

# **Charlton Fire District Meeting Minutes**

## **February 7, 2023**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on February 7, 2023 at 7:01pm

**PRESENT:** Jeff Voigt, Dan Martin, Jake Malagisi

**ABSENT:**

### **1. Approval of Agenda**

Motion to approve the agenda was made by Jeff Voigt and seconded by Dan Martin.  
Approved 3-0-0

### **2. Approval of Minutes**

Motion to approve the January 3rd public meeting made by Jeff Voigt and seconded by Jake Malagisi. Approved 3-0-0

Motion to approve the January 3rd Organizational meeting made by Jeff Voigt and seconded by Dan Martin. Approved 3-0-0

Motion to approve the January 10<sup>th</sup> meeting minutes made by Jeff Voigt and seconded by Jake Malagisi. Approved 3-0-0

Motion to approve the January 31<sup>st</sup> meeting minutes made by Jeff Voigt and seconded by Dan Martin. Approved 3-0-0

Motion to approve the February 2<sup>nd</sup> meeting minutes made by Jeff Voigt and seconded by Dan Martin. Approved 3-0-0

### **3. Chairman's Report**

The Treasurer position was offered to George Davidson and accepted.

The Secretary position was offered to Erin Waite and accepted.

Still have 2 vacant Commissioner positions open. Will be going into Executive Session after this meeting to conduct interviews for these positions.

### **4. Treasurer's Report**

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills. 25 operating, 2 payroll, and 8 auto pays
- c. Operating Account: \$24,344.62  
Payroll Account: \$2,367.70  
Apparatus Capital Reserve: \$515,477.69  
Equipment Capital Reserve: \$113,011.15  
Emergency Capital Reserve: \$25,126.66  
Capital Improvement Reserve: \$100,222.33  
Bond Account: \$50,837.36  
**Total ending balance: \$831,387.51**

- d. We normally receive the check from the town the 1<sup>st</sup> or 2<sup>nd</sup> week in February. Jeff Voigt will provide George Davidson with town contact to follow up on when we may be receiving the check. The check will be deposited into the operating account

## 5. Chief's Report

- a. Christian DeCapria presented the Chief's Report.

Call Volume for January: 20 Calls Total

12 – EMS

1 – Structure Fire

2 – Fire alarm

1 – Electrical

1 – CO

1 – Good intent

- b. Chief DeCapria welcomed new Treasurer and Secretary and offered help in any way needed.
- c. An email was sent out to all active members requesting they complete OSHA Training. Have received about 7/8 members to validate they have completed the training. Will monitor over the next few months.
- d. Respiratory Fit Testing is scheduled for March 6<sup>th</sup>.
- e. Physicals

Will start scheduling for June.

Discussion took place around allowing those who would like to get their physical through their Primary Provider. Chief DeCapria will create a standardized form that would require the Primary Provider to complete/sign. Once form is created Chief DeCapria will send to the Commissioners for review.

## 6. Committee Reports

- a. Facilities Management (Jake Malagisi)
  - Have found all the building plans and manuals. Currently being reviewed.
  - Discussion took place about setting up a white board so members could add any items that may be needed for the Firehouse. Will place in the bay area.
- b. Apparatus and Equipment (Dan Martin)
  - Next month annual inspections due for large vehicles
  
  - Vehicle 18-0
    - Discussed options of how to proceed with the sale of vehicle 18-0. We can auction the vehicle off and/or place ads in Want Ad digest. Motion to approve placing ad for 30-days made by Jeff Voight and seconded by Dan Martin. Approved 3-0-0
- c. Firematic Training and Fire Prevention Committee (Jeff Voigt)
  - Training Continues
- d. Radio Communication and Informational Technology Committee (Jeff Voigt)
  - Program for Key Fobs – working on getting the information as to how to program the fobs and where to get new fobs.

