

Charlton Fire District Meeting Minutes

May 3, 2022

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on May 3, 2022 at 7:00 p.m.

PRESENT: Pete O'Brien (Chairman), Jeff Voigt, Amanda Gannon, Kevin Riehl, Steve Slattery, Sharon Cronin (Secretary), Andy La Patra (Treasurer)

ABSENT: None

Chairman O'Brien welcomed the input of the public. It was asked that individuals from the floor hold comments until Privilege of the Floor.

1. Approval of Agenda

Motion to approve the agenda was made by Pete O'Brien and seconded by Jeff Voigt. Approved 5-0.

2. Approval of Minutes

Motion to approve last month's meeting minutes made by Pete O'Brien and seconded by Kevin Riehl. Approved 5-0.

Motion to approve last month's special meeting minutes made by Pete O'Brien and seconded by Jeff Voigt. Approved 5-0.

3. Chairman's Report

Nothing to report.

4. Treasurer's Report

a. Treasurer's Report presented by Andy LaPatra.

b. Review and audit of bills.

c. Operating Account: \$374,756.78

Payroll Account: \$24,227.75

Apparatus Capital Reserve: \$415,940.48

Equipment Capital Reserve: \$104,712.01

Emergency Capital Reserve: \$25,097.85

Capital Improvement Reserve: \$90,112.84

Bond Account: \$51,172.93

Total ending on May 1, 2022: \$1,086,020.64

d. The annual internal audit has been completed. All went well. We should receive the written by May 15th.

e. The treasurer requested approval to order more checks from Deluxe for \$277.25.

f. The treasurer discussed the filing for the rating upgrade of the bond insurer. The mandatory filing fee came from Fiscal Advisors.

g. There is longer term cash in the reserve accounts. The treasurer suggested that the board consider repositioning some of that money in order to earn more interest.

h. Itemized bills for individually presented.

Motion to pay outstanding bills was made by Pete O'Brien and seconded by Amanda Gannon.
Approved 5-0.

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Steve Slattery.
Approved 5-0.

5. Chief's Report

- a. Aaron Dyer presented the Chief's Report.
23 calls for the month:
10-EMS
2-electrical
3-fire alarms
3-structure fires
2-call canceled
2-cover assignments
1-MVA
- b. Car 18 mileage as of 5/1 is 65,062 and car 18-0 mileage as of 5/1 is 68,363.
- c. Personnel responded to three structure fires in April. No injuries to report. Great job by everyone that helped out.
- d. The chiefs will be attending a meeting at Burnt Hills Fire on May 19th with other area fire chiefs.
- e. The battery in car 18 was replaced.
- f. The preventative maintenance on 18-3 has been completed and the door track on 18-2 has been installed.
- g. Annual maintenance on the compressor has been completed.
- h. Annual servicing has been completed on all fire extinguishers in the building and on the apparatus. A few of the extinguishers have been taken out for hydro and 6-year maintenance. they should be back this week or next week.
- i. Chiefs have applied for the Saratoga County COVID Relief Grant. Grant awards range from \$500 to \$50,000. If awarded, money could be used on equipment or PPE.
- j. The chief attended a meeting on April 28th with the county OES and Baker PR firm. Meeting was on recruitment efforts at the county level to get volunteer firefighters for all departments. Each week for the remainder of the year, a different fire department will be spotlighted through social media. They will be visiting the week of August 22nd-26th. CFD will be working on getting pictures and video from Founders Day weekend and the Open House to be part of our promotion. The webpage will be disseminated to everyone once the county recruitment website is up and running.
- k. Chiefs requested approval to spend no more than \$300 for EMS supplies.
- l. Chiefs requested approval to spend no more than \$300 for batteries for air packs and CO meter.
- m. Chiefs requested approval to spend no more than \$200 for decontamination wipes, fire gear wash/soap and inhalation valve replacement for SCBA mask.

- n. Chiefs requested approval to spend no more than \$40 for repair to fire police pants.
- o. Approval for purchase requests under New Business.

6. Committee Reports

- a. **Facilities Management (Pete O'Brien)**
Reviewed a sample buildings and grounds chart. CFD is looking to develop a care and custody sheet for maintenance/service.
- b. **Apparatus and Equipment (Kevin Riehl)**
Discussed in Chiefs report.
- c. **Firematic Training and Fire Prevention Committee (Jeff Voigt)**
A few trainings including electric vehicle training are on the horizon.
- d. **Radio Communication and Informational Technology Committee (Steve Slattery)**
Nothing to report at this time.
- e. **Staff Relations/Code of Ethics Committee (Amanda Gannon)**
Nothing to report at this time.

