

Hampton Volunteer Fire Company Monthly Meeting Minutes

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 6th day of March 2018.

MEMBERS PRESENT:

Shawn Ballard-----	Firefighter - Absent
Tylor Black-----	Firefighter - Absent
Shane Doran-----	Firefighter - Absent
Raymond Garrick-----	Firefighter
Cameron Hilder-----	Firefighter
Jeff Jones-----	Firefighter
Chad Mead-----	Safety Officer - Absent
Joseph Mead-----	Assistant Chief - Absent
Justin Perry-----	President
Tegan Petty-----	Junior Firefighter - Absent
Matthew Pratt-----	Secretary
Lenny Reed-----	Trustee
Joel Roberts-----	1 st Lieutenant
Charles Rountree-----	Treasurer - Absent
Matthew Sears-----	Fire Chief
Michael Stark-----	Vice President
Jayson Ward-----	2 nd Lieutenant
Joe Williams-----	Firefighter

Also Present: no one present

Meeting was called to order by President Justin Perry at 7:40 PM

Meeting began with the Pledge of Allegiance.

Matthew Sears made a motion that we start having the minutes emailed to the membership then the Secretary doesn't have to read it out and time can be saved, seconded by Joel Roberts.

Motion Passed

APPROVAL OF THE MINUTES

Matthew Sears made a motion to accept the minutes from **February 2018** as written, seconded by Joel Roberts.

Motion Passed

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TREASURER'S REPORT

Treasurer's Report submitted for **February 2018**

<u>ACCOUNT</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
General Fund	\$13,079.19	\$20,900.00	\$22,820.02	\$11,159.17
Truck	\$43,365.97	\$10,000.00	\$20,000.00	\$33,365.97
Equipment	\$5,506.61	\$0.00	\$0.00	\$5,506.61
Fundraising	\$1,276.13	\$25.00	\$283.47	\$1,017.66
Building	\$7,824.35	\$0.00	\$0.00	\$7,824.35
Total	\$71,052.25	\$30,925.00	\$43,103.49	\$58,873.76

See attached sheet for Truck Fund transfer to General Fund and back to Truck Fund.

Charles Rountree left a written proposal to pay bills before the Fire Company audits the bills at its regularly monthly meeting, and would like to have this added to the Financial Policy that is being drafted. (See Attached)

Justin brought up about the use of Purchase Orders and Receipts - Were going to start implementing this. Questions were brought up about emergency spending in case something breaks etc. This could be discussed at an Executive Committee meeting if the need is important.

Financial Policy – Not quite done yet and we still need to iron things out.

Michael Stark made a motion to accept the Treasurer Report as given, seconded by Matthew Sears.

Motion Passed

CHIEF'S REPORT

Chief's Report submitted for **February 2018**

We had three (3) calls for the month

1st call was for a Priority One Echo

2nd call was for a motor vehicle accident on State Route 22A swerving to miss garbage

3rd call was for a structure fire on South Road

Chief didn't receive an Assistant Chief's Reports, nor a Captains Report.

Firefighter 1 Course is going to be taking place on March 26, 2018 at Kingsbury Station #2 they would like to have an officer to go with them for the first night

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TRAINING

Were getting a little lack on the training and writing out the training reports
Feb. 20 - talked about what happened at the structure fire.

MAINTENANCE AND INVENTORY

The Captain changed the batteries on 334 glow plugs on 332 two coil packs on 335 and repaired the exhaust on the Tanker and the generator on ER 331

K12 saw won't idle going to be looking into that.

COMMITTEE REPORTS

Committee Reports submitted for **February 2018**

Fundraising Committee - given by Matthew Pratt, Charles Rountree was out of town
Committee meet and threw some ideas around about what we might want to do
committee will be meeting on Monday, March 26, 2018 at 7:00 PM

Building Committee - given by Matthew Pratt, Charles Rountree was out of town
The Chairman is suggesting that we start with the Post Office when the rewiring project
begins. Would like to get the quotes approved tonight if possible. (See Attached)

There were questions about the quotes and why was there a big difference?

