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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Commissioner Meeting Notes – January 9, 2024

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

Absent: Ernest Wood

Guest: Steve Parker, Jenn White, Peggy Burnham, Deborah Rust

The organizational meeting was called to order by Treasurer Earl McBride at 7:02 p.m. followed by the Pledge of Allegiance. Treasurer McBride asked for nominations for Chair. Carl Pitts (Rob Stilwell) moved to nominate Dave Perry. As no other nominations were submitted, all were in favor. Motion carried.

Chairman Perry asked for nominations for Vice Chair. Rob Stilwell (Carl Pitts) moved to nominate Jeff Burnham. As no other nominations were submitted, all were in favor. Motion carried.

Resolutions 1.1 to 2.0 were submitted with the following outcome (see attached list):

* 1.1 Meeting Dates/times/notification of media – Carl Pitts (Rob Stilwell) moved to accept the resolution as presented. All in favor; motion carried.
* 1.2 Appointment of Secretary – Rob Stilwell (Jeff Burnham) moved to appoint Susan Wood as Secretary. All in favor; motion carried.
* 1.3 Appointment of Newspaper – Carl Pitts (Jeff Burnham) moved to approve North Country Now as the official newspaper. All in favor; motion carried.
* 1.4 Designation of Membership – Carl Pitts (Jeff Burnham) moved to approve memberships in Association of Fire Districts of the State of NY and NYS Association of Fire Chiefs. All in favor; motion carried.
* 1.5 Designation of Official Bank – Rob Stilwell (Carl Pitts) moved to approve Community Bank as the official bank. All in favor; motion carried.
* 1.6 Audit of Claims – Carl Pitts (Rob Stilwell) moved to approve claims that are authorized to be paid in advance of an audit. All in favor; motion carried.
* 2.0 Annual Financial Report – Jeff Burnham (Rob Stilwell) moved to approve the filing of the annual report by February 28, 2024. All in favor; motion carried.
* Carl Pitts (Rob Stilwell) moved to approve salaries as follows:
  + Secretary - $1200/year
  + Treasurer - $1200/year

All in favor; motion carried.

* Oaths of offices are to be taken with the town clerk as soon as possible.
* District Counsel – Young, Kelsey, etc. with an annual retainer of $250
* Surety Bond – covered by insurance Company

The following policies were approved:

* Investment Policy – Rob Stilwell (Jeff Burnham) moved to amend the policy to $250,000. Rob Stilwell (Jeff Burnham) moved to approve the change. All in favor; motion carried. Carl Pitts (Jeff Burnham) moved to approve the revised policy. All in favor; motion carried.
* Ethics Policy – Rob Stilwell (Carl Pitts) moved to approve the policy as presented. All in favor; motion carried.
* Procurement Policy – Carl Pitts (Rob Stilwell) moved to approve the policy as presented. All in favor; motion carried.
* Travel Policy – Carl Pitts (Jeff Burnham) moved to approve the policy as presented with the mileage being $0.67/mile. All in favor; motion carried.
* Sexual Harassment – Carl Pitts (Rob Stilwell) moved to approve the policy as presented. All in favor; motion carried.
* Information Technology Policy – table until February meeting
* Consultants – Carl Pitts (Rob Stilwell) moved to appoint Tony Blackwell, Insurance Agent and Brooks Washburn, Architect for the 2024 year. All in favor; motion carried.

Carl Pitts (Rob Stilwell) moved to adjourn the organizational meeting. All in favor; motion carried. The meeting adjourned at 7:25 p.m.

Chairman Perry called the regular meeting to order at 7:25 p.m. Rob Stilwell (Jeff Burnham) moved to accept the agenda as presented. All in favor; motion carried.

Jeff Burnham (Carl Pitts) moved to approve the minutes from December 2023 as presented. All in favor; motion carried.

Carl Pitts (Rob Stilwell) moved to approve the claims from December 27, ,2023:

* National Grid $231.44 electrical
* Hopkinton Fire Department $1659.00 various supplies
* Emergency Services Marketing $305.00 subscription
* Ferrell Gas $554.52 propane
* Community Bank $2.00 service charge
* Vickie French $70.00 election
* Sue Lyons $70.00 election

Firehouse Land and Building Project

* Community Bank $52,706.88 bond payment
* Community Bank $2.00 service charge

All in favor; motion carried.

