

# Charlton Fire District Meeting Minutes , 2023

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on November 7, 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 October 3<sup>rd</sup> meeting minutes made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0

### Approval of Budget Meeting Minutes

Motion to approve the October 17<sup>th</sup> budget meeting minutes made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0

## 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: \$114,977.22

Payroll Account: \$1,987.04

Apparatus Capital Reserve: \$560,266.70

Equipment Capital Reserve: \$125,382.15

Emergency Capital Reserve: \$25,201.95

Capital Improvement Reserve: \$110,549.61

Bond Account: \$43,869.91

**Total ending balance: \$974,967.81**

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

Stephen Dyer mentioned we need to look at the Treasurer Bond. Jeff Voigt will look at and discuss with our Attorney.

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Janet Reville.

Approved 5-0-0

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Jake Malagisi.

Approved 5-0-0

## 5. Chief's Report

Call Volume for October 2023: 24 Calls Total

- 15 EMS
- 3 Fire Alarms
- 2 MVA's
- 1 Chimney Fire
- 1 Vehicle Fire
- 1 Search Assignment
- 1 Cover Assignment

- New combi-tool came in early. It has been placed in-service on ETA-182. The old set was removed and placed on the apparatus floor. We will need to look into what we will want to do with the old one (auction off, etc.).
- DEC Grant Application has been placed. We should find out in December if we are awarded the grant.
- TJ Lyons did a suicide awareness in the fire service course last night. It was very well attended.
- Tax Exemption
  - Captain Battenhausen and Chief DeCapria attended on November 1<sup>st</sup> the BHBL Board of Education Meeting. They requested representatives from area fire departments within their school district attend concerning the volunteer firefighter tax exemption. They will vote on the exemption next month.
  - Chief DeCapria contacted the Charlton Town Assessor. If BHBL adopts the exemption, we will need to provide a list of qualifying firefighters to the assessor. County resolution 23-2023 outlines what qualifies a member. She also forwarded me the form for personnel to fill out to apply. We will also need to determine what qualifies as an active member.
  - We have a March 1<sup>st</sup> deadline if we are to adopt the exemption as well. We would be required to provide a public hearing if we chose to consider adopting the exemption.
  - Our Attorney will be a good contact to discuss and help adopt the exemption if we decide to move forward.
- Ashley Hayner resigned and will be removed from the insurance.

## 6. Committee Reports

### a. Facilities Management (Janet Reville)

Janet Reville indicated that EMTech came in and trained both herself and Jake Malagisi on how to set temperature in building. Janet will type up her notes/instructions and post them. Both the roof top and cabinet units are currently set at 68 degrees. You can raise/lower on the unit for 1 hour. The Front Lobby is set for 60 degrees. It was noticed the relay on the roof top units weren't hooked-up. Johnson Controls indicated these aren't needed but we will have them come in to verify this.

Commissioners discussed what should be done with the old furnace that is currently in the truck bay. For now we will move it back into the boiler room until a decision is made on what should be done with it.

### b. Apparatus and Equipment (Dan Martin)

Dan Martin indicated that the pump on 18-1 still isn't working correctly. Dan has contacted Vander Molen regarding this. Currently not happy with the work Vander Molen has been providing.

Headlights on both 18-1 and 18-2 are not great. We did receive quote to have the headlights replaced on these vehicles with LED lights. The quote for each vehicle was \$1,172.41 and is from Vander Molen.

Assistant Chief Dyer indicated that some work is needed on the Explorer. He will schedule and get this over to Ford.

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

Nothing to report

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

Jeff Voigt indicated that we do need to look into purchasing Microsoft Office Suites as none of the computers/laptops have. You can purchase Microsoft Office Suites on-line for a yearly subscription fee. This would provide the software for up to 5 computers. Jeff Voigt will look into.

It was indicated that one more laptop is needed for the Secretary. Jeff Voigt will look into the cost of purchasing one more laptop.

- e. Staff Relations/Code of Ethics Committee (Jake Malagisi)  
Nothing to report.

## **7. Unfinished Business**

- a. Resolutions for the Purchasing/Procurement Policy was signed by all Commissioners. Will need to also update the CFD Procurement Form.
- b. Stove and Vent in Kitchen – Currently, waiting for 21<sup>st</sup> century to let us know when they can come do the hook-up. Both outlets have been installed for vents.
- c. Snow Removal Bids 2023-2024 Season – There were 2 bids that were received (ProCut & Capri Precision Landscaping, LLC). Capri Precision Landscaping's bid was received after the due date and was not eligible. The commissioners reviewed eligible bid. A motion was made to award ProCut with the bid for the 2023-2024 season by Jeff Voigt and seconded by Stephen Dyer. Approved 5-0-0
- d. December Election – The December election will be held on the 12<sup>th</sup>. Jeff Voigt indicated that the electors are set up (1 Chair and 2 electors). A motion was made by Jeff Voigt to pay electors \$75.00 each for working the December 12<sup>th</sup> election and seconded by Stephen Dyer. Approved 5-0-0
- e. Treasurer's position – George Davidson did indicate that he would agree to stay on as Treasurer for one more year if his salary is raised. Commissioners agreed that they would do this during the January meeting when George would be appointed for the 2024 year.

## **8. New Business**

- a. 2024 Meeting Dates – Commissioners discussed 2024 meeting dates. Chief DeCapria did indicate that they are discussing moving drill night from Monday nights to Tuesday nights. Commissioners decided to move the 2024 District Meetings to the 1<sup>st</sup> Wednesday of each month.
- b. Sale of old stove – Commissioners decided that the old stove could be sold to Saratoga Fire if they would like to purchase. Assistant Chief Dyer indicated that he will need to look into getting a conversion kit first which he will do this coming week.
- c. Emergency Reporting/ESO Quotes – Chief DeCapria reviewed the ESO quote received and reviewed with Commissioners what the system is used for. If we invoice/sign contract now with ESO we would be refunded for November and December from Emergency Reporting. If we wait until January, we would not be refunded for the 2 months. A motion was made to accept the invoice/contract with ESO now and seconded by Dan Martin. Approved 5-0-0
- d. Cleaning Bid Specifications – The cleaning bid specifications were reviewed. Jeff Voigt will update specifications to reflect the updated rooms in the firehouse that are currently being cleaned. Once updated Jeff will send an update. A motion was made to publish updated cleaning bid specifications in Gazette and on the CVFD website and seconded by Stephen Dyer. Approved 5-0-0.
- e. A motion was made by Dan Martin to update headlights on 18-1 and 18-2 cost to not exceed \$2,500.00 total for both vehicles and seconded by Jake Malagisi. Approved 5-0-0.

## **9. Privilege of the Floor**

Ed Winslow Jr requested permission to put Sundae with Santa yard signs out front of the firehouse. Motion was made to approve by Stephen Dyer and seconded by Dan Martin. Approved 5-0-0

**Adjournment**

Motion to adjourn made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0 (9:15pm)