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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Commissioner Meeting Notes – March 12, 2024

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

Absent: Ernie Wood, Jeff Burnham

Guest: Steve Parker, Jim Lyon, Deborah Rust, Dick Eakins

The meeting was called to order by Chairman Perry at 7:02 p.m. followed by the Pledge of Allegiance. Rob Stilwell (Carl Pitts) moved to approve the February minutes as presented. All in favor; motion carried.

The following claims were presented for payment:

* Will Votra Physical for Patti Strait $125.00
* National Grid Electricity $286.19
* Community Bank checks $14.45
* Charter Communications internet/phone $137.97
* Ferrell Gas propane $1306.35
* McNeil & Company insurance $4255.00
* Gregory Healey, MD physicals (Buckner/Razi) $205.00
* Upstate Doors service and parts $210.00
* Earl McBride treasurer fee $100.00
* Community Bank service charge $2.00
* McNeil & Company umbrella renewal $1127.50

Firehouse Land and Building Project

* Community Bank checks $14.45
* Brooks Washburn architect $450.00
* Community Bank service fee $2.00
* Town of Hopkinton lights $80.00

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

Financial Report – Treasurer McBride reported a current balance of $510.10; petty cash $144.57; Equipment Reserve $18,452.43; Capital Reserve $62,627.52; Firehouse Land and Building Project $23,631.48. All bank statements have been redirected to the fire station address. A resignation letter was read from Treasurer McBride effective March 31, 2024. Chairman Perry gave Mr. McBride a certificate of appreciation for his years of service as the treasurer. Rob Stilwell (Carl Pitts) moved to approve the financial report as presented. All in favor; motion carried.

Privilege of Floor – Emails received from Jeff Burnham – will be discussed in new business.

Correspondence – Two (2) commissioners will need to complete training. There will be a webinar in April.

Chief’s Report – Chief Parker reported that Engine 61 and ETA 49 overhead door openers are not working. They will need to be opened manually. There are no other known building or mechanical issues to report at this time. Truck inspections/inventory were completed. SCBA inspections were completed with one pack still out of service with an unknown error and one pack out of service with a leaking valve. There are no other known truck or equipment issues. In February members logged in 35-man hours responding to calls; 24-man hours of training; and 38 man hours for general station work. Training has been various in-house training. The emphasis in February was PESH/OSHA and NYS annual training. The U.S. Coast Guard will be hosting a Boater Safety course on May 11 at the station. There are no equipment needed at this time. A committee is working on scheduling a date for the annual 4-wheeler run. On April 8, the county is expecting a large influx of travelers due to the eclipse. A standby crew will be staged at the station.

The AFG 2023 grant has been submitted for SCBA. The SAFER 2023 grant will open on March 11. This is a membership recruitment and retention grant. There is no cost share or match requirement. There has been no update on the request to the Gary Sinise Foundation grant for AEDs. The items for the NYS DEC grant are on order. All material has been forwarded to Linda McQuinn for review on the NYS Volunteer fire Infrastructure & Response Equipment Grant. We were finally able to get verified as a vendor for the $1 million grant. The visit with staff from Congresswoman Stefanik and Assemblyman Blankenbush went well. They expressed great interest in helping and had some immediate options available. The FY25 Appropriations Committee application was submitted though Stefanik’s office, as well as a DANC application through Blankenbush.

Highway Superintendent Greg Crump was able to qualify for National Grids “On the Spot Light” incentive program and procured 50 LED High Bay, 25 LED Wall Pack, and 5 LED Barn Lights. This will save the new station project the cost of light fixture for the truck bays and most of the exterior lights. NYS has initiated a training stipend program - $750 for BEFO, $1250 for IFO, and $500 for Fire Officer. The fire department elections will be held on April 4.

Calls for the month:

* 2/25 3223 State Highway 11B Vehicle fire 7 members
* 2/7 2618 State Highway 72 Car/deer accident 9 members
* 2/14 48 County Route 49 CO detector
* 2/23 2491 State Highway 11B sick person 3 members
* 2/28 164 Lake Ozonia Road electrical hazard 4 members
* 2/28 439 County Route 49 traffic hazard 6 members

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

New Business

* Rob Stilwell (Carl Pitts) moved to approve the SAFER grant application. All in favor; motion carried.
* Carl Pitts (Rob Stilwell) moved to approve the DANC grant application. All in favor; motion carried.
* Carl Pitts (Rob Stilwell) moved to approve the resignation of Treasurer Earl McBride. All in favor; motion carried.
* Carl Pitts (Rob Stilwell) moved to approve the appointment of Jim Lyon as treasurer. All in favor; motion carried.
* Email from Jeff Burnham was read.
  + Propose that we make sure all contracts the district enters into is reviewed by the attorney prior to signing
  + Propose a financial audit is performed prior to new treasurer coming on board. This should also be done anytime there is a change and is for the protection of the new and outgoing treasurer. Also recommend that a grant total of what has been currently spent on the capital project is give to the commissioners (demolition, architect, signs, etc)
  + Propose changing the clerk of the works contract to twice a week and as needed for inspections of the project and an increase in the monthly wage
  + Weekly updates from the architect regarding the status of construction drawings, contracts, bid items, etc. Also need to check to see if the district needs to advertise this position prior to hiring
  + Is there a requirement to advertise for any contracts and to accept the lowest bid? If so, shouldn’t the district be required to advertise the architectural contract prior to signing the contract with Brooks Washburn?
* Following discussion on the Clerk of the Works, the appointment was tabled until further clarification.

Old Business

* A question was addressed at the last meeting regarding transfer the district back to the department. The attorney has advised that this can be done but it is so late in the process it is not advisable. It was noted that prevailing wages were going to take up most of the money. The department would also need to restart the application with USDA. Discussion was held on bidding out the architect but it would be bad faith to change now.
* A special audit needs to be completed for USDA. Jim Lyon will follow up with Lucas Manning for details.
* Work continues on the USDA application. The APA was contacted to see if we are still in compliance with a smaller size. An amendment will need to be completed.
* A copy of the contract with the bond attorney was distributed.

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

Minutes submitted by Sue Wood, Secretary