Discussed removal of radios in vehicle 18-0 and trucks. Received quote from Frank Frisone to remove all radios 5 hours at \$100 per hour. Frank indicated he would remove the radios from trucks free of charge if he could keep the radios. If we just removed only radio's that were needed for the new Assistant Chief's vehicle, we would estimate maybe 2/3 hours of work at \$100 per hour. Motion to approve removal of radio's cost to not exceed \$400/truck radios donated to Frank made by Jeff Voigt and seconded by Dan Martin. Approved 3-0-0

- e. Staff Relations/Code of Ethics Committee (Jake Malagisi)  
Nothing to report.

## **7. Unfinished Business – none**

## **8. New Business**

- a. Discussion of use of firehouse by District residents not associated with the Fire Company.  
Jeff Voigt has contacted Amsure the insurance company to ensure we would be covered if something did happen. Amsure did indicate we would be, however, the also provided forms/contracts that have been used where the event organizer would need to sign prior to event taking place.  
Suggestions made were to restrict to only Town of Charlton residents, look at creating a form/contract that would require event organizer to complete/sign prior to each event, and ask that a volunteer/member be available at the firehouse during events. Note: First scheduled event is April 1<sup>st</sup>.
- b. Chief DeCapria is requesting the purchase of 2 4-gas meters.  
We currently have \$1,190.31 left to spend of the COVID grant. This needs to be spent by end of March.  
Each 4-gas meter costs \$789.00 so the total cost would be \$1,578.00. Would need to allocate some funds from another account to cover the difference between total cost and funds left in the COVID grant.  
Motion to approve purchase of 2 forecast meters made by Jeff Voigt and seconded by Dan Martin. Approved 3-0-0
- c. Chief DeCapria requesting approval for the American Red Cross to have permission to use the firehouse on April 1<sup>st</sup> from 8-12pm for a blood drive. Members will be at the firehouse during the event. Motion to approve made by Jeff Voigt and seconded by Jake Malagisi. Approved 3-0-0
- d. Assistant Chief's Vehicle  
Discussed bid for new vehicle from DeNoyer. 2023 V8 Tahoe with specs \$52,497.00. Vehicle would still need to be upfitted and this would be another \$12,000-\$18,000 for lights and another \$5,000 for lettering. Overall total of new vehicle would be around \$75,000.  
Commissioners indicated that a permissive referendum would need to be placed in the local paper first before purchase of the vehicle can be made. This will be confirmed with our lawyer.  
Motion to approve bid for new Chief's car made by Jeff Voigt and seconded by Jake Malagisi. Approved 3-0-0

- e. Fuji Battenhausen requesting use of the firehouse for a school field trip on March 24<sup>th</sup>. There will be 17 children plus parents. Motion to approve made by Dan Martin and seconded by Jake Malagisi. Approved 3-0-0
- f. Jeff Voigt made a motion to transfer \$10,000 from the operating account to the payroll account and transfer \$3,214.58 from the Bond account to the operating account to reconcile an earlier expenditure. These transfers will be done once the 2023 tax check is deposited. Dan Martin seconded the motion. Approved 3-0-0

## **9. Privilege of the Floor**

- a. Bob LeGere  
Bob will be around and offered his help if needed. Indicated there was some discussion in the past if there still was a maintenance contact on the Overhead Doors. Stopped by Overhead Doors and spoke to Greg. The maintenance contract was only for 1 year. We would have to establish a new contract if desired.
- b. Steve Dyer  
Asked if a permissive referendum is needed/required before purchasing the new Assistant Chief's vehicle. The Commiissioners thought that this was necessary for informing the public of any spending of \$20,000 or more.

## **10. Executive Session**

Motion made by Jeff Voigt to go into executive session to discuss/interview for 2 open Commissioner positions and seconded by Dan Martin. Approved 3-0-0  
Executive Session began at 8:20pm

Motion made by Jeff Voigt to return from Executive Session and seconded by Dan Martin. Approved 3-0-0

Motion to offer Steve Dyer and Janet Reville Commissioner positions through the end of 2023 was made by Jeff Voigt and seconded by Dan Martin. Approved 3-0-0

Motion to adjourn was made by Jeff Voigt and seconded by Jake Maglagisi. Approved 3-0-0 (8:44pm)