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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Present: Dave Perry, Carl Pitts, Rob Stillwell, Ernest Wood, Sue Wood, Jim Lyon

Absent: Jeff Burnham

Guest: Steve Parker, Vickie French, Deborah Rust, Dick Eakins

Chairman Dave Perry called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance. Rob Stillwell (Carl Pitts) moved to approve the agenda as presented. All in favor; motion carried. Rob Stilwell (Ernest Wood) moved to approve minutes from the March 12, 2024, meeting. All in favor; D

The following claims were presented for payment:

* McNeil & Company Insurance $1482.50
* National Grid Electricity $297.46
* Ferrell Gas Propane $584.91
* Charter Communications Internet/Phone $139.98
* Gregory Healey, MD physicals $125.00
* James Lyon Treasurer Fee $100.00
* Carl Pitts Training $100.00
* Dave Perry Training (J. Burnham) $125.00

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

Financial Report – Jim Lyon reported a staring balance of $510.10 with a deposit of $215,000.06. Expenses for May totaled $2,954.65 for a checking account balance of $212,555.31. A transfer to the building account needs to be made. The balance for the Firehouse Land and Building account is $23,631.48; Petty cash balance is $144.57; Capital Reserve balance is $62,627.52 and the Equipment Reserve balance is $18,452.43. Jim stated he had changed the format of the budget sheets. Total expenses for the Firehouse Land and Building Project are $213,364.52, which includes $52,706.88 for the loan payment. Carl Pitts (Ernest Wood) moved to approve the financial report. All in favor; motion carried.

Privilege of Floor – Dick Eakins asked if there were any outstanding loans. There are none at this time. Vickie French inquired about the building fund transfer and what the capital reserve fund was established for.

Correspondence – Dave Perry gave the dates of the training for new commissioners. Carl Pitts has completed his training and Jeff Burnham is scheduled for May 13 and 21.

Chief’s Report – Chief Parker reported there are no known building or mechanical issues to report at this time. 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 at this time. Members logged in 65-man hours responding to calls; 70-man hours of training; 25-man hours for general station/work details. The department held the annual meeting and election of officers. The results are:

* Chief: Steve Parker
* 1st Assistant Chief: Greg Crump
* 2nd Assistant Chief: Will Votra
* 3rd Assistant Chief: Jonathan Burnett
* Treasurer: Kristina Parker
* Secretary: Allison Perham
* Directors: Carl Pitts, BJ Planty

Training has been various in-house trainings with the emphasis in March on Wildland Firefighting and Mayday/RIT procedures. The US Coast Guard will be conducting a Boater Safety Course on May 11th at our station. There are no equipment needs at this time. There is a committee working on a date for the Annual 4-Wheeler Run; a committee was formed for the Spring Chicken Barbeque on May 26; a committee formed to look into doing a gun raffle this summer fall; and a committee formed to start planning a variation of the “Rabbit Hunt.” FEMA AFG 2023 has been submitted for SCBA;   
FEMA SAFER 2023 (Recruitment and Retention) has been submitted. There has been no word on the Gary Sinise Foundation grant for AEDs. Items are on order for the NYS DEC grant (50/50 match). The NYS Volunteer Fire Infrastructure and Response Equipment Grant was submitted as well as the FY25 Appropriations committee funds. DANC funding application was submitted and a grant for canned drinking water through Anheuser Busch was submitted. Chief Parker noted proposed OSHA changes for the fire service which will need to be watched. These include training levels for chiefs, firefighter training levels and medical screening requirements. Calls for the month:

* 3/13 Nicholville Tri Town Assist 2 members
* 3/14 Lake Ozonia Control Burn 11 members
* 3/26 Lake Ozonia Road Machinery Fire 12 members
* 3/31 County Route 49 Wildland Fire 9 members

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

New Business

* Carl Pitts (Ernest Wood) moved to approve the appointment of Chiefs. All in favor; motion carried.
* Debit card for treasurer – following a discussion, it was decided to look into a credit card but not a debit card. A credit card policy and resolution must be done. The procurement policy will also need to be done.
* Rob Stilwell (Carl Pitts) moved to approve online banking for the treasurer. All in favor; motion carried.

Old Business

* Dave Perry is asking for the terms for services from LaBella Associates.
* New firehouse update – paperwork has been forwarded to USDA to update the application. An amendment has been submitted to APA for wastewater treatment plan. USDA has also requested an updated balance sheet and noted that an audit will be needed when the loan is approved. It is still planned for the bids to go out in June or July.

Carl Pitts (Rob Stilwell) moved to adjourn the meeting. All in favor; motion carried. The meeting was adjourned at 7:40 p.m.

Minutes submitted by Sue Wood, Secretary