

Fire Commissioner Meeting Minutes – April 8, 2025

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

Absent: Jeff Burnham, Ernie Wood

Guest: Steve Parker, Chief; Greg Crump, Vickie French, Richard Eakins, Matthew Razis, Will Votra

The meeting opened at 7:00 p.m. followed by the Pledge of Allegiance. Carl Pitts (Rob Stillwell) moved to approve the agenda as presented. All in favor; motion carried. Carl Pitts (Rob Stillwell) moved to approve March 2025 minutes as presented. All in favor; motion carried.

The following claims were presented for payment:

* National Grid electricity $363.14
* James Lyon Treasurer Fee $100.00
* Ferrellgas propane $1499.05

Discussion was held on an invoice submitted by LaBella’s in the amount of $8199. It was agreed that more detail was needed to support payment. Chairman Perry will contact LaBella’s for additional details and will bring back to May meeting. Carl Pitts (Rob Stillwell) moved to approve the presented claims with the exception of the invoice from LaBella’s. All in favor; motion carried.

Treasurer Lyon reported the financial statements:

* General Account Deposit of $702.54 from an overpayment and a transfer of $109,750 to the FLBP Checking Account for a new balance of $111,145.33
* FLBP $123,132.29
* Petty cash $144.47
* Capital Reserve Fund $62,64.14
* Equipment Reserve Fund $46,583.48

Treasurer Lyon also reported the new account has been established at NBT Bank. Dave Perry and Jeff Burnham will need to sign documentation at the bank. Carl Pitts (Rob Stillwell) moved to approve the financial report. All in favor; motion carried.

Privilege of Floor - Dave Perry introduced Brooks Washburn from LaBella’s (Architect/Engineer for new station). He reported that the bid documents are completed, and the USDA is conducting the final review. The permit with the NYS Department of Transportation is still being completed. Permit 32 and 33 are almost completed. He is also working with our Bond Attorney for final documents. At this time, he cannot confirm when the bid process will start.

Richard Eakins asked if the District could finance the new station with alternative uses. Chairman Perry explained that the process was started with USDA due to a lower interest rate. The option is till open to alternate financing.

Chief’s Report – Chief Parker reported there were no known building or mechanical issues to report. Truck inspections/inventory were completed. SCBA inspections were also completed. In March members logged 68 man-hours responding to calls; 32 man-hours of training; 30 man-hours of general station work. The department held the annual meeting and election of officers. The results of the elections are as follows:

* Chief – Steve Parker
* 1st Assistant chief – Greg Crump
* 2nd Assistant Chief – Will Votra
* 3rd Assistant Chief – Matthew Razis
* Treasurer – Kristina Parker
* Secretary – Allison Perham
* Directors – Ernest Wood, Ben Wood

Training has been various in hours trainings with emphasis on pump training. There are no equipment needs at this time. Future fundraisers include: 75th Year Anniversary Field Day – August 9; Annual 4-Wheeler run – September 6; Spring Chicken barbeque – to be announced. St. Lawrence County recently completed the yearly comp inspection. Results were shared via email and the department is working to correct the action items.

The members’ breakfast will be held on May 3 with all invited. Tri-town Rescue is still working on a Rehab Policy for Structure and Wildland Fires. Once adopted, the department would like to adopt a similar policy.

Calls for the month:

* 3/7 Structure Fire (Elliot Road/Converse Road) 11 members
* 3/13 Structure Fire (3223 State Hwy 11B) 7 members
* 3/16 Electrical hazard (1708 Lake Ozonia Rd) 9 members
* 3/18 CPR in progress (5 River Street) 11 members
* 3/18 Car vs. Deer (629 State Hwy 458) 6 members

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

Chief Parker asked the commissioners to have a discussion regarding the decision on Air Packs. The price quote submitted is only good for a short period of time and the rental fees are going to increase. Carl Pitts (Rob Stillwell) moved to approve the rental of air packs and accessories as per the quote. The rental fees must be under $30,000 per year with a term of five (5) years. All in favor; motion carried. Chairman Perry will complete and submit the paperwork.

New Business

* Sue Wood and Dave Perry participated in a phone conference with the bond attorney Hodgson Russ. He stated that he is providing draft documents for setting up the construction bond. At the last meeting a question was asked about how fast the bond payment would take. He advised the district to get a one-year bond anticipation note (BAN). NBT Bank should be able to provide this. He also stated that with the $1,000,000 grant we are in good shape.
* Chairman Perry informed the commissioners that the cost of the building permit would be $2,189.10, based on 7,297 square feet for the floor space. Carl Pitts suggested this discussion be tabled at this time.

Old Business

* Chairman Perry met with Clerk of the Works candidate Robert Gray. The contract written by our attorney (Nicole Strippoli) was discussed. There will be more contacts with other qualified candidates.
* Our grant consultant, Peggy Burnham, has filed our first quarterly report for the $1,000,000 grant. There are no expenses at this time. We are required to file quarterly as per the contract agreement.

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

Minutes submitted by Sue Wood, Secretary