

# Charlton Fire District Meeting Minutes

## May 2, 2023

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on May 2, 2023 at 6:30pm

**PRESENT:** Dan Martin, Jake Malagisi, Stephen Dyer, Janet Reville, and George Davidson

**ABSENT:** Jeff Voigt

### 1. Amsure Insurance Review

Dave Meager with Amsure attended the meeting to review our insurance policy. Currently are insured with Utica National. Coverage for this year was raised by 8%. Discussed increasing value of vehicles. Will increase the value of new Tahoe to \$80,000. Commissioners will discuss what value they may want to increase other vehicles to and we will provide this information to Dave Meager for an updated quote on the insurance premium.

### 2. Approval of Agenda

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

### 3. Approval of Minutes

Motion to approve the April 4th meeting minutes made by Dan Martin and seconded by Janet Reville. Approved 4-0-0

### 4. Chairman's Report

Jeff Voigt was absent. Stephen Dyer noted nothing to report.

### 5. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$304,532.29  
Payroll Account: \$9,207.06  
Apparatus Capital Reserve: \$606,041.87  
Equipment Capital Reserve: \$125,129.58  
Emergency Capital Reserve: \$25,151.18  
Capital Improvement Reserve: \$110,326.92  
Bond Account: \$50,885.38  
**Total ending balance: \$917,534.93**
- d. Tomorrow, May 3<sup>rd</sup> auditors will be here to conduct the 2022 Audit.
- e. The funds for the new Chief's car will be transferred from the apparatus account to the operating account.
- f. The \$150.00 payment for Firefighter Training will not be seen in the April statement as this payment was made May 1st. You will see this check/payment on the May statement.

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

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

### 6. Chief's Report

Call Volume for April: 19 Calls Total  
9- EMS  
3- Fire alarm  
2 - Electrical  
2 - Dispatched and cancelled  
1 - Cover Assignment

- 1 – Carbon monoxide
- 1 – Brush Fire

- a. Founder's Day weekend is the first weekend in June. Burnt Hills fire will be providing a cover assignment for us while we are at Party in the Park.
- b. Mutual Aid drill with West Charlton Fire Department and Harmony Corners is scheduled for June 26<sup>th</sup>. Will be using the bail out window to do Vent Enter Search training with hose line advancement below.
- c. Fire extinguisher testing is completed.
- d. Will be scheduling annual service for the air compressor. Waiting to hear back from MES.
- e. Air bottles due for hydrostat in October. Plan will be to start this summer so they can be tested one apparatus at a time.
- f. The combi-tool for ETA -182 needs to be replaced. Currently working on obtaining quotes.

## 7. Committee Reports

- a. Facilities Management (Janet Reville)
  - Janet spoke to Stark Engineering – they will be sending a new Ignitor for the boiler. This is still under warranty.
  - The day/night sensor has been installed on the Flagpole outside.
  - Doorstops have been received and will be installed throughout the firehouse on those doors needed.
  - H2O Solutions gave a quote of \$112.00 to service the water filter. Currently the water filter is throwing an error.
  - A Motion was made to approve H2O Solutions to service the water filter by Stephen Dyer and seconded by Jake Malagisi. Approved 4-0-0
- b. Apparatus and Equipment (Dan Martin)
  - 18-4 is the last vehicle to go out for service.
  - Will be listing 18-0 with Auctions International. Dan will be the contact. Car will be placed for a Auction for 2 weeks. Dan indicated will have 2-days from close of Auction to review bids and select one. There is a 10% auction fee only and the new owner will be responsible for getting the vehicle.
  - Approval requested to let Dan Martin accept highest bid for 18-0 vehicle without having an additional meeting. Motion to approve made by Stephen Dyer and seconded by Jake Malagisi. Approved 3-0-1.
- c. Firematic Training and Fire Prevention Committee (Stephen Dyer)
  - Updates to Policies are still being worked on.
  - Vis emails use of ETA-181 and ETA 182 by Saratoga Springs City Fire Department for recruit training was approved. Assistant Chief Dyer will be with the vehicle for the full time.
- d. Radio Communication and Informational Technology Committee (Jeff Voigt)
  - Computers – The 1 laptop that was approved for upgrade has been upgraded by ComputerSense and the other has been disposed of. 2 other laptops were taken to ComputerSense. 1 can be easily and quickly upgraded, the other trying to get password information from previous Chief. Once received this laptop can be quickly upgraded as well.
- e. Staff Relations/Code of Ethics Committee (Jake Malagisi)
  - Nothing to report/No Issues.

## 8. Unfinished Business

- a. CFD Meeting Room Use – Did receive quote from Wolfe Safe & Lock Company to add door lock to bay door and to change lock on gear room door to automatically lock if key is used. Motion to approve was made by Jake Malagisi and seconded by Stephen Dyer. Approved 4-0-0.  
Once lock is installed on bay door we will review/update Meeting Room usage form and approve at next meeting.

- b. Stove and Vent in Kitchen – no update for this meeting

## **9. New Business**

- a. Chief DeCapria is requesting permission to use the back parking lot to get 1-2 vehicles delivered for vehicle extrication training. Would like to have them for a few weeks to give personnel an opportunity to work on the cars. Motion to approve was made by Jake Malagisi and seconded by Stephen Dyer. Approved 4-0-0
- b. Chief DeCapria is requesting permission to remove Jeff Van Alstyne and Kevin O'Connor off the insurance rolls. Motion to approve was made by Dan Martin and seconded by Jake Malagisi. Approved 4-0-0.
- c. Chief DeCapria is requesting permission to spend no more than \$600.00 on EMS supplies. Motion to approve was made by Dan Martin and seconded by Jake Malagisi. Approved 4-0-0
- d. Chief DeCapria is requesting permission to use 18-3 on May 22<sup>nd</sup> for Sherry Smith's funeral service. Motion to approve was made by Stephen Dyer and seconded by Jake Malagisi. Approved 3-0-1.
- e. Low Temp Indicator quote from Johnson Control was reviewed. No real benefit. Commissioners discussed just buying a temp stick and setting this up. Motion to approve purchase of Temp Stick (no more than \$200.00) was made by Dan Martin and seconded by Stephen Dyer. Approved 4-0-0
- f. Reviewed 2 quotes from Johnson Control to have fire alarm system serviced. This should be done yearly, however, has not been. 1<sup>st</sup> quote is for an annual service charge of \$1,750.00. This does not include any parts if any need to be replaced. 2<sup>nd</sup> quote is for an annual service charge of \$3,200.00. This would include any parts that may need replacing. Motion was made to approve the quote/annual service charge of \$1,750.00 by Janet Reville and seconded by Dan Martin. Approved 4-0-0
- g. Johnson Control annual service agreement was reviewed. The cost is \$423.00. Motion to approve annual service agreement was made by Janet Reville and seconded by Dan Martin. Approved 4-0-0
- h. Procurement Policy will be reviewed and updated when Jeff Voigt returns.

## **10. Privilege of the Floor**

- a. Richard Battenhausen indicated that Emerich's will not be farming the backfield anymore. This will be done by Jason Arnold. May want to contact him to see if he would continue to cut the backfield of the firehouse. Jake Malagisi will reach out to Jason Arnold.
- b. The firehouse property between the firehouse and neighboring house is starting to grow in. Neighbor did get a quote to have this cut back. Dan Martin will look into further.

## **11. Adjournment**

Motion to adjourn made by Dan Martin and seconded by Janet Reville . Approved 4-0-0 (8:08pm)