

# Hampton Volunteer Fire Company Monthly Meeting Minutes

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A Regular Meeting of the Hampton Volunteer Fire Company Inc. of the Town of Hampton, County of Washington, and the State of New York was held at the Fire Station, at 2520 County Route 18, Hampton, New York on the 8<sup>th</sup> day of January 2019.

## **MEMBERS PRESENT:**

Shawn Ballard-----	Firefighter - <b>Absent</b>
Tylor Black-----	Firefighter - <b>Absent</b>
Richard Cole-----	Safety Officer - <b>Absent</b>
Shane Doran-----	Firefighter - <b>Absent</b>
Raymond Garrick-----	Firefighter - <b>Absent</b>
Cameron Hilder-----	Firefighter
Jeff Jones-----	Firefighter - <b>Absent</b>
Chad Mead-----	Firefighter - <b>Absent</b>
Joseph Mead-----	Vice President
Michael Pietryka-----	Trustee - <b>Absent</b>
Justin Perry-----	Captain
Tegan Petty-----	Firefighter - <b>Absent</b>
Arthur Pratt III-----	Trustee
Matthew Pratt-----	Secretary
Lenny Reed-----	Trustee
Joel Roberts-----	1 <sup>st</sup> Lieutenant
Charles Rountree-----	President/Treasurer
Matthew Sears-----	Fire Chief
Michael Stark-----	Firefighter - <b>Absent</b>
Jayson Ward-----	Firefighter - <b>Absent</b>
Eric White-----	2 <sup>nd</sup> Lieutenant
Joe Williams-----	Firefighter - <b>Absent</b>

Also Present: No one else was present

Meeting was called to order by President Charles Rountree at 7:41 PM

Meeting began with the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES**

Matthew Sears made a motion to accept the minutes as written, seconded by Joel Roberts

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

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Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the Fire Company adopted to approve the Monthly Meeting Minutes for **December 4, 2018.**

## **TREASURER'S REPORT**

Joel Roberts made a motion to accept the Treasurer's Report as submitted, seconded by Cameron Hilder.

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the Fire Company adopted to approve the Treasurer's Report as submitted for **December 2018**

<b><u>ACCOUNT</u></b>	<b><u>BALANCE</u></b>	<b><u>RECEIPTS</u></b>	<b><u>DISBURSEMENTS</u></b>	<b><u>BALANCE</u></b>
General Fund 3527	\$13,461.02	\$24,003.00	\$13,861.96	\$23,602.06
Fundraising 3530	\$6,086.58	\$640.00	\$541.84	\$6,184.74
Truck 5785	\$12,974.12	\$1.64	\$0.00	\$12,975.76
Equipment 3536	\$4,308.71	\$0.54	\$0.00	\$4,309.25
Building 3549	2,826.56	\$0.36	\$0.00	\$2,826.92
<b>TOTAL</b>	<b>\$39,656.99</b>	<b>\$24,645.54</b>	<b>\$14,403.80</b>	<b>\$49,898.73</b>

## **OFFICER'S REPORTS**

Reports submitted for **December 2018**

### **Chief's Report**

#### **Call Report**

Had 5 calls for this month

1<sup>st</sup> call was for mutual aid to stand by in Middle Granville Station for a Structure fire in North Granville on State Route 22

2<sup>nd</sup> call was for a car into a pole on Chapman Road across from Patties Patch

3<sup>rd</sup> call was for mutual aid to Fair Haven for a possible structure fire at 3 Maple Street.

4<sup>th</sup> call was for mutual aid to Poultney for a structure fire at 1415 High Road.

5<sup>th</sup> call was for a 2-car motor vehicle accident at 11850 State Route 4

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## Building Maintenance

Joel took out garbage

Cameron swept around the bays

## Equipment Maintenance

Joe took the Tanker to Raddle Snake Ridge had the Tanker pre-inspection on it

Order two new tire for the front

Air tank

Carrier bearing bracket

All will be done same day once the air tank comes in.

## Other News

Going to have another Mutual Aid District meeting at Poultney Station on February 12, 2019 at 6:30 PM

Washington County Chief's and Officer's meeting will be on January 21, 2019 at 6:45 PM in Rupert, Vermont.

