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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Commissioners Meeting – March 11, 2025

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

Guest: Greg Crump, Peggy Burnham, Steve Parker, Sue Lyon, Deborah Rust, Vickie French, Richard Eakins, Ashley Eakins, Rick Eakins

The meeting was called to order at 7:00 p.m. by Chairman Perry, followed by the Pledge of Allegiance.

Rob Stillwell (Carl Pitts) moved to approve the agenda as presented. All in favor; motion carried. Jeff Burnham (Rob Stillwell) moved to accept the September minutes as presented. All in favor; motion carried.

The following claims were presented for audit:

* IamResponding subscription renewal $314.00
* Deluxe Checks checks $16.95
* National Grid electricity $351.00
* James Lyon Treasurer $100.00
* Charter Communications internet/phone $139.98
* Ferrell gas Propane $680.26
* Genaway Oil Oil / windshield wash $103.32
* McNeil & Company Insurance renewal $7,579.50
* William Votra CPR Training $520.00

There was a question on the invoice from LaBella as they were under the impression that last month was the last one. Carl Pitts (Rob Stillwell) moved to approve payment of presented claims. All in favor; motion carried.

Treasurer Lyon reported the financial statement. A check was received from the town for the tax levy of $220,350. The McNeil & Company bill was due this week so it was paid on-line. Fund balances are as follows:

* Checking Account $222,154.98
* Firehouse Land & Building Project $13,382.29
* Petty Cash $144.57
* Capital Reserve Fund $62,642.07
* Equipment Reserve Fund $46,582.69

The 2024 Annual Report was filed. Rob Stillwell (Carl Pitts) moved to approve the financial report. All in favor; motion carried.

Privilege of Floor – none

Correspondence – none

Chief’s Report – Chief Parker reported there are no known building or mechanical issues to report. Truck inspections and inventory were completed, as well as SCBA inspections. There are no known issues to report. In February members logged in 104 man-hours responding to calls; 72 man-hours of training; 40 man-hours for general station work/work details. A resignation was received form Jason Bruette and members voted on and approved the membership of Jennifer White. Training in February was in house and reviewed recent calls (what went well and what could be improved). A CPR course was held on February 8 and attended by many. OSHA/PESH/NYS required training is nearly complete.

Since grants were not awarded, the district needs to consider options to purchase new SCBA. Two (2) interior firefighters were fitted for new gear and an order placed. The gear inspection was completed on most members and note the following needs:

* (6) helmets (approximately $600 each)
* (5) Flashlights (approximately $75 each)
* (5) gloves (approximately $100 each)
* (3) Hoods (approximately $50 each)

Members voted on and approved the purchase of two (2) portable scene lights. No other equipment is needed at this time. A committee was formed to discuss a 75th Anniversary Celebration this summer – tentative date of August 9.

Calls for the month:

* February 1 Structure Fire (305 Water Street) 11 members
* February 4 Tri Town Assist (24 County Route 49) 5 members
* February 17 Structure Fire (374 Wilson Road) 10 members
* February 27 Tri Town Assist (452 Days Mill Road) 3 members
* February 27 Accident (State Hwy 11B & State Hwy 458) 9 members

There was a question on the status of the radios from St. Lawrence County. The installation should be in April but the legislators have not accepted the contract yet. Rob Stillwell (Carl Pitts) moved to approve the Chief’s report as presented. All in favor; motion carried.

Carl Pitts (Ernest Wood) moved to approve the purchase of the requested gear. All in favor; motion carried. Jeff Burnham (Carl Pitts) moved to approve the membership of Jennifer White. All in favor; motion carried.

New Business

* A claim was made with McNeil and Company for damage to a water pump belonging to St. Regis Falls Fire. They provided mutual aid for the fire on Wilson Road.
* The contract was returned to Casella Waste Systems with a thank you note acknowledging their service at no charge.

Old Business

* Peggy Burnham reported that the FEMA documentation has been submitted. This is on the list to be paid as one of the first obligated for approximately $8800.
* As previously noted, a $1,000,000 grant has been awarded from the state. Any expenses need to be paid up front and are reimbursable from November 1, 2024. We will need a copy of the front and back of the check as well as detailed invoices. There is a possibility of a grant for equipment in next year’s cycle. She passed along that our application was one of the best and our grant writer should be commended (thank you Chief Parker).
* Dave reported that a letter of conditions was needed prior to bidding the project. He is working on this.
* The easement for National Grid has been completed. The Richael family has given a right-of-way to use a power pole on their property.
* Dave will send out a copy of the contract agreement for the Clerk of the Works for review.
* Jeff Burnham stated that the original contract with Brooks Washburn (LaBella) was broke down in phases. We appear to be running over as the price has increased and the building is smaller. We have asked them to attend a meeting and give an update and breakdown of the money. Dave reported a phone conference with USDA was also needed to clear up exactly what is needed.
* Jeff Burnham stated we need to start the process of a loan so we have funding to move forward once the bidding is completed. This should be processed through the bond attorney.
* Rob Stillwell (Ernest Wood) moved to approve providing all documentation to Peggy Burnham from November 1, 2024 for reimbursement purposes from the grant. All in favor with Jeff Burnham abstaining; motion carried.
* Dave Perry will schedule a meeting with the bond attorney for Thursday at 1:00 at the town office.

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

Minutes submitted by Sue Wood, Secretary