

Charlton Fire District Meeting Minutes

April 3, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on April 3, 2024 at 7:01pm

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 Ryan McDonald and seconded by Janet Reville. Approved 4-0-0

2. Approval of Minutes

Motion to approve the March 6th meeting minutes made by Janet Reville and seconded by Jake Malagisi. Approved 4-0-0

3. Chairman's Report

Stephen Dyer asked when the Auditors would be in this year. George Davidson indicated that they would be here in May sometime.

Stephen Dyer asked if the 990 form had been completed. This is due May 15th. George did look into this, and this is a form that the Company will need to completed, not the District.

4. Treasurer's Report

a. George Davidson reviewed the two budget amendments:

- Weightroom equipment & furnishings - \$7,5000
- New Firehouse Gas Stove Hood/Vent System - \$598

b. Treasurer's report presented by George Davidson

c. Review and audit of bills.

d. Operating Account: \$115,708.47

Payroll Account: \$0.00 – closed

Apparatus Capital Reserve: \$60,675.05

Equipment Capital Reserve: \$22,360.31

Emergency Capital Reserve: \$25,267.21

Capital Improvement Reserve: \$10,786.15

Bond Account: \$43,345.02

Total Investments: \$1,050,000.00

Total Reserve Cash & Investments balance: \$1,328,142.21

The 3 CD investments that were purchased in February were reviewed. Stephen Dyer and George Davidson have created a spreadsheet to track these and maturity dates.

Motion to pay outstanding bills was made by Jake Malagisi and seconded by Ryan McDonald.

Approved 5-0-0

Motion to approve Treasurer's report made by Janet Reville and seconded by Jake Malagisi.

Approved 5-0-0

5. Chief's Report

Call Volume for March 2024: 21 Calls Total

- 13 EMS
- 3 MVA
- 2 Structure Fires
- 1 Dispatched and Cancelled Enroute

- 1 CO
- 1 Electrical
- 1 Cover Assignment
- Our personnel responded to two structures fires. Everyone did a great job and they were quick stops.
- DEC grant equipment was ordered, awaiting delivery.
- Requesting permission to utilize CFD apparatus for Founders Day weekend. Founders Day is the first weekend in June. A motion was made by Ryan McDonald and seconded by Janet Reville to approve the use of CFD apparatus for Founders Day weekend. Approved 5-0-0
- Requesting permission to place Matt Loukes on the insurance rolls, contingent he is voted into the fire company and passes background check. A motion was made by Dan Martin and seconded by Ryan McDonald to approve adding Matt Loukes to the insurance rolls, contingent on passing background check & approval of company. Approved 5-0-0
- Treadmill that was purchased for the weightroom runs on 220. Chief DeCapria is getting a quote for electric set-up cost.

6. Committee Reports

- a. Facilities Management (Janet Reville)
Janet Reville had nothing to report.
- b. Apparatus and Equipment (Dan Martin)
Headlight replacements have been installed on 18-1 and 18-2.
Dan Martin reported that there is still a pump issue on 18-1 and a bulb on 18-2 needs to be replaced in the dash area.
- 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 liked into two vendors to handle the district's email accounts. He spoke to John Kelly with Atypica. The cost would be \$15 per month per user and an additional cost for storage per month. Ryan also looked at Google. Cost for a starter package would be \$6 per month per user, this would include storage or \$12 per month per user that includes additional storage. Currently the commissioners are using personal email accounts to conduct district business. Another suggestion was that we could set up individual email addresses for each commissioner just using Gmail, free of cost. The board decided at this time this would be to option to go with. Ryan will work on setting up individual Gmail accounts for each commissioner.
Ryan McDonald reported he is still looking into the set-up of phones at the Firehouse.
- e. Staff Relations/Code of Ethics Committee (Jake Malagisi)
Jake Malagisi had nothing to report.

7. Unfinished Business

- a. Use of New Gym – we have had some members ask if family members could use the new gym at the Firehouse. The board discussed and Jake Malagisi will reach out to our insurance company to see what we would need if we allowed members to bring in one guest. Erin Waite will provide Jake Malagisi with our insurance company's contact information (Dave Meager).
- b. Use of Stove – some members were asking if the stoves at the Firehouse can be used to keep food warm. Yes the stoves can be used to keep food warm they just can't be used to prepare/cook food that will be served to the public.

8. New Business

- a. Lawn Care Quotes – Stephen Dyer collected five lawn care quotes. They were from Capri Precision Landscaping, Pro-Cut, Hometown, Richard Battenhausen, and Northeast Landscaping. A motion was made by Stephen Dyer and seconded by Jake Malagisi to award the 2024 Lawn Care services to Richard Battenhausen. Approved 5-0-0
- b. New Freezer – the company had to purchase a new freezer for the Firehouse, as the previous one broke. The new freezer has been purchased and installed. The district will reimburse the company for the cost of the new freezer. This will be taken out of the bond account (New Firehouse Reserve). A motion was made by Dan Martin and seconded by Janet Reville to reimburse the company for the cost of the freezer (\$1,021,87). Approved 5-0-0
- c. Apparatus Fund vs. Equipment Capital Fund – reviewed what each fund was for. The apparatus fund is for vehicles and the equipment capital fund is for fire equipment.
- d. Pavilion/Storage Shed – Janet Reville is looking into building a Pavilion in the back of the Firehouse. Janet did go to Curtis Lumber and for a 24x40 the cost for materials only was about \$7,400. The first step is to decide what size pavilion we would like. Janet will look into what Ballston Lake did and will also look at Elmer Smith Park to see what size pavilions they have.

9. Privilege of the Floor

- a. Trent Mitchell wanted to let the board know everyone is doing a great job!!
- b. Reminded CAFDA Spring Conference is coming up April 25-27th in Lake George if anyone is interested in attending. Dan Martin indicated he is interested in going, however, isn't sure what day/s he will be able to attend.
- c. There is an electronic recycling event on April 13th. Chief DeCapria asked if we could get rid of the old TV. Yes – Approved.

Adjournment

Motion to adjourn made by Dan Martin and seconded by Stephen Dyer. Approved 5-0-0 (8:32pm)