

Charlton Fire District Meeting Minutes

January 3, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on January 3, 2024 at 7:00pm

PRESENT: Dan Martin, Stephen Dyer, Janet Reville, Ryan McDonald, and George Davidson

ABSENT: Jake Malagisi

1. Approval of Agenda

Motion to approve the agenda was made by Dan Martin and seconded by Ryan McDonald.
Approved 4-0-0

2. Approval of Minutes

Motion to approve the December 5th meeting minutes made by Stephen Dyer and seconded by Janet Reville. Approved 4-0-0

3. Chairman's Report

Stephen Dyer asked if the cancer insurance reporting had been completed. Erin Waite reported that yes the reporting had been completed in December.
Stephen Dyer wanted to remind those that still need to sign their Oath of Office to please make sure they made it to the Town Clerk to do so.

4. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$101,055.99
Payroll Account: \$537.87
Apparatus Capital Reserve: \$545,224.95
Equipment Capital Reserve: \$110,239.59
Emergency Capital Reserve: \$25,218.80
Capital Improvement Reserve: \$110,623.54
Bond Account: \$43,899.24
Total ending balance: \$905,693.55

Board discussed the bond account funds and how these funds could be used.

Motion to pay outstanding bills was made by Dan Martin and seconded by Ryan McDonald.
Approved 4-0-0

Motion to approve Treasurer's report made by Stephen Dyer and seconded by Janet Reville.
Approved 4-0-0

5. Chief's Report

Call Volume for December 2023: 21 Calls Total

- 12 EMS
- 2 Fire Alarms
- 1 Dispatched and Cancelled Enroute
- 2 Cover Assignment
- 2 MVA
- 1 Electrical
- 1 Service Call
- Chief DeCapria reported that we were awarded the DEC grant. We have until June 2025 to expend \$5,000. Once equipment is purchased, we will need to schedule to have a DEC Forest Ranger come

and inventory the equipment and verify the expenditures meet what was requested in the grant. We will then need to provide invoices for the equipment and a W9 from the fire district to get reimbursement. Reimbursement will be 50% of the total of what we spend.

- Chief DeCapria has moved the equipment inventory over to the new ESO system. We should be on schedule for a go live in March. Currently, Chief DeCapria is working on scheduling training for personnel. Commissioners and Officers will get access to the system as well for personnel management and access to the library section.
- Appointed Officers: TJ Lyons has been appointed the Safety Officer for the department and Shaun Durocher the EMS Officer for 2024.
- Chief DeCapria will be out of state beginning February 12th thru the first week in March. Chief DeCapria is requesting approval to have the line officers rotate use of the Chiefs vehicle for officer development while he is out. Motion to approve use of the Chiefs vehicle by line officers was made by Dan Martin and seconded by Janet Reville. Approved 4-0-0
- Chief DeCapria is requesting approval to utilize part of the mezzanine space for a gym. Looking at possibly having rubber gym matting placed throughout the mezzanine and utilize a portion for gym equipment. Chief DeCapria will also discuss this at the next company meeting to see if they may purchase the equipment. Motion to approve further review/discussion on utilizing part of the mezzanine for a gym was made by Dan Martin and seconded by Janet Reville. Approved 4-0-0 Chief DeCapria will come back with some quotes on the rubber matting, along with area layout and equipment costs.
- Chief DeCapria requested approval to place Megan Reed and Matthew Schnitzer on the insurance rolls contingent they pass background checks and are voted in by the company. Motion to approve Megan Reed and Matthew Schnitzer be placed on the insurance rolls contingent on background checks and being voted in by the company made by Dan Martin and seconded by Janet Reville. Approved 4-0-0

6. Committee Reports

a. Facilities Management (Janet Reville)

Janet reported that there have been some issues with heating not working in the building. On 12/22 it was reported that the heat was not working in the building. Eastern Heating did come out. Prior to them getting there they were able to get the heat back on. On 1/3/24 the heat again was not working. Eastern came back out along with EMtech. This was a different issue than the issue on 12/22. The relay switch may have failed. EMtech replaced.

Janet did purchase another Temp Stick.

b. Apparatus and Equipment (Dan Martin)

Vander Molen was out last week to fix the air system on 18-1. There is still an issue. Assistant Chief Dyer will call Vander Molen to let them know. The headlights being replaced is still pending at this time.

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

Nothing to report.

d. Radio Communication and Informational Technology Committee (Ryan McDonald)

The laptop for the secretary has been purchased and the secretary has received. Will now look at purchasing Microsoft 365 and getting this installed on laptops.

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

Nothing to report.

7. Unfinished Business

- a. Generator Maintenance Quotes – Janet Reville received three quotes from Cummins, Milton, and an individual contractor (Ralph Williams). Quotes were reviewed. Motion was made to go with Cummins for the generator maintenance by Dan Martin and seconded by Ryan McDonald.
Approved 4-0-0
- b. CFD Tax Exemption Resolution – the review of the resolution will be put on hold until we have been able to review with our Attorney. We will however hold a public hearing on February 7th at 6:30pm. Motion was made to hold the public hearing on February 7th by Dan Martin and seconded by Janet Reville. Approved 4-0-0
- c. Repairs to Assistant Chief's vehicle – Assistant Chief Dyer will get quotes for body work that is needed on the vehicle.

8. New Business

- a. Active fire fighter Resolution/Requirements – The board reviewed the resolution. Motion was made to approve the resolution by Dan Martin and seconded by Janet Reville. Approved 4-0-0
- b. NY State Grant Programs – Both Janet Reville and Assistant Chief Dyer attended a meeting on the NY State Grant Program. The program would allow firefighters to be reimbursed for training classes. Currently the grant program is still going through public hearings. Once more information is received an update will be provided.
- c. Quick Books – currently our quick books subscription is under Jeff Voigt. We will look at getting this subscription moved over to Stephen Dyer.

9. Privilege of the Floor

- a. Trent Mitchell asked how many Charlton residents voted during the December elections.
Around 40 residents voted.

10. Adjournment

Motion to adjourn made by Stephen Dyer and seconded by Dan Martin. Approved 4-0-0 (9:04pm)