7. Unfinished Business

- a. Lawn care maintenance bids were submitted and reviewed: Pro Cut- \$10,325, Birch Enterprises-\$9,500 and Richard Battenhausen-\$8,554 (If requested, there would be an additional cost of \$350 a month or as needed to mow the 2-acre field behind the fire department).
- b. The board is hoping to have the heating system restored by the beginning of the next heating season. The boiler manufacturer indicated that because there is a leak on the boiler block, the boiler will need to be replaced. The board will be contacting an independent certified engineer(s) to evaluate the current boiler system/install (if it was piped correctly, initial start up done, etc.) to determine the cause of the recurring issues.
- c. It was requested that information on Founders Day events and the Open House be placed on the website.
- d. Building security was discussed. Keys have been given out to various contractors during construction. There is a concern that all keys may not have been returned. Members of the board would like to tighten up the security of the building. The chairman discussed the process for changing out the core locks. A breakdown of costs for replacing door cores throughout the building was presented. Commissioner O'Brien presented a quote from Wolfe lock for \$1,125.50 for new keys/changing out cores of building doors. Upon completion, new keys will be issued to everyone. Key assignments will also change. Chiefs requested that access to the chiefs' office be limited to just the chiefs. Commissioner Voigt felt the current system is adequate. There was a question on how many keys/what leveled keys were originally assigned. Though there is a key list, some members of the board questioned the accuracy of the list. Additionally, the building warranty binder has come up missing- another reason for improving the security of the building and offices within the building. The chairman clarified that existing keys would be turned in and new

keys would be issued. Assistant Chief Dyer suggested that members utilize the current fob system we have installed rather than the use of the keys. Commissioner O'Brien indicated that the fob system has been problematic in the past and was unreliable as an exclusive method of entry into the building. Bob LeGere indicated that he had initially overseen the distribution of the keys and that the keys were passed onto Commissioner Voigt. He also indicated that some of the contractor keys were returned. There is an extra fob port if the board chooses to have it installed.

Motion to approve the lawn care maintenance bid from Richard Battenhausen for \$8,554.00 made by Pete O'Brien and seconded by Jeff Voigt. Approved 5-0.

Motion to approve core change out by Wolfe Locks for \$1,125.50 made by Pete O'Brien and seconded by Steve Slattery. 4 Approved, 1 Opposed, 0 Abstain.

8. New Business

- a. There have been multiple heating system failures in the last two years. As a result, the commissioners are exploring options for a backup heating system for the truck bay area. Commissioner O'Brien outlined some potential ideas such as a Hot Dawg propane heater or an electric heater. A heating assessment by an independent contractor will be done to determine the most appropriate system needed to adequately heat the truck bay. There will be more information at the next meeting. Commissioner Voigt asked about the necessity for two heating systems. Commissioners O'Brien and Riehl indicated that there are a variety of commercial buildings that have them. It was stressed that they are not looking to have two complete boiler systems, but that they are looking for a backup system to minimally heat the bay to keep things running. Commissioner Riehl emphasized that the objective is to protect CFD's investment.
- b. The treasurer requested approval to purchase a replacement laptop battery from Amazon Business for \$38.98.

Motion to approve laptop battery from Amazon Business for \$38.98 made by Kevin Riehl and seconded by Amanda Gannon. Approved 5-0.

Motion to approve the purchase of EMS supplies not to exceed \$300 made by Pete O'Brien and seconded by Amanda Gannon. Approved 5-0.

Motion to approve the purchase of batteries for air packs/Tango CO meter not to exceed \$300 made by Pete O'Brien and seconded by Kevin Riehl. Approved 5-0.

Motion to approve the purchase decontamination wipes, fire gear wash/soap and inhalation valve replacement from Dival not to exceed \$200 made by Pete O'Brien and seconded by Steve Slattery. Approved 5-0.

Motion to approve repair to fire police pants not to exceed \$40 made by Pete O'Brien and seconded by Jeff Voigt. Approved 5-0.

Motion to approve the purchase of checks from Deluxe for \$277.25 made by Pete O'Brien and seconded by Amanda Gannon. Approved 5-0.

9. Privilege of the Floor

Janet Reville expressed her approval for replacing door cores to improve building security. Additionally, she suggested getting two independent evaluations on the boiler/install. With her background in engineering, she requested being involved when it comes time to inspecting/evaluating the system. She also suggested reaching out to Hueber Breuer to replace the missing warranty binder.

Assistant Chief Dyer reached out to them during the board meeting. Hueber Breuer will look into if they have an electronic version of the warranty information.

Trent Mitchell inquired about the installation of an exhaust system for the kitchen stove. Chairman O'Brien indicated that the primary focus was on the faulty boiler system. The exhaust system would be discussed at a later date.

Bob LeGere welcomed new commissioner Steve Slattery.

10. Adjournment

Motion to adjourn made by Kevin Riehl and seconded by Amanda Gannon 8:46 p.m.
Approved 5-0.