

Charlton Fire District Meeting Minutes

October 3, 2023

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on October 3, 2023 at 7:02pm

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

ABSENT:

1. Approval of Agenda

Motion to approve the agenda was made by Jeff Voigt and seconded by Stephen Dyer. Approved 5-0-0

2. Approval of Minutes

Motion to approve the September 5th meeting minutes made by Jeff Voight and seconded by Dan Martin.

Approved 4-0-1

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: \$122,474.21

Payroll Account: \$3,411.21

Apparatus Capital Reserve: \$560,076.39

Equipment Capital Reserve: \$125,339.56

Emergency Capital Reserve: \$25,193.39

Capital Improvement Reserve: \$110,512.06

Bond Account: \$43,855.01

Total ending balance: \$984,164.83

George noted there are 2 checks not on the September Report as they were processed in October. These will show next month.

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Stephen Dyer. Approved 5-0-0

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0

5. Chief's Report

Call Volume for September 2023: 22 Calls Total

16 – EMS

4 – Fire Alarm

1 – Smoke Investigation

1 – CO

We received a request on 10/1/23 from the county for manpower in assisting State Fire, Police and DEC Forest Rangers in a search at Moreau State Park. Firefighter Dan Martin and Bobby Killeen responded on 10/2/23 and assisted.

We are obtaining quotes on doing some minor PM work to Car 180 body to elongate the lifespan of the vehicle.

We are working on the current situation with Emergency Reporting no longer functional sometime next year or early 2025. There will be a price increase. Chief DeCapria should have more information for the November meeting.

DEC Volunteer Firefighter Assistance Grant opened, and the deadline is 11/15/23 to apply. It's a 50/50 match for up to \$5,000 in equipment that can be used for brush fires. Chief DeCapria requesting approval to apply for this grant. Motion was made to approve by Stephen Dyer and seconded by Jeff Voigt. Approved 5-0-0

There are currently (8) fire personnel completing the online portion of the CPR instructor essentials course. I'm working on scheduling the in-person portion in November or December.

Chief DeCapria requested approval to spend no more than \$800.00 for CPR manikins. Motion to approve was made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0

6. Committee Reports

a. Facilities Management (Janet Reville)

Janet Reville indicated she would like to look into having the generator serviced. She asked if anyone knew where the generator manual may be. Some suggested looking online or maybe the furnace room or radio room. Janet will continue to look for the manual.

Janet Reville installed locks on the four generator access doors. She has a key and there is a key in the storage room.

b. Apparatus and Equipment (Dan Martin)

Dan Martin indicated we have a call into Vander Molen regarding 18-1. We will be looking into other company's to provide maintenance on our larger vehicles. Currently not happy with the work Vander Molen has been providing.

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

Stephen Dyer indicated that training last night with Ballston Lake went well and was a good training.

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

Jeff Voigt reported that the Fob System has been updated on the laptop and is working. We do have about 10 additional Fobs. Jake Malagisi asked if Jeff could type up instructions on how to set up a Fob if needed. Jeff will type up and provide to Commissioners and Secretary.

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

Nothing to report.

7. Unfinished Business

a. Resolutions for the CFD Meeting Room Usage and Alcohol Policy were signed by all Commissioners.

b. Purchasing Requirements/Procurement Policy – Stephen Dyer provided the Commissioners will a breakdown of what the States purchasing limits are, what CFD current purchasing limits are, and his suggestion of what we may want to increase them to. The Commissioners reviewed and had discussions about increasing the purchasing limits to the State limits. This would be the easiest option. Jake Malagisi suggested we move to the State limits. Dan Martin made a motion to move to the State limits and seconded by Jake Malagisi. Approved 5-0-0

c. Stove and Vent in Kitchen – The 2 stoves have been purchased. Electric will be placed in the kitchen for the vents and 21st century will need to do some fixing on the gas line. Currently, waiting for 21st century to let us know when they can come do the work. Jeff Voigt will call Marcellas to see about getting a refund as part of payment included install/hook-up and they will no longer be doing this work.

d. Temperature Controls – Janet Reville reviewed the quote she received from EMTech. The quote is for EMTech to come in inspect the Metasys Control System, adjust as needed, and set up new

users for us to be able to make adjustments when needed. Janet Reville made a motion to approve the quote and seconded by Jake Malagisi. Approved 5-0-0. Note: While EMTech is here they will ask about the Commissioners office being so cold.

8. New Business

- a. Snow Removal Bid 2023-2024 Season – Commissioners reviewed Winter Bid Specifications. One change will add that 2 letters of recommendations from recent clients with similar size and scope would need to be submitted with Bid. Erin Waite will add this to the Bid Specifications and once added will have published in the Gazette for 3 days.
- b. Combi-Tool Quotes – Commissioners reviewed 3 Quotes. Garrison has the lowest quote. Garrison will bring the Combi-Tool to the station and does include 2 batteries with charger. Motion was made by Stephen Dyer to purchase the Combi-Tool through Garrsion and seconded by Jeff Voigt. Approved 5-0-0
- c. The monies for the Combi-Tool will need to come from the Capital Reserve. Motion was made to withdraw monies from the Capital Reserve for the Combi-Tool by Jeff Voigt and seconded by Stephen Dyer. Approved 5-0-0
- d. Discussed December Elections – Dan Martin asked if we could purchase some signs to put out front of the fire house letting people know to come vote in December. Motion was made by Dan Martin to purchase 6-yard signs to post in regard to the December elections and seconded by Jake Malagisi. Approved 5-0-0
- e. George Davidson will be leaving as Treasurer at the end of this year. Commissioners indicated that they should start looking for a replacement and will look into putting an employment ad out for the position.
- f. With the 2 new stoves that have been purchased there was discussion on what to do with the old stove. Some suggestions were to sell it on Facebook marketplace and/or Craigs List. Jeff Voigt will investigate what the stove may be worth.

9. Privilege of the Floor

Trent Mitchell wanted to let the Commissioners know that they are doing a great job and to keep up the good work!

Ed Winslow Jr wanted to let the Commissioners know that the Holiday Cheer Party will be at the Charlton Tavern on December 13th. All are invited. Also, Sunday December 3rd will be Sunday with Santa. Request to use an apparatus that day. Motion to approve was made by Dan Martin and seconded by Jake Malagisi. Approved 5-0-0

10. Adjournment

Motion to adjourn made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0 (8:58 pm)