

Charlton Fire District Meeting Minutes

August 1, 2023

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on August 1, 2023 at 7:10pm

PRESENT: Jeff Voigt, Dan Martin, and Janet Reville

ABSENT: Jake Malagisi, Stephen Dyer, and George Davidson

1. Approval of Agenda

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

2. Approval of Minutes

Motion to approve the July 11th meeting minutes made by Jeff Voight and seconded by Dan Martin. Approved 3-0-0

3. Chairman's Report

Nothing to report.

4. Treasurer's Report

- a. Treasurer's report presented by Dan Martin
- b. Review and audit of bills.
- c. Bank statements for July 2023 were not available as of the date of the Treasurer's report (7/20/23). The only activity as of July 20th involved the issuance of operating and payroll account checks, the direct withdrawal of NYS withholding taxes for the 2nd quarter of 2023 and the deposit of the vehicle sale in the amount of \$5,600.
- d. Operating Account: \$273,285.12
Payroll Account: \$4,810.38
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. George provided a write up (review) of the audit report and auditor suggestions along with the audit report.
- f. The auditors are recommending that a commissioner be assigned the responsibility of reviewing the bank statements and cancelled checks monthly and acknowledge such review by initialing the bank statements.

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Dan Martin. Approved 3-0-0

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Janet Reville. Approved 3-0-0

5. Chief's Report

Call Volume for July: 13 Calls Total

- 4 – EMS
- 3 – Fire alarm
- 2 – Electrical
- 1 - Dispatched and cancelled enroute
- 1 – Good Intent
- 1 – CO
- 1 – Brush Fire

- a. The second round of air bottles have been sent out for hydrostatic testing.
- b. Holmatro extrication equipment servicing was completed, the base plate on the power unit was cracked and required repair. Waiting on the new base plate to come in.
- c. Three gear bags have been ordered from DIVAL.
- d. Assistant Chief Dyer has scheduled to have the county come in on 9/18/23 to teach a course on cancer prevention in the fire service.

6. Committee Reports

- a. Facilities Management (Janet Reville)
 - Doors have been put up on the Coat Closet.
 - Temperature in Admin side of building. Jake Malagisi has spoken to a representative with Mentech. Janet Reville will follow up with Jake Malagisi on this.
 - Group discussed moving Uniforms from the coat closet up to the mezzanine as well as moving some older documents. The commissioners will look into getting some locking cabinets to place up in the mezzanine storage room for confidential documents to be stored.
 - Discussed some current items that are being stored in the mezzanine. Tile & Roof Shingles – suggestion was to keep a small amount for repairs if needed and get rid of the rest. Old Radios – Chief DeCapri & Assistant Chief Dyer will look at. Pictures & Plaques – these can start to be hung throughout the firehouse.
- b. Apparatus and Equipment (Dan Martin)
 - The new Chief's car is in the process of getting upfitted.
 - A suggestion was made that we start looking at setting up a Vehicle Steering Committee so that discussions can start taking place regarding replacement of vehicles.
- c. Firematic Training and Fire Prevention Committee (Jeff Voigt)
 - Nothing to report.
- d. Radio Communication and Informational Technology Committee (Dan Martin)
 - Nothing to report.
- e. Staff Relations/Code of Ethics Committee (Dan Martin)
 - Nothing to report.

7. Unfinished Business

- a. CFD Meeting Room Use –Reviewed meeting room resolution. It was indicated that before the meeting room resolution could be approved that No Alcohol Policy would need to be updated/revised. Also need to add on the meeting room resolution document that the kitchen can not be used for cooking but only prep only.
- b. Stove and Vent in Kitchen – Did receive approval letter from the Town for 2 residential stoves. Bob LeGere has some concerns with going out the back wall for venting. Janet Reville does have a “link” that shows the building construction. Janet, however, is not sure what is what. Janet will send “link” to Assistant Chief Dyer for his review and “link” will be saved on a drive for everyone to have access to.

8. New Business

- a. Erin Waite reached out to Try-City Janitorial to get a quote on adding the additional rooms to the cleaning schedule (radio room, gear room, decon room, and SCBA room). For adding these rooms to the weekly cleaning schedule, the cost would be an additional \$68.00 per month. Motion was made to approve by Jeff Voigt and seconded by Janet Reville. Approved 3-0-0
- b. Budget cycle for 2024 needs to begin. Commissioners discussed holding another meeting in August for a budget workshop. The group decided on August 15th at 7pm for this additional meeting. Jeff Voigt will communicate this to the other commissioners and treasurer (since they are not in attendance). Budget is due in September. Was some discussion about if the Capital Reserve will continue to be allocated at the end of the year or if this will change to the 1st of the

year. Suggestion was made to do 50/50 (allocate 50% of the Capital Reserve at the beginning of the year and 50% at the end).

- c. Fire Advisory Meeting – Assistant Chief Dyer indicated that the State would be offering a class in September if interested please let him know. Also, there will be a class for fire district secretaries on September 19th if secretary is interested.
- d. Emergency Reporting will be raising their cost in 2024. More to come on this.
- e. Commissioners wanted to note that it has been recognized that the Landscaping company is not doing an overall good job.

9. Privilege of the Floor

Nothing

10. Adjournment

Motion to adjourn made by Dan Martin and seconded by Janet Reville . Approved 3-0-0 (8:20pm)