

# Charlton Fire District Meeting Minutes

## April 4, 2023

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on April 4, 2023 at 7:02pm

**PRESENT:** Jeff Voigt, Dan Martin, Jake Malagisi, Stephen Dyer, George Davidson, and Janet Reville (via phone)

**ABSENT:**

### 1. Approval of Agenda

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

### 2. Approval of Minutes

Motion to approve the March 7<sup>th</sup> meeting minutes made by Jeff Voigt and seconded by Stephen Dyer. Approved 4-0-0

### 3. Chairman's Report

Jeff reported that he will be away for the next 3-4 months.

Dan Martin, Jake Malagisi, and Erin Waite have been set up with the bank to be able to sign checks, etc. Other Commissioners decided they would rotate running monthly meetings.

### 4. Treasurer's Report

a. Treasurer's report presented by George Davidson

b. Review and audit of bills.

c. Operating Account: \$317,334.17

Payroll Account: \$10,306.23

Apparatus Capital Reserve: \$605,842.66

Equipment Capital Reserve: \$125,068.45

Emergency Capital Reserve: \$25,142.91

Capital Improvement Reserve: \$110,290.66

Bond Account: \$47,654.29

**Total ending balance: \$917,233.55**

d. May 3<sup>rd</sup> auditors will be here to conduct the 2022 Audit.

e. 2022 Annual Financial Report was submitted to the State and accepted on Monday, April 3<sup>rd</sup>.

f. QuickBooks subscription is set to renew in May. Renewal payment is set up to renew on the credit card.

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

Motion to approve Treasurer's report made by Dan Martin and seconded by Jake Malagisi. Approved 4-0-0

### 5. Chief's Report

a. Aaron Dyer presented the Chief's Report.

Call Volume for March: 11 Calls Total

4 – EMS

4 – Fire alarm

1 – MVA

2 – Dispatched and cancelled in route

b. Annual Inspections and service on fire apparatus began. ETA 181 and ETA 182 have been completed.

U-183 was sent to VM for repairs (trouble starting) and annual service.

c. Annual fire extinguisher servicing/testing is scheduled for April 5<sup>th</sup>.

d. Annual physicals are scheduled for June 10<sup>th</sup> at our fire station.

e. Car 18 glove box was repaired.

## 6. Committee Reports

### a. Facilities Management (Janet Reville)

Call was received that the Boiler was not working on March 16th. Eastern Heating did come out and after several hours trouble shooting did fix. They did suggest that we look into setting up Boiler controls that would notify us when it wasn't working. Suggestion was to look at a service contract with Johnson Controls. Janet Reville and Jake Malagisi will get together to review options regarding Boiler controls.

### b. Apparatus and Equipment (Dan Martin)

Update was reported on Chief's report.

### c. Firematic Training and Fire Prevention Committee (Stephen Dyer)

Training is going well.

Have requested the OSHA posters so they can be posted in the firehouse. Currently, they are out of stock. Once more are printed, they will send out to us.

### d. Radio Communication and Informational Technology Committee (Jeff Voigt)

Key Fobs – new key fobs came in from Kelly Brothers. 10 were ordered. They seem to be working, however, do need to be set up in the system with a different format. Jeff will send Erin what format needs to be selected when setting up new fobs.

Computers – 2 laptops were taken to ComputerSense. 1 laptop is not worth upgrading, however, the laptop from the radio room can be upgraded. ComputerSense estimate to upgrade this laptop is \$350-\$400.

Motion to approve upgrading the laptop was made by Jeff Voigt and seconded by Stephen Dyer. Approved 4-0-0

There are a few more computers/laptops we may want to take to ComputerSense for them look at. Was discussion about the desktop in the Commissioners office and what computer we may want to have as the main computer to house all pertinent documents, etc. It was dedicated that we do have Emergency Report system which is web-based, and we could house District documents in a folder there.

Copier Machine – General Code has been set up (1234) so that all members have access to use the copier without having an individual code set up for each member. Will continue to monitor usage going forward.

### e. Staff Relations/Code of Ethics Committee (Jake Malagisi)

Nothing to report/No Issues.