Matthew Pratt made a motion to table the proposal to do to rewiring project until Charles
Rountree gets back, seconded by Michael Stark.
Motion Passed

OLD BUSINESS

ADOPTING FOIL POLICY

Motioned by: Matthew Sears

Seconded by: Michael Stark

Establishing the Procedure for Responding to FOIL Request

WHEREAS, this Freedom of Information Law ("FOIL") Policy is hereby adopted by the
Hampton Volunteer Fire Company Inc., an organization subject to requirements set forth by the
State of New York Article 6 (§84 - §90) of the New York State Public Officers Law, as
amended.

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NOW, THEREFORE, BE IT RESOLVED that the Hampton Volunteer Fire Company Inc. does hereby adopt the local procedures set forth when making request for information pursuant to FOIL

DATED: March 6, 2018

YES (9) Raymond Garrick, Cameron Hilder, Jeff Jones, Matthew Pratt, Joel Roberts, Matthew Sears, Michael Stark, Jayson Ward and Joe Williams

No (0)

ABSENT (7) Shawn Ballard, Tylor Black, Shane Doran, Chad Mead, Joseph Mead, Tegan Petty and Charles Rountree

ADOPTING AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Matthew Pratt read the proposal aloud to the membership.

Matthew Sears made a motion to accept the proposed additional language and language changes that were brought to the membership at last month's meeting, seconded by Michael Stark.

DATED: March 6, 2018

YES (9) Raymond Garrick, Cameron Hilder, Jeff Jones, Matthew Pratt, Joel Roberts, Matthew Sears, Michael Stark, Jayson Ward and Joe Williams

No (0)

ABSENT (7) Shawn Ballard, Tylor Black, Shane Doran, Chad Mead, Joseph Mead, Tegan Petty and Charles Rountree

ADOPTING SEXUAL HARASSMENT POLICY

Motioned by: Matthew Sears

Seconded by: Michael Stark

Sexual Harassment Policy Resolution

WHEREAS, declaring that sexual discrimination is unlawful pursuant to the New York State Human Rights Law §296.9 (codified as New York Executive Law, Article 15), and the federal Civil Rights Act of 1964, Title VII (codified as 42 U.S.C. §2000e et seq.). The Human Rights Law applies generally to employers with four or more employees. Federal Title VII applies to employers with 15 or more employees and,

WHEREAS, However, with regard specifically to sexual harassment, the Human Rights Law was amended in 2015 to apply to all employers, regardless of the number of employees. For

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sexual harassment occurring on or after January 19, 2015, which was the effective date of the amendment. and,

WHEREAS, Sexual harassment is a form of sex discrimination. Every member/employee in the State of New York is entitled to a working environment free from sexual harassment. A complaint may be filed under the Human Rights Law against the fire company for sexual harassment and,

WHEREAS, the Hampton Volunteer Fire Company Inc. should also create a sexual harassment policy which should be constructed by the Guidance on Sexual Harassment for All Employers in New York State.

NOW, THEREFORE BE IT RESOLVED, that the Hampton Volunteer Fire Company Inc. hereby adopt the New York State Human Rights Law §296.9 (codified as New York Executive Law, Article 15), and as amended in 2015 which includes all employers regardless of the number of employees and for sexual harassment occurring on or after January 19, 2015 which was the effective date of the amendment.

RESOLVED, that the Hampton Volunteer Fire Company Inc. also adopts its own Sexual Harassment Policy which reads as follows.

RESOLVED, that this resolution shall take effect immediately on the 6th day of March 2018.

DATED: March 6, 2018

YES (9) Raymond Garrick, Cameron Hilder, Jeff Jones, Matthew Pratt, Joel Roberts, Matthew Sears, Michael Stark, Jayson Ward and Joe Williams

No (0)

ABSENT (7) Shawn Ballard, Tylor Black, Shane Doran, Chad Mead, Joseph Mead, Tegan Petty and Charles Rountree

FIREFIGHTER 1 COURSE

A reminder went out to those who were interested in the Firefighter one course that their first meeting will be on Monday, March 26, 2018 in Kingsbury at Station #2 at 7:00 PM the chief is looking into it to see if the four guys that are going will need to bring their gear with them that night, and they would like to have an officer come with them too for that night. They are

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requiring that the Fire Company has some sort of insurance coverage in case any of our members were to get injured while they were at the burn tower.

