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**HOPKINTON FIRE DISTRICT**

2876 State Highway 11B

Hopkinton, New York 12965

(315) 328-4682

Commissioner Meeting Notes – May 13, 2025

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

Absent: Carl Pitts

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

The meeting was called to order at 7:00 p.m. followed by the Pledge of Allegiance. Rob Stilwell (Jeff Burnham) moved to accept the agenda as presented. All in favor; motion carried.

Rob Stillwell (Ernest Wood) moved to accept the minutes as presented. All in favor; motion carried.

The following claims were presented for payment:

* National Grid Electricity $300.61
* James Lyon Treasurer Fee $100.00
* Goodrich Refrigeration furnace maintenance $521.78
* MX Fuel Gas & Diesel $1618.13
* FerrellGas Propane $637.28
* Charter Communications phone & internet $300.00
* Parishville Fire District Fire protection contract $500.00
* Hopkinton-Ft. Jackson Fire office supplies & fubar $163.35
* Woodchop Shop Fuel $54.00

An invoice from April 2025 for LaBella Associations (additional details) was added in the amount of $8,199. Rob Stillwell (Jeff Burnham) moved to approve the audit of claims with the addition from LaBella. All in favor; motion carried.

Financial Report – Treasurer Lyon reported that new accounts have been established at NBT Bank. He has not received the new checks yet. The following summary of accounts was given:

* Community Bank Checking $46,950.18
* NBT Bank Checking $5,000.00
* NBT Savings $55,000.00

Firehouse, Land and Building Project

* Community Bank Checking $48,132.29
* NBT Bank Checking $5,000.00
* NBT Bank Savings $70,000

Petty Cash

* $144.57

Capital Reserve

* Community Bank $0.00
* NBT Bank $62,644.17

Equipment Reserve

1. Community Bank $0.00
2. NBT Bank $46,584.25

Jim Lyon will check on the feasibility of having a CD. He also noted that a new balance sheet needs to be completed every April with total assets. We are also due for a review of the books as this is needed every three (3) years. He will contact Ms. Sherman, who has done them in the past. Rob Stillwell (Ernest Wood) moved to approve the financial report. All in favor; motion carried.

Discussion was held on the leasing of air packs. This would be a five (5) year lease at $28,000/year. The packs will be delivered directly to the station.

Privilege of Floor – Richard Eakins asked about the hiring of a Clerk of the Works. He would like to recommend Kevin Cootware for the position and hire him on an hourly basis. Vickie French asked why this was not done in the beginning. A meeting will be scheduled with Dave Perry, Jeff Burnham and Kevin Cootware.

Correspondence – none

Chief’s Report – Chief Parker reported there are no known building or mechanical issues to report at this time. Truck inspections/inventory were completed and missing or damaged items were found. The department would like to request the purchase of the following items:

* (1) Set of Irons ($310)
* (1) Flathead Axe ($80)
* (4) Spanner Wrenches ($80)
* (1) Fubar Tool ($90)
* (1) 8” Pike Pole ($135)
* (4) Wildland Fire Helmets ($280)

E41 has a cracked/leaking valve and faulty water level gauge. The department is in the process of getting an estimate from Jerome Fire to repair it. The boat is out of storage for minor cleaning and prep; it should be in Lake Ozonia soon. The UTV has had the winter tracks removed, tires put on and skid unit packed and loaded and in service for Wildland Fire and ATV Trail Season. SCBA inspections were completed. Another pack failed due to a leaking hose. The new ones are set to ship in June. Thank you to Dave Perry and Jim Lyon for providing all financial documents needed over numerous emails. There are no other issues to report at this time.

Members logged in 36 man-hours responding to calls in April; 64 man-hours of training; 92 man-hours for general station work/work details. Membership voted on and passed the RAM membership of Charles “Charlie” Clark-Valance. Training has been various in house trainings. The emphasis in April was Wildland/Outdoor Fires.

Fundraisers planned:

* 75th Year Anniversary Field Day – August 9
* Annual 4-Wheeler run – September 6
* Spring Chicken Barbeque – June 15

A check was received from FEMA for work done during the August 2024 storm. The members’ breakfast was held on May 3 and was well attended.

Calls for the month:

* 4/3 Traffic hazard – 165 Sheldon Road 8 members
* 4/8 MVA – 368 County route 49 11 members
* 4/20 Stand-by Structure Fire – 323 Capell Hill Rd 9 members
* 4/22 MVA – 250 Lake Ozonia Road 8 members

Ernest Wood (Rob Stillwell) moved to approve the Chief’s report as presented. All in favor; motion carried.

Rob Stillwell (Jeff Burnham) moved to approve the equipment purchases as requested. All in favor; motion carried.

Jeff Burnham (Rob Stillwell moved to approve the RAM membership of Charles “Charlie” Clark-Valance. All in favor; motion carried.

New Business

* Dave Perry stated he would like to look into alternate financing for the new station. USDA keeps finding items that need to be reviewed and is delaying the process. He will look into the process and, if needed, will call a special meeting. Steve Parker questioned whether this would compromise the $1.8 million grant if we do away with USDA. Rob Stillwell (Jeff Burnham) moved to approve researching additional information on this. All in favor; motion carried.
* There was a question about the contingency and what increased this on Form E. Dave Perry will contact LaBella tomorrow to inquire about this.

Old Business

As previously reported, a check was received from FEMA in the amount of $5,777.65. Peggy Burnham has submitted the March report and will meet with Jim Lyon to get any additional information from November 1. The second check should be for $1925.88 for volunteer time. She will invoice the district for $600. As a side note, it was noted that the district was the third check sent out. She would like to suggest that the funding be used to purchase new helmets through Jerome Fire. Jeff Burnham (Rob Stillwell) moved to approve the purchase of helmets. All in favor; motion carried.

Ernest Wood (Rob Stillwell) moved to adjourn the meeting. All in favor; motion carried. The meeting adjourned at 8:00 p.m.

Minutes submitted by Sue Wood, Secretary