Would like to contact the company where we had the physicals done two years ago, would need to get 15 members because that's the minimum number. The County is starting to crack down on this. Any members who do not get their physicals and fit tests done will be put on the inactive roster.

Need to get in contact with MES to inspect in our cutter and spreader etc.

## **Assistant Chief's Report**

### Medical/Personnel Reports

None for this month

### Membership Application

None for this month

### Training Report

None for this month

## **Captains Report**

### Truck Maintenance

Trucks are looking good

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The Tanker is getting worked on  
Light for the ER will be in tomorrow

Need to get the part number for the light that's broken on the rear passenger side. One of the work lights is out and need to get fixed.

## **1st Lieutenant's Report**

### SCBA's

New Batteries for light box for Attack 332 still not working  
ER 331 one of the Big Ed lights wasn't working but that issue is now resolved  
Always check the straps on the Air packs and please make sure that the purge valves are closed.  
Low Band radio was left on the charger was charging but still dead  
Tanker 333 need "D" cell batteries  
Rechargeable Maglite

## **2nd Lieutenant's Report**

### Truck Inventory

Made a 150-foot Highrise pack for ER 331

## **COMMITTEE REPORTS**

Committee Reports submitted for **December 2018**

### Fundraising Committee

Edward's Market spaghetti dinner will possibly in the Spring – Eric White to follow.  
The District Bottle Box have been completed – closed  
The donation letter will be reviewed by member/completed at next meeting – Renee  
Fried pickles will continue to research – Matt Pratt  
Coin drop – may do again in spring with help from all.  
Newsletter – still working on format – Chuck  
Drink Koozies and Hoodies are in and will be sold at District 2 open house – Dec. 16  
Cook books – plan to do – Matt Pratt/Renee will work on this project.  
Committee approved 2 signs to be completed – Renee  
Hampton RoundTable proposal for the fire company will be presented – Renee Proposal was not voted on during the last Company meeting.  
Committee voted to authorize a \$10.00 payment for each bottle/can turn-in.

Charles is resigning from the Fundraising Committee as Chairman.

Asked a question about if Social members could be on the Fundraising Committee.  
People who are still on the Fundraising Committee for 2019

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Charles Rountree  
Matthew Pratt  
Eric White

## Building Committee

There was no meeting for this month

Need to have people on this committee who can be on there to make decisions so that those decisions can go forward to the Executive Committee.

People who are still on the Building Committee for 2019  
Justin Perry  
Charles Rountree  
Matthew Pratt  
Joseph Mead – coming onto the committee

## **PAVILION**

Charles Rountree made a motion to accept the Hampton Roundtable's Proposal to put a Committee together with the following requirements that they allow the fire company or a member form the fire company, and let the company help with building the pavilion. The Pavilion will be 40x40 with planning and implementing the plans.

The Roundtable will do all the funding they will take care of all of the supplies including the, screws, bolts and nuts along with the concrete the roof and electricity. Once the pavilion is completed it will be the sole property of the Fire Company, and the Roundtable can use it they will have to rent it out from the fire company, seconded by Matthew Pratt.

This is for the Fire Company and for the Community. They would also like to get tables for it as well.

Question was asked – are they going to take care of the money situation when they get the money themselves? Money will not go through the fire company at all.

Eric stated that Roundtable will have a document written up on the pavilion use, cost etc.

A discussion was brought up about if they are building this for us then why should they have to pay rent for it.

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Charles Rountree explained the proposal about how the Hampton Roundtable is willing to help build an extra pavilion for the Fire Company. (See Attached)

Charles Rountree made a motion to accept the proposal, seconded by Matthew Pratt

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the Fire Company adopted to approve the proposal from the Hampton Roundtable to form a committee to build a pavilion.

## **VOTE ON RESOLUTION TO ADOPT NEW YORK STATE RECORDS & RETENTION SCHEUDLE MU-1**

Matthew Pratt made a motion to adopt the resolution that the fire company to adopt the New York State Records and Retention Schedule MU-1, seconded by Matthew Sears.

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the Fire Company Approved to adopt the New York State Records & Retention Schedule MU-1. They will go into the Standard Operation Guideline book.