## 7. Unfinished Business

a. Purchase of New Chief's Car - The permissive referendum was posted in paper on March 10<sup>th</sup>. As of April 10<sup>th</sup> if there is nothing received from the public, will write check to DeNoyer for purchase of car. Aaron Dyer will get the invoice/packet from DeNoyer. Once received we will process the check.

b. CFD Meeting Room Use – We currently still need to look at getting the lock placed on the bay area door. There was discussion about having the lock keyed to be the same as the outside doors. Prior to the meeting room being used the bay area door would need to be locked and after would need to be unlocked. Currently, all outside doors if using a key do not lock automatically (they do lock automatically if using a fob). The Gear room door has been left open at times. Should we look at getting this door set up with a new lock that would lock automatically if using a key.

c. Review of District Policies – Stephen Dyer and Janet Reville have been reviewing the policies. Some policies that need to be updated or reviewed further are Cell Phone Policy, Code of Ethics Policy, Use of Firehouse Policy, Vandalism, and Mask Policy. The Records Retention Policy Revised is missing from the policy binder. The On-Line banking for recurring bills policy needs to be updated. We currently do not have any recurring bills being paid via on-line banking (automatic payments). Will look at setting these up again. Began discussions on handguns in the firehouse (to allow or not). Will continue this discussion at a later time.

- d. Stove and Vent in Kitchen – Jake Malagisi discussed current stove/vent set up with town inspector and what options we may have. One option is to remove the current commercial stove and put in a residential stove. Jake discussed regulations with residential cooking with the inspector. If a residential stove was placed in the kitchen we could not cook for the public or sell any food. However, there is no limit to the # of people you can cook for. The company does have concerns if we can't serve the public. Options that would allow us to serve the public are doing cooking outside or bring in catering and serve. We will not allow public, to use stove to cook for parties, etc. Question was raised if we could install 2 residential stoves instead of just one. Jake Malagisi will follow up with the inspector on this question.
- e. Lawn Care Bids – 2 bids were received and reviewed. Motion to select Capri for our lawn care service this year was made by Jeff Voigt and seconded by Jake Malagisi. Approved 4-0-0
- f. 18-0 Vehicle Status – Discussed the sale of the car. Town of Charlton offered to allow us to use their Auction Account, however, we may want to set up our own if we plan on using more. Dan Martin will look into how to set up an account with Auctions International and will follow up via email to commissioners. Assistant Chief Dyer sent Erin Waite information for Auctions International which was forwarded to Dan Martin.

## **8. New Business**

- a. Chief DeCapria is requesting permission to use fire apparatus throughout the weekend of June 3<sup>rd</sup> and June 4<sup>th</sup>. This is Founders Day weekend. In the past, we have provided EMS support for the 5K and participate in party in the park. As well there is a parade on June 4<sup>th</sup> through the village on Charlton Rd. Motion to approve use of fire apparatus for Founders Day weekend made by Jeff Voigt and seconded by Dan Martin. Approved 4-0-0
- b. Chief DeCapria is requesting permission to use U-183 for EVOC training that West Charlton Fire is sponsoring. Course will be held on April 22<sup>nd</sup> in the village of Galway. FF Miraglia is attending the class. The class fee is \$150.00, requesting the district pay for FF Miraglia to take the class. Assistant Chief Dyer will ask Chief DeCapria for invoice information. Motion to approve use of U-183 and payment of course for FF Miraglia made by Jeff Voigt and seconded by Stephen Dyer. Approved 4-0-0
- c. Service Contract for Johnson Controls – Discussion on if we have a contract in place with Johnson Controls for the fire systems controls. Dan Martin will get Johnson Controls contact information and Jeff Voigt will provide any contract information he has.
- d. Annual Conference in May at Turning Stone – Stephen Dyer would like to attend the conference for 2-days along with Dan Martin. Motion was made to approve Stephen Dyer and Dan Martin to attend conference and district would pay/reimburse a maximum of \$1,500.00 (Total) by Stephen Dyer and seconded by Jake Malagisi. Approved 4-0-0
- e. Insurance Company will be attending the May meeting to review coverage. Will start the May meeting early at 6:30pm.

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

## **10. Adjournment**

Motion to adjourn made by Jeff Voigt and seconded by Dan Martin. Approved 4-0-0 (9:00pm)