

Charlton Fire District Meeting Minutes

July 11, 2023

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on July 11, 2023 at 7:03pm

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

ABSENT: Jeff Voigt

1. Approval of Agenda

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

2. Approval of Minutes

Motion to approve the June 6th meeting minutes made by Dan Martin and seconded by Stephen Dyer. Approved 4-0-0

3. Chairman's Report

Nothing to report.

4. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. George will be on vacation during the August meeting so will not be in attendance.
- c. Review and audit of bills.
- d. Operating Account: \$290,435.68
Payroll Account: \$7,008.72
Apparatus Capital Reserve: \$553,915.68
Equipment Capital Reserve: \$125,213.26
Emergency Capital Reserve: \$25,168.00
Capital Improvement Reserve: \$110,400.70
Bond Account: \$43,810.81
Total ending balance: \$1,136,140.32
- e. Audit was done on May 3rd. George has received the audit report, which he will review and present at the September meeting.
- f. One suggestion made by the auditors is to have one commissioner review all cancelled checks and sign off on these each month. George will provide all suggestions made by auditors after review of the audit report.

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

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

5. Chief's Report

Call Volume for June: 24 Calls Total

- 15 – EMS
- 2 – Fire alarm
- 1 – Electrical
- 1 - Dispatched and cancelled enroute
- 2 – Cover Assignment
- 1 – Rescue
- 1 – Brush Fire
- 1 – MVA

- a. The first round of air bottles have been sent out for hydrostatic testing. They were taken off R-184. When they come back, will rotate them with one of the ETAs bottles. 184 will be down bottles and air packs until testing is complete.
- b. Holmatro will be here July 24th to service the extrication equipment, as well as letting us demo the combi tool during drill that night.

6. Committee Reports

- a. Facilities Management (Janet Reville)
The front and gear room doors are sticking. Janet will look into.
Assistant Chief Dyer asked if we could look at lowering the air conditioning. Currently it is set for 77 degrees. Janet will look into how to control the temperature for the office side/event room.
- b. Apparatus and Equipment (Dan Martin)
The new Chief's car is down at Auto Solutions for upfitting. The upfitting may take up to 3 months to complete.
The old Chief's car was auctioned off and the check was received. George deposited.
A new carburetor for the Gram should be arriving soon.
- c. Firematic Training and Fire Prevention Committee (Stephen Dyer)
Nothing to report.
Chief DeCapria and Stephen Dyer will schedule a time to meet to review training.
- d. Radio Communication and Informational Technology Committee (Jeff Voigt)
Jake Malagisi indicated that he is not able to access the Charlton VFD gmail account either. We will need to wait until Jeff returns to be able to access this account and complete the setup of laptops at the firehouse.
- e. Staff Relations/Code of Ethics Committee (Jake Malagisi)
Nothing to report/No Issues.

7. Unfinished Business

- a. CFD Meeting Room Use –Stephen Dyer will write the resolution on the process of requesting the usage of the meeting room and we will review/approve at next meeting.
- b. Stove and Vent in Kitchen – We still have not yet received that approval letter from the town. Jake Malagisi will reach out to them regarding this. A motion was made by Dan Martin and seconded by Stephen Dyer that we could purchase 2 stoves, 2 vents, and includes installation not to exceed \$4,500. This is contingent on getting the approval letter from the town. Approved 4-0-0

8. New Business

- a. Chief DeCapria requested we look at having the radio room, gear room, decon room, and SCBA room cleaned monthly. Erin Waite will reach out to Tri-City Janitorial to request an estimated cost for adding this to our current contract.
- b. Chief DeCapria requested the use of 1 ETA on August 26th for Galway Fire Departments 100th Anniversary parade. A motion was made by Dan Martin to approve the use of 1 ETA for August 26th and seconded by Stephen Dyer. Approved 4-0-0
- c. Both Stephen Dyer and George Davidson will not be in attendance for the August meeting.

9. Privilege of the Floor

Bob LeGere – Wanted to reiterate how vital it is to have a combi tool and how important it is for the fire department to purchase one in the near future. The combi tool can be used by one person and makes extractions quicker and easier.

10. Adjournment

Motion to adjourn made by Dan Martin and seconded by Janet Reville . Approved 4-0-0 (7:47pm)