## **HAMPTON VOLUNTEER FIRE COMPANY INC. RESOLUTION**

### **ADOPTING THE NEW YORK STATE RECORDS AND RETENTION MU-1 SCHEDULE**

**WHEREAS**, to comply with Article 57-A of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, it is recommended that the Hampton Volunteer Fire Company Inc. must adopt the Records Retention and Disposition Schedule MU-1 in order to dispose of any records and;

**WHEREAS**, the Records Retention and Disposition indicates the minimum length of time that officials of Cities, Towns, Villages and Fire Districts must retain their records before they may be disposed of legally and:

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**WHEREAS**, the purpose of this schedule is to:

- 1) Ensure that records are retained as long as needed for administrative, legal and fiscal purposes;
- 2) Ensure that state and federal record retention requirements are met;
- 3) Ensure that record series with enduring historical and other research value are identified and retained permanently; and
- 4) Encourage and facilitate the systematic disposal of unneeded records. And;

**WHEREAS**, before the disposal or destruction of any record the Records Management Officer must check the MU-1 Schedule so that documents don't get destroyed by mistake or purposely to cover up any wrong doing.

**NOW THEREFORE LET IT BE RESOLVED**, By the members of the Hampton Volunteer Fire Company Inc. that Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in the Records Retention and Disposition Schedule MU-1 after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods;
- c) Also, any records that are to be disposed of shall follow the "Records Management Guide to Destroying Records" that the secretary of the Fire Company put together and a record of the documents that are being destroyed shall be recorded and kept.

**RESOLVED**, that this resolution shall take effect immediately.

## **VOTE TO ADOPT RECORDS STORAGE POLICY**

Matthew Pratt made a motion to adopt the Resolution to adopt the Records Storage Policy, seconded by Matthew Sears.

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

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Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the Fire Company approved to adopt the Records Storage Policy and will go into the Standard Operation Guideline book.

## HAMPTON VOLUNTEER FIRE COMPANY INC. RECORD STORAGE POLICY

### Section 1. Policy Statement

Records are recognized as important information resource for the Hampton Volunteer Fire Company Inc. (hereafter “Fire Company”), and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the Fire Company. The Fire Company is required to maintain a records managements system that completely, accurately and reliably creates and maintain records. Further, Fire Companies are encouraged by the New York State Office of the State Comptroller Division of Local Government and Article 57-A of the Arts and Cultural Affairs Laws and the Government Records Law to promote and support a program for the orderly and efficient maintenance of records within a fire company. Also, Under the Freedom of Information Law<sup>1</sup>, all government records are available to the public, except those records or portions of records that the law allows the municipal entity to withhold. In order to access such records, they need to be stored in an efficient and effective manner with the Fire Company for access.

This policy applies to all external and internal record of the Fire Company, which are handled, received or generated by the Fire Company, regardless of their physical format or media type.

### Section 2. Definitions.

- a) **Electronic Records:** consist of magnetic tapes, compact disks, optical disks and any other form of magnetic, electronic, or digital media and their associated software programs, documentation, manuals or instructions.
- b) **Record:** recorded information in any form which are subject to Freedom of Information Acts, including data in computer systems, created or received and maintained by an organization or person in the transaction of business and kept as evidence of such activity.
- c) **Record Management Officer:** The Secretary of the Hampton Volunteer Fire Company Inc. is designated as a records management officer for the Fire Company.

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<sup>1</sup> Freedom of Information Law (FOIL) was adopted in 1974 in Article 6, Public Officers Law.



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## **Section 3. Purpose**

The purpose of this policy is to define the principals of the Fire Company's records management function and to document and orderly and efficient approach to the proper storage or records. This policy should be read in the conjunction with and shall not supersede or to be read to conflict the current State and Local Government Policies and the Local Government Records Law.

## **Section 4. Scope and General Provisions**

a) **Scope:** This policy applies to all members of the Hampton Volunteer Fire Company Inc. and should be complied with, as amended by time to time.

### **b) Roles and Responsibilities**

- 1) All Officers (Company and Line) are to create and maintain records relating to their roles as Chief's, Captain, Lieutenant's, President's Secretary and Treasurer in line with legislation and State Policies and procedures for the management of records. Personnel records of all members are exempt.
- 2) Records Management Officer: The Secretary of the Hampton Volunteer Fire Company Inc. is designated as the Records Management Officer who oversees and coordinates management of all records from creation, designates responsibilities as needed and follows all New York State Archives guidelines.
- 3) Fire Company members & Contractors: All members, including contractors, are to create and retain those records pertaining to specific business activities they and required to perform.

