

Charlton Fire District Meeting Minutes

May 1, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on May 1, 2024 at 6:30pm

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

ABSENT: Janet Reville

1. Amsure:

Amsure attending the meeting at 6:30pm to review the current insurance policies for this year. One suggestion made by Amsure was to review the value listed for each vehicle to ensure these values are accurate. This was something that the district did last year and adjusted the values at that time.

2. Approval of Agenda

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

3. Approval of Minutes

Motion to approve the April 3rd meeting minutes made by Dan Martin and seconded by Ryan McDonald. Approved 4-0-0

4. Chairman's Report

Stephen Dyer reported that he thought he had made the change for Quickbooks to have Jeff Voigt removed. However, that hadn't happened. He has hopefully resolved this. The renewal for Quickbooks is due at the end of this Month.

Stephen Dyer indicated that the group still hasn't gotten together to discuss the department's response to the OSHA changes. The group decided to get together next Thursday, May 9th at 6:30pm.

5. Treasurer's Report

a. Treasurer's report presented by George Davidson

b. Review and audit of bills.

c. Operating Account: \$99,907.93

Apparatus Capital Reserve: \$60,729.93

Equipment Capital Reserve: \$22,380.53

Emergency Capital Reserve: \$25,290.07

Capital Improvement Reserve: \$10,795.91

Bond Account: \$43,359.27

Total Investments: \$1,050,000.00

Total Reserve Cash & Investments balance: \$1,312,463.64

George reviewed the Collateral Statement, which he will be including each month in the Treasurer's report. He will ask KeyBank if they could include the FDIC insurance amount on the Collateral Statement each month.

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 Jake Malagisi and seconded by Dan Martin.

Approved 4-0-0

6. Chief's Report

Call Volume for April 2024: 17 Calls Total

- 9 EMS
- 1 Structure Fires
- 2 Dispatched and Cancelled Enroute
- 2 Fire Alarms

- 3 Electrical

- Four personnel have been credentialed as CPR instructors. Currently, just waiting for their cards to come in.
- Blood drive went well, the organizers have asked if they could use the building again next year for April 12th, 2025.
- Both Chief DeCapria and Chief Dyer attended a meeting with other area Chiefs at Burnt Hills. The meeting was mostly about Burnt Hills setting up a Tanker Task Force for larger structure fires within the north end of their district.
- Chief DeCapria asked for approval to purchase two new pagers and ten batteries. The cost for each pager is \$304.20 and each battery is \$24.75, for a total of \$855.90.
A motion was made to approve the purchase of the two pagers and ten batteries to not exceed a total cost of \$900 by Dan Martin and seconded by Ryan McDonald. Approved 4-0-0
- Chief DeCapria asked for approval to run 220 volts to the treadmill on the mezzanine. Cost would be \$1,130.00. Currently, there is about \$400 left in the weightroom budget so this would put us over budget.
A motion was made to approve an additional \$800 be added to the weightroom budget so that 220 volts can be run by Dan Martin and seconded by Ryan McDonald. Approved 4-0-0
- Chief DeCapria asked for permission to enter into a contract with Susan Landry for CME recertification. Susan's charge would be \$30 per hour for services.
A motion was made to approve entering into a contract with Susan Landry for CME recertification by Ryan McDonald and seconded by Jake Malagisi. Approved 4-0-0

7. Committee Reports

a. Facilities Management (Janet Reville)

Janet Reville was not in attendance but did provide an update on the Pavilion via email. Curtis Lumber is re-drawing the sample she shared with us at the April meeting, to exclude walls and the enclosure in the corner. These revised drawings will not have an engineering stamp on them; however, Terry Anthony (Charlton Building Inspector) confirmed the drawings can be used to get a building permit.

Also, one of the firemen asked Janet whether the money in the New Fire House fund could be used to build a pavilion since a pavilion is not directly connected to the actual fire house. Janet did confirm with our attorney Terry Hannigan that we can use this money.

b. Apparatus and Equipment (Dan Martin)

Dan Martin reported that Annual maintenance has been completed on the trucks. New headlights have been installed and are working great. The issue with 18-1 has been fixed and all is working correctly. There was an issue with 18-2's generator, this issue has been fixed.

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 started to set up gmail email accounts for each commissioner. However, google is requiring that they send a verification code to everyone's cell phone as part of set up. Ryan will touch base with each commissioner to get their gmail account set up. 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.

8. Unfinished Business

- a. Use of New Gym – Jake Malagisi did reach out to our insurance carrier to discuss what they would recommend we need to allow members to bring a guest. They did provide us with an example of a Fitness Center Waiver form, along with best practices for fitness centers. The one question that was raised from this was who would handle equipment maintenance. It is recommended that only the manufacturer or a service licensed to fix fitness equipment should fix/service equipment. Chief

DeCapria will look into finding service. Jake Malagisi will work on putting together a Rules and Regulations document along with a waiver form specific to Charlton, to review at next meeting. The question was raised if we will continue to offer the physical fitness reimbursement for personnel now that we have a fitness center within the fire house. Yes, we will continue to offer this benefit to personnel.

- b. Credit Card process – currently the credit card statement is mailed to the PO Box. We are going to update this to go paperless and have the credit card statement emailed to the secretary's email address. Stephen Dyer and Erin Waite will work on getting this updated.

9. New Business

- a. Purchase Order Process – we reviewed our current purchase order process, which we don't currently have a true process in place. Chief Dyer and Erin Waite will work on putting a process together and creating PO form.
- b. Building Access (Key Fobs/Physical Keys) – Currently, each member gets a key fob and physical key to the building. The question was raised as to why both are issued and if that should be our practice. There was discussion around this, and this was tabled until the next district meeting in June. In the meantime, Jake Malagisi will touch base with Janet Reville to see if we can test the fob system. We would like to know if the power goes out and generator doesn't kick on if the doors will automatically unlock. If not, can the system be set up that way.

10. Privilege of the Floor

- a. Captain Battenhausen asked if a sign could be placed on the front door of the building to indicate packages should be delivered to the back of the building.

Adjournment

Motion to adjourn made by and seconded by . Approved 4-0-0 (pm)