

Charlton Fire District Meeting Minutes

February 7, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on February 7, 2024 at 7:03pm

PRESENT: Dan Martin, Jake Malagisi, Stephen Dyer, Janet Reville, George Davidson, and Erin Waite

ABSENT: Ryan McDonald

1. Approval of Agenda

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

2. Approval of Minutes

Motion to approve the January 3rd meeting minutes made by Dan Martin and seconded by Janet Reville. Approved 3-0-1

3. Chairman's Report

Stephen Dyer reported that he attended the ESO Training.

QuickBooks has been set up and moved over to Stephen Dyer's name from Jeff Voigt.

KeyBank accounts have been updated with Stephen Dyer added and Jeff Voigt removed.

Stephen Dyer reported he attended the CAFDA meeting. There was a lot of good information provided.

One discussion was the new OSHA changes coming down the road. These changes are something we will want to continue to keep an eye on.

4. Treasurer's Report

a. Treasurer's report presented by George Davidson

b. Review and audit of bills.

c. Operating Account: \$68,927.78

Payroll Account: \$0.00 – closed

Apparatus Capital Reserve: \$545,410.20

Equipment Capital Reserve: \$110,277.05

Emergency Capital Reserve: \$25,227.37

Capital Improvement Reserve: \$110,661.13

Bond Account: \$43,914.16

Total ending balance: \$888,915.61

Motion to pay outstanding bills was made by Dan Martin and seconded by Jake Malagisi.

Approved 4-0-0

Motion to approve Treasurer's report made by Dan Martin and seconded by Jake Malagisi.

Approved 4-0-0

5. Chief's Report

Call Volume for January 2024: 21 Calls Total

○ 16 EMS

○ 1 MVA

○ 2 Dispatched and Cancelled Enroute

○ 1 CO

○ 1 Good Intent

- Chief DeCapria and Captain Durocher have obtained approval for REMO and DOH to use ESO for ePCR documentation. We should be able to go live with the incident reporting on March 5th. Currently we are already using it for training documentation.

- Captain Durocher is working with Wilton EMS to get our members who attended the CPR instructor course on-line with Saratoga County to instruct. The goal is to have some of our members set to instruct by themselves this spring.
- Chief DeCapria requested approval to remove Shannon Sheedy from the insurance rolls. Shannon has moved out of the district and is looking to move to social status with the fire company. Motion was made to approve the removal of Shannon Sheedy from the insurance rolls by Dan Martin and seconded by Janet Reville. Approved 4-0-0

6. Committee Reports

a. Facilities Management (Janet Reville)

Cummins came out and serviced the Generator. They are recommending we replace the battery. It is recommended the battery be replaced every 2 years. It has been around 3-3 ½ years for the current battery. The quote Cummins provided was \$947.03.

Motion was made to approve having the battery replaced by Jake Maligisi and seconded by Dan Martin. Approved 4-0-0

The contract we have with Cummins is a 5-year contract. We will discuss with Cummins the next time the battery needs to be replaced (2 years) having this included in one of the services.

Keys to the Generator have been placed in the storage room.

b. Apparatus and Equipment (Dan Martin)

Headlight replacements are still not installed for 18-1 and there is still an air system issue. Dan Martin will follow up with Assistant Chief Dyer to see if he has spoken to Vander Molen about it.

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

Stephen Dyer had nothing to report.

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

Ryan McDonald was unable to attend the meeting. The secretary reported that the laptop purchased for her use is working and she has installed Microsoft 365 on it. She will work on getting Microsoft installed on the other laptops for the fire department.

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

Jake Malagisi had nothing to report.

7. Unfinished Business

a. The Public Hearing was held tonight at 6:30pm for the Property Tax Exemption for Volunteer Firefighters and Ambulance Workers.

Richard Battenhausen said this is a great benefit.

Motion was made to approve the Property Tax Exemption by Dan Martin and seconded by Janet Reville. Approved 3-0-0

8. New Business

a. Utica National Insurance

- Spousal Liability – NY State has mandated that this endorsement be included on all policies effective 1/1/2024. This allows one spouse to sue his or her spouse (who is driving) for the injuries of the spouse passenger caused by the negligent operations of one of our vehicles. We are allowed to reject this endorsement by signing the Supplemental Spousal Liability Insurance Declination Form and returning it to the insurance company. The board discussed and decided to decline/reject this endorsement. The secretary will send the signed document back to the insurance company.

- Utica National is increasing deductibles on all VFD accounts in their Safety Group. Our insurance agent was able to get them to reduce the proposed deductible of \$5,000 on the Firehouse, Earthquake, and Flood to \$2,500.
- b. Lobby Backdoor – currently the backdoor to the lobby is locked at all times. Board discussed leaving this lobby backdoor unlocked. The lobby is supposed to be a safe haven and be opened as a safe haven for any that may need it. Going forward the lobby backdoor will be left unlocked, inner lobby door will continue to remain locked at all times. Janet Reville will make up some signs to post on both lobby doors (outside door and inner door).
- c. Investment Policy
 - George Davidson and Stephen Dyer spoke to KeyBank about investment options. 2 options would be CD's and/or Treasurer Bills. These can be done in 30/60/90 days.
 - It was indicated that we can only invest in certain types of investments legally. George Davidson did indicate that CD's and Treasurer Bills are ok for us to invest in.
 - George Davidson, Stephen Dyer and Jake Malagisi will get together to review investment options, and what funds to invest.
 - Investment Policy Resolution was reviewed – Will update the first sentence under “In accordance with this policy” to read The Treasurer is hereby authorized to invest all funds agreed to by the committee, including proceeds of obligations and reserve funds in:
 - Motion to approve Investment Policy Resolution with change above made was made by Stephen Dyer and seconded by Jake Malagisi. Approved 4-0-0

9. Privilege of the Floor

- a. Jeff Voigt indicated there is a plastic box he left in the commissioner's office that has some fire house district documents he had.
- b. The Firehouse banquet will be held at the Charlton Tavern on March 24th. Invites have been sent out.
- c. Jeff & Susan Voigt wanted to remind everyone that they will be hosting a “Superbowl” party at the firehouse on Sunday for all members. Please bring a dish to pass.
- d. Ed Winslow requested the use of the firehouse for March 20th for the fire police. Motion was made to approve the use of the firehouse on March 20th by Janet Reville and seconded by Dan Martin. Approved 4-0-0
- e. Richard Battenhausen asked for approval to use a fire truck on March 31st to bring the Easter Bunny around town. Motion to approve the use of the fire truck on March 31st was made by Janet Reville and seconded by Dan Martin. Approved 4-0-0

Adjournment

Motion to adjourn made by Stephen Dyer and seconded by Dan Martin. Approved 4-0-0 (8:43pm)