

Charlton Fire District Commissioners Meeting Minutes

April 6, 2011

PRESENT: Doug Sargent
Dave Peters
Jeff Voigt
Robert LeGere

PUBLIC SESSION CALLED TO ORDER: Doug Sargent called the meeting to order at 7 p.m.

1. Approval of Agenda

Motion to approve the agenda was made by Doug Sargent and seconded by Dave Peters. Approved 4-0.

2. Approval of Minutes

Motion to approve March 2011 minutes was made by Bobby LeGere and seconded by Dave Peters. Approved 4-0

3. Chairman's Correspondence

- a. A letter was written to the acting treasurer directing payment to the IRS.
- b. Copies of the district's fiscal resolutions were sent to the insurance company.
- c. A letter was sent to all commissioners on appointing a replacement commissioner.
- d. A summary of monthly phone calls, conferences and emails was presented.

4. Treasurer's Report

- a. There were twenty seven invoices to pay. An itemized list was outlined.
- b. General Account: \$247,423.45
Equipment Account: \$75,085.62
Building Account: \$43,620.73
Reserve Account: \$35,646.29
Payroll Account: \$15,819.50
Total ending on January 31, 2011: \$417,595.59

Motion to pay outstanding bills was made by Dave Peters and seconded by Jeff Voigt. Approved 4-0.

5. Chief's Report

- a. Kevin Riehl presented Chief's Report. 21 calls for the month of March:
10-EMS
5-pump outs
1-lifting assistance
1-fire alarm activation
2-stand by in station
2-structure fire
- b. Car 18 will be going to Mike's for inspection.

3 Scott Pack masks and 11 pairs of fire fighter gloves need to be purchased to replace damaged ones found in fit testing. The money will come out of the chief's budget.
- c. Chief discussed status of county radio installations. They are half way through the installations for E.M.S.

- d. Chief Riehl requested permission for the boy scouts to use the firehouse on April 16th from 2-4.

Motion to permit the boy scouts use of the fire house made by Dave Peters and seconded by Jeff Voigt. Approved 4-0.

6. Executive Session

Motion to adjourn to executive session made by Dave Peters and seconded by Bobby LeGere at 7:10. Approved 4-0.

The Board convened to an executive session to discuss a personnel issue.

Motion to return to public session made by Bobby LeGere and seconded by Jeff Voigt at 7:20. Approved 4-0.

7. Committee Reports

a. **Facilities Management:**

- Dave Peters reported that one bid has been presented for cabinet work in the radio room. Two more bids are needed before a decision is made.
- He reported that the fire house roof needs to be replaced soon.
- Dave Peters discussed the need for an exhaust system in the truck room. Options are being reviewed.
- The boiler and hot water heater will need to be replaced in the near future.
- The committee is also looking at insulating the building and painting the truck room floor.

b. **Emergency Vehicles:**

- Bobby LeGere reported that new valves were installed on 181.

8. Unfinished Business

- a. Doug Sargent read a statement on the progress of the audit.
- b. Commissioner LeGere thanked the department for the gift certificate.
- c. Upgraded phones for Chief and Assistant Chief were purchased.
- d. Payment was made for the replacement of the Deluge Gun.
- e. Modspace requested a tax exempt certificate before committing to lease proposal. Certificate was faxed.
- e. An application was submitted to the Historical Society asking for permission to install a digital message sign. The application is being reviewed.
- f. Bobby LeGere and Steve Slattery met with Atopica and reported that progress is being made on the design of the district website.
- g. Dave Peters reported that work on the stairs to the trailer will begin when ground thaws.

9. New Business

- a. Six new resolutions were presented to the Board for approval.

100-2011-On Line Banking Policy

101-2011-Travel Policy

102-2011-Cell Phone Policy

103-2011-Appointment of Records Access Officer

94-2011-Appointment of new attorney

93-2011-Resignation of attorney

- b. The chairman informed the public that binders will be provided at each monthly meeting. They will include copies of bank balances, payroll, an itemized list of monthly bills, board minutes, the budget, etc.
- c. Doug Sargent requested permission to purchase office supplies.
- d. The chairman requested reimbursement for Commissioner LeGere for the cost of commissioner training.
- e. The commissioners reviewed the information on joining the Capital Area Association of Fire Districts.
- f. Doug Sargent discussed the use of the district dry erase board as a means of communication by the Chief and President. Commissioners agreed.
- g. Bobby LeGere discussed interviewing applicants in the near future for the commissioner vacancy.
- h. Dave Peters reported that Andy Lapatra has accepted the position as Treasurer for the Charlton Fire District. He will begin after April 18th.
- i. Bobby LeGere suggested a calendar for the board members outlining meetings, vacations, trainings, etc.

Motion to reimburse Commissioner Legere for the cost of the commissioner training made by Dave Peters and seconded by Jeff Voigt. Approved 4-0.

Motion to reject joining Capital Area Association of Fire Districts made by Dave Peters and seconded by Bobby LeGere. Approved 4-0.

10. Privilege of the Floor - None

11. Adjournment

Motion to adjourn made by Jeff Voigt and seconded by Bobby LeGere at 7:40 p.m.
Approved 4-0.