

Charlton Fire District Meeting Minutes

March 7, 2023

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

PRESENT: Jeff Voigt, Dan Martin, Jake Malagisi, Stephen Dyer, and Janet Reville

ABSENT: George Davidson

1. Approval of Agenda

Motion to approve the agenda was made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0

2. Approval of Minutes

Motion to approve the February 7th meeting minutes made by Jeff Voigt and seconded by Janet Reville. Approved 5-0-0

3. Chairman's Report

Nothing to report.

4. Treasurer's Report

- a. Treasurer's report presented by Jeff Voigt
- b. Review and audit of bills. 20 operating, and 2 payroll
- c. Operating Account: \$409,762.28
Payroll Account: \$12,367.70
Apparatus Capital Reserve: \$605,636.87
Equipment Capital Reserve: \$125,045.96
Emergency Capital Reserve: \$25,134.87
Capital Improvement Reserve: \$100,253.19
Bond Account: \$47,638.10
Total ending balance: \$913,708.49
- d. Check was received from Town in the amount of \$503,806.65.
- e. Some transfers were done this month: Bond to Operating and Operating to Payroll.
- f. Discussions took place around PPE/Gear Money. This expense was taken out of this year's funds and it should have been taken from last years. PO was cut last year. Discussed pulling funds from reserve funds, commissioners agreed. Will discuss with George Davidson.
- g. Note was made that operating funds are normally moved into each reserve account at the end of each year, however, this was already done. If needed can transfer funds.

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Jake Malagisi. Approved 5-0-0

Motion to approve Treasurer's report made by Dan Martin and seconded by Janet Reville. Approved 5-0-0

5. Chief's Report

- a. Christian DeCapria presented the Chief's Report.
Call Volume for February: 18 Calls Total
10 – EMS
1 – Structure Fire (No Injuries)
1 – Fire alarm
1 – Smoke
1 – MVA
1 – CO
3 – Cancelled

- b. Chief DeCapria reported that the Monday night drill with West Charlton and Harmony Corners went well. Will look to schedule another similar drill in June.
- c. Physicals
 - Chief DeCapria provided the Commissioners with a Physician Clearance Form to review. This form would be used for any member who would like to get their physical done by their primary care provider. If member decides to use their primary care provider, they will be responsible for paying the co-pay/cost.
 - Will start scheduling for June with Well Now. Corporate Health would only be available during evening/night hours if we paid an additional charge. Well Now does not have an additional charge for evening/night hours.
 - Will look to have all physicals completed by July/August.
- d. Annual Inspections will be starting soon for large vehicles. Primary inspections will be done in station, will be taking all waste oil, etc. with them after inspections. Pump service/Pump Test will be done at the garage facility.
- e. Chief DeCapria indicated that ladder testing would be done this year. This will be done in the fall sometime.
- f. Chief DeCapria is waiting on a quote for recruitment yard signs. Once quote is received will look at getting signs ordered.

6. Committee Reports

- a. Facilities Management (Janet Reville)
 - Janet has meet with Chief DeCapria and done a walk through of the building a few times.
 - Janet is creating a listing of all issues in regard to building. Happy to share list. #1 issue is the leaking garage doors, this is a safety issue.
 - Another issue brought forth was the phones. Currently when someone calls it rings through the whole building. Would like to have phones set up so call goes right to extension rather than ringing through whole building. Chief DeCapria indicated he would look into.
 - Jake Malagisi will look into Temperature issues.
- b. Apparatus and Equipment (Dan Martin)
 - Annual inspections/maintenance for large vehicles starting soon.
- c. Firematic Training and Fire Prevention Committee (Stephen Dyer)
 - Training going well. No issues
 - Just a reminder that if you are using your key to unlock the outside door/s door will stay unlocked. Remember to check outside door before leaving building to ensure door is locked.
- d. Radio Communication and Informational Technology Committee (Jeff Voigt)
 - Program for Key Fobs – Jeff is able to run software. Will review with Secretary on how to run software.
 - Assistant Chief Dyer indicated he reached out to Hueber-Breuer and found that the company who installed the Key Fob system is in Clifton Park (Center for Security). We may be able to contact them to order more Key Fobs and find out how to use the system. Contact information for company was emailed to Jeff Voigt and Erin Waite.
 - Removal of radios in vehicle 18-0 has been completed.
 - Copier Machine – trying to still reach out to company, however, hold times are long. Wondering if a factory reset can be done. Suggestion was made that once copier machine is fixed to leave copier open for use by members, instead of requiring a code for each member. We will look at leaving copier open for members and will monitor usage.
- e. Staff Relations/Code of Ethics Committee (Jake Malagisi)
 - Nothing to report/No Issues.

