

Charlton Fire District Meeting Minutes

September 5, 2023

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on September 5, 2023 at 7:04pm

PRESENT: Jeff Voigt, Dan Martin, Jake Malagisi, Stephen Dyer, and George Davidson

ABSENT: Janet Reville

1. Approval of Agenda

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

2. Approval of Minutes

Motion to approve the August 1st meeting minutes made by Jeff Voight and seconded by Dan Martin. Approved 4-0-0

3. Chairman's Report

Nothing to report.

4. Treasurer's Report

a. Treasurer's report presented by George Davidson

b. Review and audit of bills.

c. Operating Account: \$270,262.74

Payroll Account: \$4,510.38

Apparatus Capital Reserve: \$559,892.29

Equipment Capital Reserve: \$125,298.36

Emergency Capital Reserve: \$25,185.11

Capital Improvement Reserve: \$110,475.74

Bond Account: \$43,840.59

Total ending balance: \$1,124,954.83

d. 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. Jeff Voigt will review the bank statements and cancelled checks monthly and initial bank statements after review.

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

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

5. Chief's Report

Call Volume for August: 17 Calls Total

7 – EMS

2 – Fire Alarm

1 – Structure Fire

1 – MVA

1 – Smoke Investigation

2 – CO

1 – Dispatched and cancelled enroute

1 – Good Intent

1 – Cover Assignment

Air compressor annual maintenance was completed by Dival.

Annual SCBA maintenance was completed by MES.

Garrison Equipment came to the station to give a demo of several of the Holmartro units they sell. Currently working on getting additional quotes.

6. Committee Reports

- a. Facilities Management (Janet Reville)

The temperature in Admin side of building is still being investigated. On hold until Janet Reville returns.
- b. Apparatus and Equipment (Dan Martin)

We should have the new Chief's car within the next few weeks. Upfitting is just getting finished up.
- c. Firematic Training and Fire Prevention Committee (Stephen Dyer)

Nothing to report.
- d. Radio Communication and Informational Technology Committee (Jeff Voigt)

3 Laptops are back from Computer Sense. The laptop for the Radio room is back in the Radio room and seems to be working. We still need to get the other 2 set up and working. If needed, we will bring back to Computer Sense for help with set up.
It was indicated that another laptop was found. We need to locate this laptop and take it to Computer Sense for updating if needed.
Currently, none of the laptops have Microsoft Word, Excel, etc. on them. Need to also look into purchasing.
- e. Staff Relations/Code of Ethics Committee (Dan Martin)

Nothing to report.

7. Unfinished Business

- a. CFD Meeting Room Use –Reviewed updated meeting room resolution. It was discussed to remove the last paragraph of the resolution which talks about an exception to the no alcohol policy. Motion to approve the resolution with the last paragraph being removed made by Jeff Voigt and seconded by Jake Malagisi. Approved 4-0-0
- b. CFD Meeting Room Agreement – Reviewed the meeting room agreement that will need to be completed by anyone requesting use of the meeting room. Motion to approve the meeting room agreement was made by Jeff Voigt and seconded by Jake Malagisi. Approved 4-0-0
- c. Drug and Alcohol Policy – Reviewed the resolution proposed to revise the Drug and Alcohol Policy. The revision speaks to an exception to the Drug and Alcohol policy may be requested of the Commissioners of the Fire District to allow alcohol under certain circumstances. Granting this exception is solely up to the Board of Fire Commissioners. Motion was made to approve the resolution by Jeff Voigt and seconded by Stephen Dyer. Approved 4-0-0
- d. Stove and Vent in Kitchen – Jake Malagisi has looked around at pricing for new residential stoves. He found that Marcella's is currently offering a discount and free delivery on the model we would like to purchase. Total purchase cost for 2 residential stoves, flexline, hook up gas stove, and LP Conversion for range is \$2,792.70. Jake would like to move forward with the purchase of these stoves before the discount is no longer available. Discussed placement of Vents. Bob LeGere will send Jake Malagisi link to photos that will show the back wall in the kitchen. Dan Martin will reach out to a mechanical company he works with to see if they would be willing to look at getting Vents set up and cost.

8. New Business

- a. 2024 Budget – Commissioners held a budget workshop meeting on August 15th. Jeff Voigt sent out updated 2024 Budget to Commissioners after was held. Motion was made to approve the Proposed 2024 Budget by Jeff Voigt and seconded by Dan Martin. Approved 4-0-0
Jeff Voigt will put the proposed 2024 Budget into updated format and send to the Town Clerk. This will also need to be placed on the website. A Special Budget Meeting is scheduled for October 17, 2023. The 2024 Budget needs to be approved the 1st week in November.
- b. Jeff Voigt reviewed items and dates of items needing to be done for the December Elections. Election day is December 12th, 2023 from 6pm-9pm.

- c. Purchasing Requirements/Procurement Policy – Commissioners discussed increasing the dollar limits on the Procurement Policy. Stephen Dyer will present a recommendation of new dollar limits at the next meeting.
- d. Chief DeCapria requested permission to use fire apparatus at the Charlton Heights Elementary School for fire prevention 10/11/2023. Motion to approve was made by Jeff Voigt and seconded by Jake Malagisi. Approved 4-0-0
- e. Chief DeCapria requested permission to place John McDaniel and David DeCapria on insurance rolls pending the fire company approval. Motion to approve pending approval of the fire company was made by Jeff Voigt and seconded by Stephen Dyer. Approved 4-0-0
- f. CPR Instructor Training – Chief DeCapria would like to provide CPR Instructor Training course to those members who are interested. A member of Ballston Lake EMS is willing to do the instructional course for us. The total cost of the CPR Instructor Training is \$60.00 per member. Chief DeCapria is asking for approval to cover the cost of up to 10 members to take the training. To be eligible to take the training you just need to have a current CPR card. Members will be able to train other members of the fire department. Motion was made to approve covering the cost of the training for up to 10 members by Jeff Voigt and seconded by Stephen Dyer. Approved 4-0-0

9. Privilege of the Floor

Trent Mitchell voiced some concerns about allowing exceptions to the alcohol policy.

Commissioners reviewed what the updated process would be for this again. Trent voiced that he is personally against.

Bob LeGere indicated that currently work is being done to get a sign out front of the fire house. Working with AJ Signs. If Bob is away or not available, he wanted to make sure that we were aware there are conduit lines that are already running out to the front of the building.

10. Adjournment

Motion to adjourn made by Jeff Voigt and seconded by Dan Martin. Approved 4-0-0 (8:30pm)