

**Charlton Fire District  
Organizational Meeting  
January 3, 2023**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on January 3, 2023 at 6:45 p.m.

**PRESENT:** Voigt, Martin, Malagisi

**ABSENT:**

**Board elects Chairman**

Motion to elect Voigt as Chairman of the Board for the year 2023 made by Martin and seconded by Malagisi. Approved 2-0-1.

**Treasurer Appointed**

No treasurer was appointed at this time.

**Deputy Treasurer Appointed**

No Deputy treasurer was appointed at this time.

**Secretary Appointed**

No Secretary was appointed at this time.

**Oath of Office**

The Oaths of Office for Dan Martin and Jake Malagisi are at the Town Hall.

**Board Appoints Chief**

Motion to appoint Christian DeCapria as Chief of the Charlton Fire Department for the year 2023 was made by Voigt and seconded by Martin. Approved 3-0-0.

**Board Appoints Assistant Chief**

Motion to appoint Aaron Dyer as Assistant Chief of the Charlton Fire Department for the year 2023 made by Voigt and seconded by Martin . Approved 3-0-0.

**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 Voigt and seconded by Malagisi. Approved 3-0-0.

**Attorney Appointed**

Motion to reappoint Terry Hannigan as the District's attorney for the year 2023 made by Voigt and seconded by Malagisi. Approved 3-0-0.

## Records Officer

No Records Officer was appointed at this time.

## Official Depositories

Motion to designate Key Bank as the Charlton Fire District's depository for 2023 made by Voigt and seconded by Martin. Approved 3-0-0.

## Board Meeting Dates for 2023

The dates of regular and special meetings are as follows:

<u>Day</u>	<u>Month</u>	<u>Day</u>	<u>Month</u>
<b>3</b>	<b>January (Organizational mtg @ 6:30)</b>	11	July
7	February	1	August
7	March	5	September
4	April	3	October
2	May	<b>17</b>	<b>October (Public Hearing)</b>
6	June	7	November
		5	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 Voigt and seconded by Martin. Approved 3-0-0.

## 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 Voigt and seconded by Martin. Approved 3-0-0.

## 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 Voigt seconded by Malagisi. Approved 3-0-0.

## Review and Renew Physical Examination Program

Motion to designate an outside firm (at the discretion of the Chiefs) for the annual firefighter physicals made by Voigt and seconded by Malagisi. Approved 3-0-0.

## Physical Fitness Program

Motion to continue the physical fitness program allotting \$125.00 per firefighter to the fitness center of their choice made by Voigt and seconded by Malagisi. Approved 3-0-0.

## Per Diem & Mileage Reimbursement Rates

Motion to adopt GSA per diem rates as per federal guidelines and mileage reimbursement rate\* for 2023 as per IRS guidelines made by Voigt and seconded by Malagisi. Approved 3-0-0.

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

### **Review District Policies**

Motion to adopt all policies of the Charlton Fire District #1 made by Voigt and seconded by Martin. Approved 3-0-0.

### **Retention Policy**

Motion to approve Records Retention and Disposition Policy made by Voigt and seconded by Malagisi. Approved 3-0-0.

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

Motion to adopt the following committees of the Charlton Fire District #1 made by Voigt and seconded by Martin. Approved 3-0-0.

- Facilities Committee
- Apparatus and Equipment Committee
- Firematic Training and Fire Prevention Committee
- Radio Communication and Informational Technology Committee
- Code of Ethics 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 by Voigt and seconded by Martin. Approved 3-0-0.

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

### **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 Voigt and seconded by Malagisi. Approved 3-0-0.

### **Adjournment**

Motion to adjourn made by Voigt seconded by Martin (7:02 pm). Approved 3-0-0.