### **c) General Provisions:**

- 1) All records created and received by any member, officer, or contractor received in the course of the Fire Company's business are owned by the Fire Company, are subject to all record keeping practices and are to be housed and maintained at the Hampton Volunteer Fire Company Inc. located at 2520 County Route 18, Town of Hampton, Washington County State of New York.
- 2) Records are not to be removed from the Fire Company unless authorized by the Executive Committee, or in the custody of an officer performing official business for the Fire Company. If records are required for off-site use all efforts should be made to utilize a copy allowing the original to remain at the Fire Station.

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- 3) Records are to be stored in a safe and organized storage environment with the Fire Station or an offsite location designated by the Executive Committee for easy retrieval when needed.
- 4) All electronic records shall be stored on the Fire Company Computer created on to provide for effective internal backup of all electronic records. An external encrypted backup drive is provided for the responsible individual to make a monthly backup to be stored off site. The encrypted backup may be stored at the responsible official's home for safekeeping.
- 5) No electronic records should be stored on or forwarded to any personal e-mail addresses, nor should any electronic records be saved on personal compact disks, personal computers or individual hard drives/flash drives that are not property of the Fire Company and be removed from the Fire Station.
- 6) Any and all official business of the Fire Company shall be conducted at the Fire Station.

## **COMMENT FROM THE PRESIDENT**

Year was great for 2018 need to make some very tough decisions in 2019  
Need to focus on the Present and Future and not the past  
have a lot of maintenance issues, plans to renovate the Bay are basement and kitchen  
renovations, replace items that need replacing etc.

## **ROBERT'S RULE OF ORDER**

Charles Rountree made a motion to table the adoption of Robert's Rules of Order to run meetings, seconded by Joseph Mead

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the Fire Company will table this until next month's meeting.

## **CANCER SURVEY**

Charles Rountree made a motion to do the cancer survey, seconded by Matthew Sears

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FASNY sent out a survey and Charles Rountree encourage for the members to participate in this survey. Any information to this survey is secured by HIPAA.

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the fire company will participate in the cancer survey.

## **CONTRACTING WITH FIREFIGHTERS AND/OR RELETIVES?**

Charles Rountree made a motion that we as the Hampton Volunteer Fire Company Inc. approve through the Executive Committee can contract with a firefighter and or relative and do work for the fire company as long as it doesn't interfere with their position at the fire company, seconded by Justin Perry

Right now, we're not in compliance with our Ethics Policy.

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

No (0)

Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the Fire Company approved to let the Executive Committee to contract with a firefighter and/or relative as long as it doesn't interfere with their position at the fire company.

## **CYBER LOCKS**

Charles Rountree made a motion to finish with the cyber lock and get on put on over at station 2, seconded by Justin Perry

Discussion about codes.

A discussion was brought up getting another key made for the doors so two people have the master keys. Joseph Mead will investigate this.

Yes (7) Cameron Hilder, Joseph Mead, Justin Perry, Matthew Pratt, Joel Roberts, Matthew Sears, and Eric White

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No (0)

Absent (12) Shawn Ballard, Tylor Black, Richard Cole, Shane Doran, Raymond Garrick, Jeff Jones, Chad Mead, Tegan Petty, Michael Stark, Jayson Ward and Joe Williams.

RESOLVED, that the fire company would like to finish getting key pad locks for station 2.

## **PUBLIC COMMENTS**

Still need to set a date to do a walk through at Carver Falls. Will try to get it for a Saturday around 10 AM.

Joseph Mead had a brief discussion with Marty Hutchins about making a sign for station 2. Also, could we use the stainless steel that's sitting down in the basement to use for this, maybe do a swap. Will get them powder coated from HQ Powder Coating.

Justin asked about the countertop how is that coming along, if nothing is happening then he could get us a countertop from somewhere else.

People will need to sign out the tables and chairs and the amount that your taking.  
(Ex. Matthew Sears 3 tables and 8 chairs)

## **ADJOURNMENT**

Charles Rountree made a motion to adjourn the meeting, seconded by Matthew Pratt

All in favor – Aye

Meeting adjourned at 8:41 PM

Respectfully submitted by

Firehouse Secretary

Matthew J. Pratt