

# **Charlton Fire District Commissioners Meeting Minutes**

## **May 4, 2011**

**PRESENT:** Doug Sargent  
Dave Peters  
Jeff Voigt  
Robert LeGere

**PUBLIC SESSION CALLED TO ORDER:** Doug Sargent called the meeting to order at 7:10 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 April 2011 minutes was made by Bobby LeGere and seconded by Jeff Voigt. Approved 4-0.

### **3. Chairman's Report**

- a. A letter was received from Professional Innovative Programs & Services offering assistance with our software programs.
- b. Doug Sargent presented office supply purchases.
- c. He discussed plans for the Installation dinner with the banquet chairman.
- d. Commissioners LeGere and Peters completed commissioner training.
- e. Sharon Cronin completed secretary training.
- f. The chairman met with Andy LaPatra on the Treasurer position.
- g. He updated the address on some of the bills to correctly read the district's address.
- h. Involved with a personnel problem which required law enforcement. The individual was presented with a letter outlining personnel actions taken.

### **4. Treasurer's Report**

- a. There were sixteen invoices to pay. An itemized list was outlined.
- b. General Account: \$221,971.14  
Equipment Account: \$75,091.90  
Building Account: \$43,624.37  
Reserve Account: \$35,649.26  
Payroll Account: \$15,119.50  
**Total ending on January 31, 2011: \$391,456.17**

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

## 5. Chief's Report

- a. Kevin Riehl presented Chief's Report. 8 calls for the month:
  - 4-EMS
  - 2-Co
  - 1-grass fire
  - 1-structure fire
- b. i. Car 18 has been to Mike's for service and inspection. Car 18-0 is at Mike's now for the same.
- c. j. County radio system is finished with EMS and is ready to begin the fire departments. The chief presented an email regarding the installation.
- D. k. Chief Riehl requested permission to use car 18 and 18-2 in the Galway parade.

Motion to permit the use of car 18 and 18-2 in the Galway parade made by Dave Peters and seconded by Jeff Voigt. Approved 4-0.

## 6. Committee Reports

### a. Facilities Management:

- Dave Peters reported that the work on the stairs is complete and looks nice.
- He presented the three bids he received for cabinet work in the radio room.
- Dave Peters discussed the need for lawn mowing and grounds maintenance. Bids will be accepted for mowing and grounds maintenance.
- He discussed the need for an exhaust system in the truck room. Options are continuing to be reviewed.

Motion to approve D. Jevitt's bid for cabinet work in the radio room made by Dave Peters and seconded by Bobby LeGere. Approved 4-0.

Motion to approve Procut to mow lawn for the month of May made by Bobby LeGere and seconded by Jeff Voigt. Approved 4-0.

### b. Emergency Vehicles:

- Bobby LeGere reported that 18-0 needs service and 18-2 went out for inspection. The rear brakes on 18-2 need to be replaced.

### c. Staff Relations:

- Jeff Voigt reported that Andy LaPatra has begun his job as treasurer. The commissioners welcomed Andy.

## 7. Unfinished Business

- a. Doug Sargent reported the the audit is scheduled to end on May 15<sup>th</sup>.
- b. Bobby LeGere discussed the progress on the design of the district website. It should be active sometime in June. The district Lawyer suggested calendar and legal notices tabs on the website.

## **8. New Business**

- a. The members of the board thanked Mark for the construction and installation of the new steps for the trailer. Also, thanked Commissioner Peters for the donated materials. *they*
- b. The district lawyer discussed the workplace violence policy.

A motion to accept Andy LaPatra as Treasurer for the Charlton Fire District was made by Doug Sargent and seconded by Dave Peters. Approved 4-0.

A motion to adopt Resolution 104-2011 designating Andy LaPatra's monthly salary of \$1600.00 was made by Doug Sargent and seconded by Jeff Voigt. Approved 4-0.

A motion to adopt Resolution 105-2011 confirming the verbal agreement made by the Board and Wayne Emerich on the use of the lot on Charlton Road was made by Bobby LeGere and seconded by Jeff Voigt. Approved 4-0.

A motion to adopt Resolution 106-2011 on the work place violence policy was made by Bobby LeGere and seconded by Dave Peters. Approved 4-0.

9. **Privilege of the Floor** – A compliment was made to the Board regarding how financial information is being disseminated to the public. \_\_\_\_\_

## **10. Adjournment**

Motion to adjourn made by Bobby LeGere and seconded by Dave Peters at 8:00 p.m.  
Approved 4-0.