7. Unfinished Business

- a. Purchase of New Chief's Car - At last meeting a motion was made to approve bid for new chief's car, however, a resolution was not made. A resolution will be completed at this meeting. Once made/approved the permissive referendum will need to be posted in paper within 10-days. Resolution to Expend Monies from The Capital Reserve Fund for Apparatus was made.
 - Commissioner Voigt – Approved
 - Commissioner Martin – Approved
 - Commissioner Malagisi – Approved
 - Commissioner Revile – Approved
 - Commissioner Dyer – ApprovedJeff Voigt provided a Letter of Intent to purchase for DeNoyer. Chief Dyer will deliver to DeNoyer.
- b. Draft CFD Meeting Room Use Document – Jeff Voigt presented a draft copy of CFD Meeting Room Agreement for review.
 - No CFD member will need to be at the firehouse for the full event. We will monitor this.
 - Discussed setting a security deposit fee that would be required at time form is completed. After event and final walk-through security deposit fee would be given back
 - Discussed providing a key or key fob to event host so that a member would not have to come up and open building prior to event and lock building after event. Committee indicated they did not feel comfortable with providing a key.
 - Before moving forward was decided that 1st need to get a lock on the bay area door and 2nd need to get camera's working both inside and out.

8. New Business

- a. Lawn Care Bid Document – draft copy of document was provided for review.
 - Changes to document were to list payment terms. Invoicing will be done on a monthly basis and payment made each month.
 - Will add bid document to website and how to submit posting will be included on posting in paper as well as on the website.
 - Pending change to document motion to approve made by Jeff Voigt and seconded by Jake Malagisi. Approved 5-0-0
- b. Approval of Bond Payment (due March 15th) – Motion to approve made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0
- c. Zoom Broadcast of Monthly Meetings
 - To purchase a Zoom license, it is \$200.00 per year.
 - If providing a zoom broadcast of monthly meetings this needs to be open to the public to participate. Could televise monthly meetings instead if we would like.
 - Note: If a commissioner is not able to attend a meeting, they can call in, but they are not able to vote on any issues.
 - Discussion was made to not purchase Zoom or televise monthly meetings. If a commissioner is not able to attend a meeting in person will set up a conference call for them to call in.
- d. Chief DeCapria is requesting the purchase of 2 new desktops. 1 for the radio room and 1 for the Chief's office. We would then push out the laptop currently in the Chief's office for members to use for training. Currently no computer has Microsoft Office. Cost for Microsoft Office is \$140.00 per computer. District could look at purchasing Microsoft 365 this cost would be \$70.00 per year for up to 6 computers.
 - Discussions took place over what is truly needed for the district and what computers (3) the district currently has.
 - Suggestion was made to take current computers to ComputerSense in Burnt Hills for them to look at and give suggestion/price on wiping clean and reconfiguring or if they truly need to be replaced. Will contact ComputerSense and look at bring 2 of the 3 current computers down for quote.
- e. Functional Stove and Vent in Kitchen

Discussed current stove in firehouse will need a commercial hood installed in order to use. Do we anticipate cooking commercially or not? If not, we could remove current commercial stove and replace with a residential stove.

Next Steps: Jake Malagisi will talk with town building inspector to discuss what is required if keeping current stove and discuss other options.

- f. Chief DeCapria requested approval to hang accommodations. Motion to approve made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0
- g. Chief DeCapria requested approval to provide ETA on April 8th for the Easter Bunny. Motion to approve made by Jeff Voigt and seconded by Janet Reville. Approved 5-0-0
- h. Motion was made to approve Physician Clearance Form and allow members to use their primary care provider for annual physical if they chose at own cost. Motion to approve made by Jeff Voigt and seconded by Jake Malagisi. Approved 5-0-0
- i. Motion was made to approve meeting room usage on March 14th by Jeff Voigt and seconded by Stephen Dyer. Approved 5-0-0

9. Privilege of the Floor

Bob LeGere will review old notes he has regarding the Key Fob system and provide any information. Believes there is a extra port in the mechanical room that could be used for the bay area door lock.

PESH Forms – Stephen Dyer will post.

10. Adjournment

Motion to adjourn made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0 (9:45pm)