

# Charlton Fire District Meeting Minutes

## September 6, 2022

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on September 6, 2022 at 7:02p.m .

**PRESENT:** Amanda Gannon, Kevin Riehl, Steve Slattery, Jeff Voigt, Sharon Cronin (Secretary), Andy La Patra (Treasurer)

**ABSENT:** Pete O'Brien

### 1. Privilege of the Floor

Janet Reville offered her assistance in reviewing bid specs for the back up heating system.

Dan Martin inquired about the status of the boiler installation.

Fuji Battenhausen asked about the plans for the area of the property where the trees were cut down and suggested seeding it.

### 2. Approval of Agenda

Motion to approve the agenda was made by Jeff Voigt and seconded by Kevin Riehl.  
Approved 4-0.

### 3. Approval of Minutes

Motion to approve last month's meeting minutes made by Kevin Riehl and seconded by Jeff Voigt. Approved 4-0.

Motion to approve budget minutes made by Jeff Voigt and seconded by Amanda Gannon.  
Approved 4-0.

### 4. Chairman's Report

Nothing to report.

### 5. Treasurer's Report

a. Treasurer's Report presented by Andy LaPatra.

b. Review and audit of bills.

c. Operating Account: \$339,379.76

Payroll Account: \$14,246.35

Apparatus Capital Reserve: \$415,954.50

Equipment Capital Reserve: \$104,715.54

Emergency Capital Reserve: \$25,098.70

Capital Improvement Reserve: \$90,115.88

Bond Account: \$50,774.65

**Total ending on Sept 1, 2022: \$1,040,285.38**

d. Itemized bills were presented.

e. The \$15,000 grant check was received.

f. The bond payment of \$128,278.13 is due this month.

g. The 2023 proposed budget has been prepared for approval.

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

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Amanda Gannon.  
Approved 4-0.

## 6. Chief's Report

- a. Christian DeCapria presented the Chief's Report.  
18 calls for the month:  
9-EMS  
2-call canceled  
1-cover assignment  
2-MVA  
1-Gas leak  
1-Good intent  
2-Fire alarm
- b. Car 18 mileage as of 9/2 is 65,990 and car 18-0 mileage as of 9/2 is 68,511.
- c. The \$15,000 grant money was received and needs to be spent within 6 months on fire gear and personal protective equipment.
- d. The chief applied for the county's fire and EMS agencies recruitment and retention grant for training aides such as CPR mannequins and fire rescue dummies.
- e. A course/training list for accessing courses online is being developed. OSHA approved courses are provided through Target Solutions. Accessibility to computers is being reviewed.
- f. Met with Mike Stanley. Mutual Aid plan revisions were finalized. Two closest mutual aid will respond 24/7 in order to alleviate the departments furthest away from traveling across town. The other goal of the revisions is to improve firefighter coverage based on the call type.
- g. There will be an insert in the Charlton Newsletter asking for volunteers.
- h. SCBA servicing was completed. Minor adjustments were made, but went well overall.
- i. Car 18 flex pipe was repaired.
- j. Dan Martin will be taking coursework to become exterior/interior certified.
- k. Ryan Stone was recently hired by Amsterdam City Fire. Congratulations.
- l. More procurement forms are needed for the chiefs.
- m. The chief inquired about the water seeping in bay doors.
- n. Chief requested approval to purchase EMS restock for no more than \$1000.

- o. The chief requested approval to use the grant money to purchase gear at a cost of \$14,228.42 for two sets of interior gear, one set of exterior gear, 3 sets of boots and 8 sets of gloves.
- p. The chief requested approval to purchase each firefighter a flashlight at a cost of \$133.85 each.

## **7. Committee Reports**

- a. **Facilities Management (Jeff Voigt)**  
Nothing to report.
- b. **Apparatus and Equipment (Kevin Riehl)**  
Trucks are up to date. Car 18-0 needs quite a bit of work. Options for replacement are being investigated.
- c. **Firematic Training and Fire Prevention Committee (Jeff Voigt)**  
Training is occurring. Fire prevention is coming up in October. Fire prevention materials have been ordered including earphones for students to use with their laptops.
- d. **Radio Communication and Informational Technology Committee (Steve Slattery)**  
Nothing to report.
- e. **Staff Relations/Code of Ethics Committee (Amanda Gannon)**  
Nothing to report.

## **8. Unfinished Business**

- a. The new boiler has been delivered. Commissioner Riehl discussed the boiler report from Fusion. The attorney for the district drafted a letter to the company that installed the original boiler. The board is waiting to hear back from them before the new boiler will be installed. Once installed, factory rep will be out to make sure startup is completed and installed per the original specs.
- b. 2023 proposed budget was finalized. Budget went up by \$11,000. Some categories have increased such as fuel and building grounds and maintenance. Additional money was added for truck repairs as the vehicles are getting older. Options for vehicle replacement such as purchasing used vehicles vs purchasing new vehicles were discussed. Developing a truck committee will assist in reviewing what options will best suit the department.

Motion to approve the 2023 proposed budget made by Jeff Voigt and seconded by Steve Slattery. Approved 4-0.

## **9. New Business**

- a. Issues with the septic system were discussed. There is a concern with the continued odor that has been emanating from the septic tank since the firehouse was built. Grinder Pump Experts came out and looked at it. Fittings are leaking. The vent hole

in the pipe was installed past the check valve. Quote for repairs and inspection is \$2,168.32. BPI and Precision were recommended as additional companies to inspect the septic system.

- b. 2022-2023 snow plowing was discussed. Notification will be placed in the Gazette.
- c. The commissioners are looking into purchasing signage for the bay door into the administrative wing indicating, "No PPE beyond that point".
- d. An option for replacing car 18-0 was discussed. Halfmoon fire is accepting bids for their used 2016 Tahoe with 66,000 miles. Starting bid is \$25,000. Deadline for accepting bids is 9/11/22. The board would like to place a bid pending inspection.

Motion to approve placing snow plowing notification in the paper made by Jeff Voigt and seconded by Kevin Riehl Approved 4-0.

Motion to approve placing a bid for the 2016 Tahoe for \$27,500 pending inspection made by Jeff Voigt and seconded by Steve Slattery. Approved 4-0.

Motion to approve the purchase of boiler for \$5,965.00 made by Jeff Voigt and seconded by Steve Slattery. Approved 4-0.

Motion to approve up to \$1,000 for EMS supplies made by Jeff Voigt and seconded by Kevin Riehl. Approved 4-0.

Motion to approve purchasing gear, boots, gloves and flashlights through grant funding made by Jeff Voigt and seconded by Steve Slattery. Approved 4-0.

#### **10. Executive Session**

Motion to adjourn to executive session at 8:30 to discuss employment history of a particular person made by Jeff Voigt and seconded by Steve Slattery. Approved 4-0.

Motion to return to public session at 8:57 made by Jeff Voigt and seconded by Amanda Gannon. Approved 4-0.

#### **11. Adjournment**

Motion to adjourn made by Jeff Voigt and seconded by Amanda Gannon 9:07 p.m. Approved 4-0.