

Charlton Fire District Meeting Minutes

December 5, 2023

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on December 5, 2023 at 7:07pm

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

ABSENT: Erin Waite

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 November 7th 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: \$105,523.46
Payroll Account: \$862.87
Apparatus Capital Reserve: \$560,450.02
Equipment Capital Reserve: \$110,202.15
Emergency Capital Reserve: \$25,210.24
Capital Improvement Reserve: \$110,585.96
Bond Account: \$43,884.33

Total ending balance: \$943,244.30

Was indicated that there are no payroll checks left. We will close the payroll account and will use the operating account going forward.

Six requests for payment have come in late and will be reviewed for approval.

Considering moving from a cash basis to an accrual basis. George is in contact with the auditor to find if this is how we should be handling our accounts.

Discussed what has been ordered to date but not yet received. Nothing significant.

George has requested from the Chief's items ordered that will arrive in 2024.

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Dan Martin.

Approved 5-0-0

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

Approved 5-0-0

5. Chief's Report

Call Volume for November 2023: 16 Calls Total

- 13 EMS
- 1 Fire Alarms
- 1 Dispatched and Cancelled Enroute
- 1 Cover Assignment
- Chief DeCapria attended a meeting with WCFD, HCFD, and Galway FD chiefs in November. Now sharing some information on IAR to assist with mutual aid response.

- Jason Arnold has asked if we could place a post at the well casing cover to ensure they don't damage it when clearing the field.
- 7 of our personnel have completed the classroom portion of the CPR instructor course with personnel from East Glenville, Alplaus, and Thomas Corners Fire Departments. Personnel will need to be evaluated instructing a class to become officially certified as instructors.
- We have begun the process with ESO of moving data over from ER to ESO. A meeting is scheduled for tomorrow December 6th with ESO to further discuss the next steps.
- Chief DeCapria requested approval to purchase a rescue dummy under the recruitment and retention grant. Cost is \$1,874.30 from MES. There is \$1,413.51 left to spend in the grant. Motion to approve the purchase of rescue dummy made by Jeff Voigt and seconded by Stephen Dyer. Approved 5-0-0
- Chief DeCapria requested approval to utilize the building for annual blood drive in April. It will either be April 6th or the 13th. Motion to approve building usage for blood drive was made by Jeff Voigt and seconded by Dan Martin. Approved 5-0-0

6. Committee Reports

a. Facilities Management (Janet Reville)

Thermostat setting has been changed from 1 hour to a 3-hour temperature reset.

b. Apparatus and Equipment (Dan Martin)

18-1 door alarm issue. Assistant Chief Dyer will call for service.

Headlight replacement that was approved last month for 18-1 and 18-2 was underquoted.

New quote is \$2,500 per vehicle. Motion to approve additional funds for headlight replacement for \$5,104.04 was made by Jeff Voigt and seconded by Stephen Dyer.

Approved 5-0-0

Diesel additives were put in vehicles December 4th.

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

Stephen Dyer met with Ed Winslow and Chief DeCapria about defining active fire fighter. Appears BHBL will approve the tax exemption for firefighters.

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

Jeff Voigt went to Computer Sense for a machine for the secretary. Budget between \$600-\$800. All computers have a 90-day warranty. No software is included. They can install it if we provided it. MS Office 365 family pack is available for up to 6 users.

Motion to approve purchase of new computer for \$800 was made by Jeff Voigt and seconded by Janet Reville. Approved 5-0-0

Motion to approve purchase of MS Office 365 for ~\$100 was made by Jeff Voigt and seconded by Jake Malagisi. Approved 5-0-0

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

Nothing to report.

7. Unfinished Business

- a. Cleaning Bids: 2 bids received. Tri-City - \$598/month, and A-Pro - \$480/month. No known justification for eliminating any bidders. Motion to approve A-pro, assuming receipt of insurance was made by Jeff Voigt and seconded by Stephen Dyer. Approved 5-0-0
- b. December Election – Tax roll issued was resolved. All postings have been issued, and election workers planned.
- c. 2024 Meeting Dates – we will be moving the meetings for 2024 to the 1st Wednesday of each month, starting 1/3/24. The organizational meeting will also be 1/3/2024 beginning at 6pm.

- d. Generator Maintenance – Janet Reville called for quotes from Cummings and CAT. Ralph Williams contacted Janet. Will contact the non-Cummings vendors to provide the OEM's planned equipment maintenance and service scope.

8. New Business

- a. Active fire fighter requirements. NY State has best practice guidelines.
- b. Tax Exemption – 20 years of service qualifies an individual.
- c. Resolution of the significant contribution of Jeffrey Voigt to the Charlton Fire District was made by Stephen Dyer and seconded by Janet Reville. Approved 5-0-0

9. Privilege of the Floor

- a. Trent Mitchell wanted to know who was on the ballot for commissioners. Stephen Dyer is running for a 3-year term and Janet Reville is running for the 5-year term.
- b. Trent Mitchell & Ed Winslow thanked the commissioners for the tenacity and due diligence for the new kitchen stoves.
- c. Trent Mitchell discussed changes made to the Company constitution.
- d. Richard Battenhausen asked the board to consider disposal of the old sign. Motion to dispose of the old sign, after offering it to Jason Nemec was made by Dan Martin and seconded by Janet Reville. Approved 5-0-0

Adjournment

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