

# Charlton Fire District Meeting Minutes

## March 6, 2024

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on March 6, 2024 at 7:02pm

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

**ABSENT:**

**1. Approval of Agenda**

Motion to approve the agenda was made by Dan Martin and seconded by Janet Reville. Approved 5-0-0

**2. Approval of Minutes**

Motion to approve the February 7th meeting minutes made by Janet Reville and seconded by Jake Malagisi. Approved 5-0-0

**3. Chairman's Report**

Stephen Dyer attended the Financial Training for fire district officials that was held on February 29<sup>th</sup> and March 1<sup>st</sup>. Stephen indicated that the current controls we have in place are good, however, we can make some improvements. Stephen suggested we look into whether we have a reserve limit. Janet Reville, Stephen Dyer, and Ryan McDonald also attended commissioner training. Stephen asked if we conduct sexual harassment training annually. Chief DeCapria did indicate that we do this training annually.

**4. Treasurer's Report**

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$567,105.15  
Payroll Account: \$0.00 – closed  
Apparatus Capital Reserve: \$45,550.47  
Equipment Capital Reserve: \$10,305.87  
Emergency Capital Reserve: \$25,243.62  
Capital Improvement Reserve: \$110,732.40  
Bond Account: \$43,928.12

**Total Reserve Cash & Investments balance: \$835,760.48**

George Davidson reviewed the Tax limitation and exclusions with the board.

3 CD's were purchased in February – 1 in the amount of \$500,000 for a 6 month period, 2 each in the amount of \$50,000 both for a 4 month period. The question was asked if there is a tax liability on the CD's. George did indicate that no there are no tax liabilities.

Motion to pay outstanding bills was made by Dan Martin and seconded by Ryan McDonald.

Approved 5-0-0

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

Approved 5-0-0

**5. Chief's Report**

Call Volume for February 2024: 19 Calls Total

- o 12 EMS
- o 2 Hazardous Condition
- o 1 Dispatched and Cancelled Enroute

- 1 Cooking Fire
- 1 Boiler Malfunction
- 1 Fire Alarm
- 1 Animal Rescue
- Long-time member Doug Sargent passed away this past weekend. Doug had over 50 years of service to the Charlton Fire Department. Captain Battenhausen indicated the family has requested the use of the firehouse on March 17<sup>th</sup> beginning at noon for a Celebration of Life. A motion was made to approve the use of the firehouse on the 17<sup>th</sup> by Dan Martin and seconded by Janet Reville. Approved 5-0-0
- Chief DeCapria completed NYS Fire Instructor 1 the first week of February.
- Captain Durocher will be taking a course on Battery Emergencies and Electrical Storage Systems within the next month.
- Firefighter Matt Schnitzler will be starting the BEFO class next week.
- Drills and Company meetings have been moved to Tuesday's at 7pm.
- ESO is up and running. Work continues on the CAD integration, Saratoga County and ESO are getting that operational. ePCR's on ESO will begin March 19<sup>th</sup> per NYS DOH.
- Hose Testing is scheduled for March 22<sup>nd</sup> with West Charlton and Harmony Corners Fire. This will be conducted at that water tower on Cherry Lane.
- Fit Testing will be April 16<sup>th</sup>. Chief DeCapria is working on also scheduled fire extinguisher testing for April.
- Chief DeCapria will start making the purchases on the DEC grant over the next few weeks. Once all items are received, he will schedule DEC to come in to do the inspection and hopefully get the check from them before the end of the year.
- East Glenville will be on automatic mutual aide for us for the banquet on March 24<sup>th</sup>.
- April 6<sup>th</sup> is the annual blood drive at the firehouse.
- OSHA is looking to update the fire brigade standard. There are significant changes if approved by OSHA and NYS PESH. The open comment period ends May 6<sup>th</sup>. Chief DeCapria is asking if we want to comment as a District. We will look to set up a OSHA Committee to include Stephen Dyer, Dan Martin, Chief DeCapria, and one other person.
- Gym area on mezzanine. Chief DeCapria did get some flooring quotes which were very expensive. It will be cheaper for us to put down ourselves. The board would like to see a full gym proposal. However, a motion was made to approve the purchase of flooring & equipment not to exceed \$7,500 by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0

## **6. Committee Reports**

- a. Facilities Management (Janet Reville)  
Janet Reville had nothing to report.
- b. Apparatus and Equipment (Dan Martin)  
Headlight replacements are still not installed for 18-1 and there is still an air system issue. The headlights have come in and Vander Molen will schedule installation.  
Dan Martin would like to look at other vendors besides Vander Molen. Chief DeCapria indicated if we wanted to do, we would need to start looking at other vendors soon as annual truck services will be coming up.
- c. Firematic Training and Fire Prevention Committee (Stephen Dyer)  
Stephen Dyer indicated we need to begin budget talk sooner.
- d. Radio Communication and Informational Technology Committee (Ryan McDonald)  
Ryan McDonald would like to look at getting a vendor to handle the district's email accounts. Currently the commissioners are using personal email accounts to conduct district business. He would like to look at setting up individual email accounts so each

commissioner would have a district email. Another suggestion was that each commissioner could create/set up their own Gmail account just for district business. This is something we will look into further. Since no one is at the firehouse Chief DeCapria asked if we could look into setting up the phones so that an email is sent when a voice message is left on them so that we are notified of a voice message. Ryan will look at the current set up and see if this is something we can program to do.

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

## **7. Unfinished Business**

- a. Status of Investments was discussed during Treasurer's Report.

## **8. New Business**

- a. CFD Procurement Form – discussed if this form needed to continue to be used for purchases. A motion was made to approve that we no longer need to use this form at this time by Jake Malagisi and seconded by Dan Martin. Approved 5-0-0
- b. District & Company relationship – Stephen Dyer mentioned that some things with the Company do fall under the District and the District does have some oversight. We would like to see a copy of the Company's budget periodically going forward.

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

- a. Amendment: Captain Battenhausen asked for approval to use a fire truck on March 31<sup>st</sup> to bring the Easter Bunny around town. Motion to approve the use of the fire truck on March 31<sup>st</sup> was made by Janet Reville and seconded by Dan Martin at the February meeting. Approved 4-0-0. However, the date was not correct. The date requested to use the fire truck is March 30<sup>th</sup>. Captain Battenhouse also requested approval to hold a pancake breakfast on March 30<sup>th</sup>. Food will be cooked outside. Motion to approve holding the pancake breakfast on March 30<sup>th</sup> was made by Dan Martin and seconded by Jake Malagisi. Approved 5-0-0
- b. Captain Battenhausen is requesting approval to use the firehouse on March 22<sup>nd</sup> to have a nursery school come in for Fire Prevention. Motion to approve the use of the firehouse on March 22<sup>nd</sup> was made by Dan Martin and seconded by Janet Reville. Approved 5-0-0
- c. Captain Battenhausen wanted to let the board know that they will be ordering new firehouse jackets. If anyone would like one, please make sure to place your order. The sign up is on the refrigerator. The order will be placed at the end of the month.
- d. Captain Battenhausen went to the Burnt Hills Hardware store. While there he learned that there were a few people listed on the firehouse account that no longer should be. He did ask that they be removed. Currently for the District Dan Martin is listed and for the Company Captain Battenhausen and Jeff Voigt are listed as authorized users for the firehouse account.

## **Adjournment**

Motion to adjourn made by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0 (9:09pm)