

Charlton Fire District Meeting Minutes

September 4, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on September 4, 2024 at 7pm

PRESENT: Stephen Dyer, Ryan McDonald, Janet Reville, Jake Malagisi, Dan Martin, 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 4-0-0

2. Approval of Minutes

Motion to approve the August 7th meeting minutes made by Dan Martin and seconded by Ryan McDonald. Approved 4-0-0

3. Chairman's Report

Stephen Dyer provided the Fire District Investment Policy which was approved in February for commissioner signature. This will be added to all policy books.

4. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$243,276.73
Apparatus Capital Reserve: \$72,948.78
Equipment Capital Reserve: \$23,656.37
Emergency Capital Reserve: \$25,383.99
Capital Improvement Reserve: \$12,028.72
Bond Account: \$33,466.79
Total Investments: \$1,000,000.00

Total Reserve Cash & Investments balance: \$1,251,761.38

George reviewed the Collateral Statement.

Motion to pay outstanding bills was made by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0

Motion to approve Treasurer's report made by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0

5. Chief's Report

Call Volume for July 2024: 31 Calls Total, Call Volume to date: 190 Calls Total

- 17 EMS
 - 2 Dispatched and Cancelled Enroute
 - 2 MVAs
 - 1 Structure Fire
 - 1 Electrical
 - 1 Good Intent
 - 3 Cover Assignment
 - 3 Fire Alarms
 - 1 Carbon Monoxide Alarm
- Chief DeCapria reported that air compressor servicing has been completed. No issues to report, air quality test hasn't come back yet. Also, we are still waiting to hear back on air pack issue that was discussed at last month's meeting.

- DEC grant paperwork was completed with Ranger Joe Hess. We will receive the full \$2,500 reimbursement. We will look at applying for the DEC grant again this year. All DEC purchased equipment is in-service on apparatus with training provided.
- Chief DeCapria reported that Charlie Morris will be donating an EV plug to the department and several other fire departments in the Burnt Hills community. Chief DeCapria is working on a date in the next few weeks to receive the EV plug. Charlie Morris would like to do a Media Event. Chief DeCapria is asking for approval to use a CFD apparatus for event if needed. Motion to approve was made by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0
- Chief DeCapria is asking for approval to use CFD apparatus at Annual Charlton Heights Fire Prevention Day on October 9th. Motion to approve was made by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0
- Chief DeCapria is asking for approval to give Burnt Hills Fire Department an additional key fob for their station 1 engine. Motion to approve was made by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0

6. Committee Reports

a. Facilities Management (Janet Reville)

Janet Reville reported that the lights in the conference room are still having intermittent issues. We are unsure of how these lights were wired/configured. Janet Reville and Assistant Chief Dyer will look for who installed.

RICOH copier is still not working. Erin Waite and Janet Reville are working with RICOH to get fixed.

Janet Reville would like to purchase permanent signs for the doors instead of having paper copies on the door. It was approved by all commissioners to purchase these signs.

b. Apparatus and Equipment (Dan Martin)

Dan Martin reported that 18-1 has a transmission fluid issue, 18-2 A/C unit issue, and 18-3 has a ground wire issue. We are waiting for quotes.

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

Stephen Dyer had nothing new to report.

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

Ryan McDonald reported that he will be creating instructions for all commissioners on how to set up their gmail accounts. Once created he will email out instructions.

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

Jake Malagisi had nothing to report.

7. Unfinished Business

- a. Pavilion –Dan Martin developed a site specification document which was shared with all commissioners. Currently, we are still working on getting quotes for the leveling work/stone. Jake Malagisi will also check with the town on getting a permit.
- b. Review of Fitness Equipment use Policies – Jake Malagisi did provide commissioners with a Fitness Center Use Policy and Waiver for review. Commissioners reviewed. Motion was made to approve Fitness Center Use Policy and Waiver with suggested changes made by Jake Malagisi and seconded by Janet Reville. Approved 5-0-0. Once changes are made Jake Malagisi will email out the updated policy and waiver.
- c. Building Access (Key Fobs/Physical Keys) –Janet Reville found that if there is no power at all then the doors remain locked, and fobs will not work. However, there is a way to set it up so that one of the doors does unlock. We continue to investigate this and test. At this time, we will not move forward with collecting building keys until testing is completed. During this testing Janet Reville did find an issue with the side door. Janet spoke to Kelly Brothers and found this is under warranty, so we will be getting this fixed.

8. New Business

- 2025 Budget – A budget working meeting was scheduled for next week Wednesday, September 11th at 7pm.
- Replacement of reverse lights on 18-3 – Quote from Vander Molen to replace lights was reviewed. Motion to approve quote was made by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0
- Snow Removal for 2024-2025 Season – we will work to get 3 quotes for snow removal. Dan Martin will reach out to Kirby to get a quote from them.

9. Privilege of the Floor

Adjournment

Motion to adjourn made by Janet Reville and seconded by Ryan McDonald.