

**Charlton Fire District  
Organizational Meeting Minutes  
January 5, 2021**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on January 5, 2021 at 6:34 p.m.

**PRESENT:** Jeff Voigt (Chairman), Amanda Gannon, Kevin Loukes, Leland Roden, Steve Eichfeld, Sharon Cronin (Secretary),  
Andy La Patra (Treasurer)

**ABSENT:**

**Board elects Chairman**

Motion to elect Jeff Voigt as Chairman of the Board for the year 2021 made by seconded by Leland Roden. Approved 4  
Opposed 0 Abstained 1

**Treasurer Appointed**

Motion to reappoint Andy LaPatra as Treasurer for the year 2021 at the cost of \$1600.00 a month made by  
Jeff Voigt seconded by Kevin Loukes. Approved 5 Opposed 0 Abstained 0

**Deputy Treasurer Appointed**

Motion to reappoint Sharon Cronin as Deputy Treasurer for the year 2021 at the cost of \$100.00 a month  
made by Jeff Voigt seconded by Steve Eichfeld. Approve 5 Opposed 0 Abstained 0

**Secretary Appointed**

Motion to reappoint Sharon Cronin as Secretary for the year 2021 at the cost of \$600.00 a month made by  
Jeff Voigt seconded by Leland Roden. Approved 5 Opposed 0 Abstained 0

**Oath of Office**

The Oaths of Office for Amanda, Andy and Sharon are at the Town Hall.

**Board Appoints Chief**

Motion to appoint Dean DeCapria as Chief of the Charlton Fire Department for the year 2021 made by Jeff Voigt  
seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

**Board Appoints Assistant Chief**

Motion to appoint Kevin Riehl as Assistant Chief of the Charlton Fire Department for the year 2021 made by Jeff Voigt  
seconded by Leland Roden. Approved 5 Opposed 0 Abstained 0

**Notification to Media of Organizational Meeting**

A legal notice for this Organizational Meeting, with an Affidavit of Publication, was published in the Daily Gazette.

**Official Newspaper**

Motion to designate the Daily Gazette as the Charlton Fire District's official newspaper of record for all legal and public  
notices was made by Jeff Voigt seconded by Kevin Loukes. Approved 5 Opposed 0 Abstained 0

**Attorney Appointed**

Motion to reappoint Terry Hannigan as the District's attorney for the year 2021 made by Jeff Voigt  
seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

**Records Officer**

Motion to reappoint Sharon Cronin as Records Management Officer for 2021 made by Jeff Voigt seconded by Leland Roden. Approved 5 Opposed 0 Abstained 0

**Official Depositories**

Motion to designate Key Bank as the Charlton Fire District's depository for 2021 made by Jeff Voigt seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

**Board Meeting Dates for 2021**

The dates of regular and special meetings are as follows:

<u>Day</u>	<u>Month</u>	<u>Day</u>	<u>Month</u>
5	January (Organizational mtg @ 6:30)	6	July
2	February (insurance review @ 6:30)	3	August
2	March	7	September
6	April	5	October
4	May	19	October (Public Hearing)
1	June	2	November
		7	December

**Approval of Membership in the Association of Fire Districts of the State of New York (AFDSNY), Firemen's Association of the State of New York (FASNY), and the National Fire Protection Association**

Motion to approve maintaining the current membership in the Association of Fire Districts of the State of New York (AFDSNY), Firemen's Association of the State of New York (FASNY), and the National Fire Protection Association made by Jeff Voigt seconded by Kevin Loukes. Approved 5 Opposed 0 Abstained 0

**Mutual aid agreements and contracts**

Motion to approve mutual aid agreements with West Charlton, Harmony Corners, Burnt Hills, and East Glenville Fire Departments made by Jeff Voigt seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

**Leases and contracts**

Motion to approve the following annual leases/contracts:

- Ricoh for maintenance of the copy machine in the firehouse
- United Welding for the lease of oxygen tanks
- Postmaster for lease of P.O. box
- Tri City Janitorial for cleaning contract
- County Waste for sanitation removal contract
- ProCut for snowplowing/landscaping contract
- Atypica for the website maintenance

made by Jeff Voigt seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

**Review and Renew Physical Examination Program**

Motion to designate Glenville Family Medicine (at the discretion of the Chiefs) for the annual firefighter physicals made by Jeff Voigt seconded by Kevin Loukes. Approved 5 Opposed 0 Abstained 0

**Physical Fitness Program**

Motion to continue the physical fitness program allotting \$125.00 per firefighter to the fitness center of their choice made by Jeff Voigt seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

### **Per Diem & Mileage Reimbursement Rates**

Motion to adopt GSA per diem rates as per federal guidelines and mileage reimbursement rate\* for 2021 as per IRS guidelines made by Jeff Voigt seconded by Kevin Loukes. Approved 5 Opposed 0 Abstained 0

\*2021 business mileage rate set by IRS is \$.56 cents per mile.

### **Review District Policies**

Motion to adopt policies of the Charlton Fire District #1 made by Jeff Voigt seconded by Leland Roden. Approved 5 Opposed 0 Abstained 0

### **Retention Policy**

Motion to approve Records Retention and Disposition Policy made by Jeff Voigt seconded by Leland Roden. Approved 5 Opposed 0 Abstained 0

### **Review Committees for the Year**

Motion to adopt all existing committees of the Charlton Fire District #1 made by Jeff Voigt seconded by Amanda Gannon. Approved 5 Opposed 0 Abstained 0

- Facilities Committee (Kevin Loukes will oversee this committee)
- Apparatus and Equipment Committee (Steve Eichfeld will oversee this committee)
- Firematic Training and Fire Prevention Committee (Jeff Voigt will oversee this committee)
- Radio Communication and Informational Technology Committee (Leland Roden will oversee this committee)
- Code of Ethics Committee (Amanda Gannon will oversee this committee)

### **Review resolution pursuant to 1764-A authorizing Treasurer to pay recurring bills**

Motion to approve resolution authorizing Treasurer to pay the following recurring bills made Jeff Voigt seconded by Kevin Loukes.

- County Waste Sanitation
- Atypica
- Tri City Janitorial
- Bove Fuels
- National Grid
- Spectrum
- Verizon(firehouse)
- Verizon(Chiefs' phones)
- Town of Charlton(truck fuel)

### **Review and Approve Treasurer's annual report**

Motion to authorize the Treasurer, within 60 days after the end of the fiscal year, to submit a copy of the annual report (AUD) to the Department of Audit and Control made by Jeff Voigt seconded by Steve Eichfeld.

Approved 5 Opposed 0 Abstained 0

### **Adjournment**

Motion to adjourn made by Jeff Voigt seconded by Kevin Loukes at 6:46 pm. Approved 5 Opposed 0 Abstained 0