840.
3. Peggy Burnham suggested hiring a Clerk of the Works. This person would conduct daily inspections and would resolve any conflicts of interest.

Rob Stilwell (Carl Pitts) moved to adjourn the meeting. All in favor; motion carried. The meeting was adjourned at 7:53 p.m.

Minutes submitted by Sue Wood, Secretary