

**Hopkins Area Fire Board
Minutes of the October 17, 2017 Second Quarter 2017/18 Meeting**

The meeting was called to order at 7:00 p.m. by Chairman Evans at the Hopkins Public Safety Building.

Roll Call - Present: Mark Evans, Mary Howard, Sue Jones, Henry Reinart, Eric Commons, Kevin Travis, Brian Ballard and Burt

Others present: Asst. Chief Bob Kerber, Chief Tim McKinnon

Agenda –The agenda was reviewed and approved by the members present.

Minutes – The minutes of the July 18, 2017 meeting were reviewed. **Motion by Reinart and second by Ballard to approve. All ayes.**

Financial Report – Henry Reinart reviewed the profit loss statement and balance sheet. Discussion about the line item for the grant that has been turned down. We will need to amend the budget prior to the new fiscal year to reflect the “loss” of that income. **Motion by Howard, second by Jones to approve the financial report. All ayes.**

Chief’s Report – Chief McKinnon reported on training activities, plans for Halloween and grant status to the board. All members received a copy of the chief’s report prior to the meeting.

Old Business:

Wage Committee Report – The wage committee will plan on meeting prior to the next board meeting. Tim will put together his recommendations for the committee to consider.

Intergovernmental Agreement update – The Village of Hopkins will need to do a new signature page and get it to Mark for the record.

Village Fuel Pumps – The proposal was presented to turn over billing and record keeping of fuel usage to the Fire Department. The village will ask Jim to work with Eric on the following upgrades to the tanks:

- Meter
- Switch
- Box and lock

The township authorized a total cost for upgrades not to exceed \$1500 and will ask the village to split the cost. Once we are ready to transfer responsibilities to the fire department, the tank will be filled and the village credited for any fuel that is already in the tanks. All billing will be sent to Henry Reinart at the fire department mailing address. **Motion by Commons and seconded by Travis to approve this plan. All ayes.**

Rescue/MUV Truck – Assistant Chief Bob Kerber presented information and bids he has received for a new MUV vehicle that was requested at the last meeting. **A motion to purchase the vehicle from Spenser at a cost of \$215,845, pending approval by the Monterey Township board, was made by Jones and seconded by Travis. All ayes.**

New Business:

Policies for Purchasing – Henry Reinart presented a proposed policy to deal with purchasing procedures. He voiced some concerns the auditor might have about tracking and approving purchases. Discussion centered around on whether changes to current procedures are necessary and if changes would be too cumbersome for the fire department personnel. **Motion by Reinart and seconded by Jones to table this item to a later date. All ayes**

Hiring Policy – Henry Reinart presented possible changes to current policy to clarify hiring procedures. **Motion by Evans, supported by Howard to form a committee to review this policy and the purchasing policy and bring proposals back to the full board. Committee members will be McKinnon, Kerber, Travis and Reinart. All ayes.**

Water Pump – Question was raised about the bill for repairs to the pump that services the public safety building, Hopkins District Library building and the Village/Township Hall. A decision was made to split billing 3 ways and let the entities who use the buildings figure out any split in their portion of the bills. (i.e. Library and Township Office, Village/Township Hall).

Cost Recovery – Henry Reinart asked about billing for fire calls and what the standard procedure should be if insurance does not cover costs and the property owner is not paying the bill. How do we cover costs? Discussion followed about how it is currently handled and whether or not a bill should ever be sent to collections. Current practice states that the FD would bill multiple times and if no payment is made, bill WILL be sent to collections. A suggestion was made to change wording from WILL to MAY to allow flexibility for circumstances. **Motion by Reinart, seconded by Howard, to move this item to old business and continue the discussion. All ayes.**

Radio Agreement – The village presented an agreement that would allow new radios assigned by the county to the Hopkins PD to be programmed for and assigned to the fire department for their use. The fire department would assume all responsibility for the radios and agree that if the village were to reinstate the police department at some time, the radios would be returned and the agreement would become void. **Motion by Reinart, seconded by Travis to approve the agreement. All ayes.**

Resolution to address-Land that is taken into trust by the federal government and removed from tax roll – Mark Evans presented a resolution to the board for approval that addressed land taken into trust by the federal government and subsequently removed from the tax roll. The purpose of the resolution is to specify that any fire agreement negotiation will be the responsibility of the township/municipality where the property is located. **Moved by Travis and supported by Evans to approve the resolution 17-1. All ayes.**

Letter to City of Wayland regarding service agreement with Gun Lake Tribe – Mark Evans presented a letter he proposed sending to Wayland, voicing concern about the agreement between the City of Wayland and the Gun Lake Tribe for fire coverage at Jijak Camp, which is located within Hopkins Township and the Hopkins Fire District. Discussion about intent was discussed. The letter was revised to encourage Wayland to enter a dialogue with the Hopkins Area Fire District about how the agreement was reached and our intent to apply FEMA billing for any costs incurred by HFD if asked to respond to a call on the property in question. Henry Reinart will rewrite the letter and Mark Evans, Chairman will send it. **Motion by Reinart, seconded by Jones to send the revised letter. All Ayes.**

Meeting Dates – **Moved by Evans and supported by Jones to set meeting dates for 2018 as January 23, April 17, July 17 and October 16. All meetings to be held at 7:00 p.m. in the Hopkins Area Fire Barn. All ayes.**

Public Comment – None

Motion by Evans and supported by Jones to adjourn. Meeting adjourned at 10:05 p.m.

Next meeting will be Wednesday, January 23, 2018 at 7 p.m. at the Hopkins public safety building.

Respectfully submitted by
Mary Howard/Secretary