TRAINING OFFICER

We have been three months without a Training Officer. Ultimately it should be the Chief's responsibility to be in charge of training. The chief should delegate it out to the Line Officers, because they should also help out with training.

Justin Perry made a motion to have the Fire Chief as the main Training Officer, seconded by Michael Stark.

YES (9) Raymond Garrick, Cameron Hilder, Jeff Jones, Matthew Pratt, Joel Roberts, Matthew Sears, Michael Stark, Jayson Ward and Joe Williams

No (0)

ABSENT (7) Shawn Ballard, Tylor Black, Shane Doran, Chad Mead, Joseph Mead, Tegan Petty and Charles Rountree

NEW BUSINESS

FIREMEN'S CONFERENCE

Firehouse Secretary Matthew Pratt wrote up a proposal (See Attached)

In his proposal he asked the membership would granted him and Treasurer Charles Rountree to attend a three day conference down in Albany, for Secretary and Treasurer training along with other topics of interest. Matthew proposed for the Fire Company to pay for the training which will be eighty-five dollars for both training sessions.

Also he proposed that the Fire Company would pay for travel per the IRS rate which is 54.5 cents per mile.

They weren't asking for the Fire Company to pay for their food or lodging during the three days.

Matthew Sears made a motion to accept the proposal, seconded by Michael Stark.

YES (9) Raymond Garrick, Cameron Hilder, Jeff Jones, Matthew Pratt, Joel Roberts, Matthew Sears, Michael Stark, Jayson Ward and Joe Williams

No (0)

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ABSENT (7) Shawn Ballard, Tylor Black, Shane Doran, Chad Mead, Joseph Mead, Tegan Petty and Charles Rountree

COMPANY WEBSITE

Matthew Pratt just wanted to let the membership know that the company website is up and running and encouraged members to go and check it out. www.hamptonfireny.org

PROFESSIONAL EMAIL

Matthew Pratt handed out copies of quotes only to those who were sitting at the table but told members that if they would like to obtain a copy of the quotes to talk to him and he can either print or email them out a copy.

Matthew proposed to the membership to get professional emails for only the 5 administrators President, Vice President, Treasurer, Secretary and Fire Chief. He explained that those should be the only ones to get this because they do a lot of company business and they shouldn't have to do it on their private email accounts.

Matthew Pratt made a motion to table the professional email and discuss it at next month's meeting, seconded by Michael Stark.

TREASURER'S PROPOSAL

Charles Rountree left written proposal asking that the Secretary be allowed to his backup when is out of town or unable to function to include check writing as needed and all other duties, along with being the Secretary's backup when he is either out of town or unable to function and all other duties, and would like to include this into the Financial Policy (See Attached)

Matthew Sears made a motion to accept the proposal, seconded by Joe Williams

YES (9) Raymond Garrick, Cameron Hilder, Jeff Jones, Matthew Pratt, Joel Roberts, Matthew Sears, Michael Stark, Jayson Ward and Joe Williams

No (0)

ABSENT (7) Shawn Ballard, Tylor Black, Shane Doran, Chad Mead, Joseph Mead, Tegan Petty and Charles Rountree

KEYS

A discussion took place about members not having keys to station 2 and was resolved.

ACTIONS AT FIRE SCENE

Michael Stark was contacted by the Fire Investigators about recognizing Matthew Sears for his heroic actions on getting the lady out of the house.

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WASHINGTON COUNTY CHIEF & OFFICERS

A question was asked about if we had any representation for Chief and Officers? Finding out that we need to pay our dues.

OTHER BUSINESS

Jeff Jones asked about the training for Truck Company Operations this will be held at Whitehall because he's interested in doing this.

PUBLIC COMMENTS

There were no public comments

MEMBERSHIP APPLICATIONS

Eric White put in an application to be a firefighter the membership voted and approved his application. Eric will be on a ninety day probationary period.

Arthur Pratt III put in an application to be a Trustee, the membership voted and approved his application. Arthur will be a Trustee for the remainder of the year, and will go for reelection as a trustee when the elections take place in December.

ADJOURNMENT

Michael Stark made a motion to adjourn the meeting, seconded by Jeff Jones the meeting adjourned at 9:00 PM - All in favor Aye.

Respectfully submitted by
Firehouse Secretary
Matthew J. Pratt