

**Charlton Fire District
Organizational Meeting Minutes
January 4, 2022**

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on January 4, 2022 at 6:45 p.m.

PRESENT: Jeff Voigt, Amanda Gannon, Pete O'Brien, Leland Roden, Steve Eichfeld, Sharon Cronin (Secretary),
Andy La Patra (Treasurer)

ABSENT:

Board elects Chairman

Motion to elect Pete O'Brien as Chairman of the Board for the year 2022 made by Steve Eichfeld seconded by Leland Roden. Approved 4 Opposed 0 Abstained 1

Treasurer Appointed

Motion to reappoint Andy LaPatra as Treasurer for the year 2022 at the cost of \$1600.00 a month made by Steve Eichfeld seconded by Amanda Gannon. Approved 5 Opposed 0 Abstained 0

Deputy Treasurer Appointed

Motion to reappoint Sharon Cronin as Deputy Treasurer for the year 2022 at the cost of \$100.00 a month made by Amanda Gannon seconded by Steve Eichfeld. Approve 5 Opposed 0 Abstained 0

Secretary Appointed

Motion to reappoint Sharon Cronin as Secretary for the year 2022 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 Pete, Andy and Sharon are at the Town Hall.

Board Appoints Chief

Motion to appoint Christian DeCapria as Chief of the Charlton Fire Department for the year 2022 made by Jeff Voigt seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

Board Appoints Assistant Chief

Motion to appoint Aaron Dyer as Assistant Chief of the Charlton Fire Department for the year 2022 made by Steve Eichfeld seconded by Jeff Voigt. 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 Amanda Gannon seconded by Steve Eichfeld. Approved 5 Opposed 0 Abstained 0

Attorney Appointed

Motion to reappoint Terry Hannigan as the District's attorney for the year 2022 made by Steve Eichfeld seconded by Amanda Gannon. Approved 5 Opposed 0 Abstained 0

Records Officer

Motion to reappoint Sharon Cronin as Records Management Officer for 2022 made by Steve Eichfeld 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 2022 made by Pete O’Brien seconded by Amanda Gannon. Approved 5 Opposed 0 Abstained 0

Board Meeting Dates for 2022

The dates of regular and special meetings are as follows:

<u>Day</u>	<u>Month</u>	<u>Day</u>	<u>Month</u>
4	January (Organizational mtg @ 6:30)	5	July
1	February (insurance review @ 6:30)	2	August
1	March	6	September
5	April	4	October
3	May	18	October (Public Hearing)
7	June	3	November
		6	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) made by Pete O’Brien seconded by Leland Roden. 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 Amanda Gannon seconded by Leland Roden. 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 snow plowing contract
- Atypica for the website maintenance

made by Steve Eichfeld seconded by Leland Roden. 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 Steve Eichfeld seconded by Pete O’Brien. 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 Pete O’Brien 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 2022 as per IRS guidelines made by Steve Eichfeld seconded by Pete O'Brien. Approved 5 Opposed 0 Abstained 0

*2022 business mileage rate set by IRS is \$.585 cents per mile.

Review District Policies

Motion to adopt policies of the Charlton Fire District #1 made by Steve Eichfeld seconded by Amanda Gannon. Approved 5 Opposed 0 Abstained 0

Retention Policy

Motion to approve Records Retention and Disposition Policy made by Pete O'Brien 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 Steve Eichfeld seconded by Amanda Gannon. Approved 5 Opposed 0 Abstained 0

- Facilities Committee (Pete O'Brien 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 Pete O'Brien seconded by Leland Roden.

- 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 Amanda Gannon seconded by Steve Eichfeld.

Approved 5 Opposed 0 Abstained 0

Adjournment

Motion to adjourn made by Pete O'Brien seconded by Steve Eichfeld at 7:03 pm. Approved 5 Opposed 0 Abstained 0