Rob Stillwell (Jeff Burnham) moved to approve the January claims:

* Charter Communications $137.97 phone/internet
* Earl McBride $100.00 treasurer fees
* Walmart $53.98 ink

All in favor; motion carried.

Treasurer McBride presented the financial report for December and January as follows:

December 27, 2023

Checking Account $33,3546.49

Petty Cash $144.57

Equipment Reserve Account $18,451.50

Capital Account $90,578.68

Firehouse Land & Building $24,179.93

The bond payment was made to Community Bank on December 22, 2023 in the amount of $52,706.88. A transfer of $50,000 was made from the checking account into the capital reserve account, followed by a deposit of $50,000 into the Firehouse Land and Building Project to pay the bond. After payment of claims, saving $11,500 for start up in 2024, a balance of $22,046.49 remains. **Note:**  the balance of $22,046.49 was transferred into the Capital Reserve fund on December 29, 2023.

January 2024

After end of the year transfers, and approval of the January claims, the checking account has a balance of $11,208.05; petty cash - $144.57; Equipment Reserve - $18,452.43 and Capital Reserve - $62,627.52. The Firehouse Land and Building Project is $24,179.93.

Peggy Burnham questioned the treasurer on the figures as they look incorrect. She would like to know where the extra $2,706.88, in addition to the $50,000, came from. Following much discussion, Treasurer McBride will correct the December and January reports and resubmit to the commissioners. Based on incorrect figures, no action was taken on the financial report.

Privilege of Floor – none

Correspondence – none

Chief’s Report – Chief Parker reported that are no known building or mechanical issues to report. Truck inspections/inventory were completed. SCBA inspections were completed with one (1) pack still out of service with an unknown error and one (1) pack out of service with a leaking valve. There are no other issues to report.

In December, members logged in 155 man hours responding to calls; 30 man hours of training; and 48 man hours for general station work/work details. Training has been various in-house training with emphasis on water incident response, SCBA familiarization, equipment maintenance and pump operations and driving.

The 2nd Annual Rabbit hunt was held on December 30th and was a success. Discussion is being held on hosting a gun show early this year. AFG and SAFER grants were denied. A call with the FEMA representative revealed that while we scored well in all aspects of our peer review but our call volume was low so we were disqualified. The department was advised to apply for a micro grant, which opens on January 29, in the amount of $75,000. While this would be about one-half of what is needed, the department has a plan for getting the balance needed. There has not been any update on the Gary Sinise Foundation grant. Elise Stefanik and other representatives will be at the station on Thursday, January 18 at 11:00.

The fire district purchased one (1) AED, the town board has purchased one (1) and the members voted to also purchase one (1). The NY DEC grant was submitted and the department was awarded the $5000 50/50 match. Funds are planned to be spent by June. The banquet is scheduled for January 13 and all commissioners are invited to attend. The social hour starts at 5:00 p.m. followed by dinner at 6:00 p.m.

Calls for the month of December:

* 12/4/23 Structure fire, CR 56 8 members
* 12/11/23 Mutual aid to Bangor for structure fire, State Highway 11B 5 members
* 12/11/23 MVA, CR 49 15 members
* 12/18/23 Tri Town lift assist, Converse Road 6 members
* 12/28/23 Structure fire (nuisance burn), State Hwy 11B 10 members
* 12/30/23 Electrical hazard, Peck Street 8 members
* 12/30/23 MVA, CR 49 11 members
* 12/31/23 Tri Town lift assist, State Hwy 11B 4 members

Rob Stilwell (Jeff Burnham) moved to approve the Chief’s report. All in favor; motion carried.

New Business

* Shared Services Agreement – tabled until February
* Checking account – Community Bank has asked that we have three (3) names on the accounts. Jeff Burnham will get with Dave Perry and go to the bank to sign the appropriate paperwork.

Old Business

* Dave Perry gave a quick review of the building project. He emailed all the commissioners a breakdown of the estimated costs.
* Linda McQuinn is looking for grant opportunities.
* Steve Parker is working with Linda McQuinn on the USDA application renewal. A letter for the bank was processed and the packet is almost complete. They are requiring three (3) years of past budgets.

Various questions were asked regarding the building project; i.e, contingency amount, technical services, administrative costs, etc.

Carl Pitts (Rob Stilwell) moved to adjourn the meeting. All in favor; motion carried. The meeting adjourned at 8:10 p.m.

Minutes submitted by Sue Wood, Secretary