

Charlton Fire District Meeting Minutes

October 2, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on October 2, 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 Janet Reville and seconded by Ryan McDonald. Approved 5-0-0

2. Approval of Minutes

Motion to approve the September 4th meeting minutes made by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0

3. Chairman's Report

Stephen Dyer shared with the board that the Capital Area Fire Districts Association will be holding a meeting on November 2nd in Troy. They will be discussing Media Relations, OSHA Standards, and HR issues in a volunteer fire department. Breakfast & Lunch will be included. If anyone is interested in attending, please let him know. Also, in March 2025 the office of state comp controller will be holding a session. If interested in attending, please let Stephen know.

4. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$92,832.47
Apparatus Capital Reserve: \$73,012.37
Equipment Capital Reserve: \$23,676.98
Emergency Capital Reserve: \$25,406.11
Capital Improvement Reserve: \$12,039.20
Bond Account: \$33,477.79

George reviewed the Collateral Statement.

George reviewed the proposed amendment to the 2024 budget to provide the necessary funding for the EMT training approved at the October meeting would be as follows:

Establish Appropriation Code

A34104 EMT Training \$3,500

Increase Revenue Code

A2401 Interest and Earnings \$3,500

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

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 September 2024: 20 Calls Total

- 14 EMS
- 2 MVAs
- 1 Structure Fire
- 2 Good Intent
- 1 Fire Alarms

- Chief DeCapria reported we have received the EV plug from Morris Ford. Training on the plug will be conducted on October 22nd. The plug is currently in 18-2.
- Chief DeCapria reported that Captain Durocher has scheduled a community CPR class for Friday, October 11th. FF's Voigt and Lansley will be credentialled as CPR instructors.
- Chief DeCapria indicated that we will be providing an ETA on October 12th for the LaRue Farm. They will be having an open burn and requested an ETA for two hours as a precaution
- Chief DeCapria is asking for approval for 5 personnel to take an EMT class. The class is \$700 per person and will be held remotely on Wednesday nights at the fire station. CFD EMS personnel will be responsible for skills check offs. Motion to approve was made by Jake Malagisi and seconded by Dan Martin.
Approved 5-0-0
- Currently our radios are phase 1. Chief DeCapria is asking for approval to upgrade 4 radios to phase 2. Motion to approve was made by Jake Malagisi and seconded by Ryan McDonald.
Approved 5-0-0

6. Committee Reports

- Facilities Management (Janet Reville)

Janet Reville reported that alarm going off recently was due to CO sensor in kitchen that was installed. Everything at this time should now be fixed.
Assistant Chief Dyer asked if we have an annual service agreement for the boiler. Janet Reville will reach out to Easter Heating and Cooling to confirm.
- Apparatus and Equipment (Dan Martin)

Dan Martin reported that the lights are all fixed on 18-3. Assistant Chief Dyer did indicate that the rear scene lights also needed to be done. This was completed but there will be an additional charge from the original quote.
- Firematic Training and Fire Prevention Committee (Stephen Dyer)

Stephen Dyer had nothing new to report.
- Radio Communication and Informational Technology Committee (Ryan McDonald)

Ryan McDonald reported that he has set up almost all the gmail email addresses. Once he finished the setup he will get each commissioner their information.
- Staff Relations/Code of Ethics Committee (Jake Malagisi)

Jake Malagisi had nothing to report.

7. Unfinished Business

- Pavilion – Currently, we are still working on getting quotes for the leveling work/stone. Jake Malagisi indicated that we will need to get a permit for the Pavilion from the town.
- Review of Fitness Equipment use Policies – Jake Malagisi provided an updated copy of the Fitness Center Use Policy and Waiver. The District Secretary will post a copy in the fitness center wall.
- Building Access (Key Fobs/Physical Keys) –Janet Reville indicated that the part should come in next week to fix the side door. Once part is in Kelly Brothers should schedule a time to come out and fix. Janet Reville reported that we do have a battery back-up for our key system. It is recommended that the batteries be replaced every 2 years. We will look into getting these replace.
Janet Reville also contacted Wolfe Locks to see how much it would cost us to replace the locks on the outside doors, instead of trying to collect keys from all members. There is a \$60 call out fee and then a \$25 dollar per lock/door fee.

8. New Business

- Workers Compensation Insurance – We found out from our insurance agent (Amsure) that if we have a contractor/subcontractor (i.e. Landscaping contractor, cleaning contractor, snow removal contractor, etc.) that doesn't have workers compensation insurance that by Law we need to add them to our workers compensation policy. There was a bit of discussion around this. Currently, going forward we will ensure that any contractors/subcontractors we have doing work at the firehouse that they carry workers compensation insurance.

- Snow Removal for 2024-2025 Season – 2 quotes have been received. We will be reaching out for a 3rd this week.
- Cleaning Bid/Quotes for 2025 – Janet Reville will work on getting 3 quotes.
- Elections – We will have one commissioner slot open for 2025. This is for a 5-year term. Election day is December 10th. The election inspectors will be Wendy Kuchner (Chairman), Bill Monaghan, and Teddi Smith. It was approved by the board that each would be compensated \$75.00.
- Reminder – The Public Hearing for the 2025 proposed budget will be Wednesday, October 16th at 7pm.

9. Privilege of the Floor

Adjournment

Motion to adjourn made by Janet Reville and seconded by Ryan McDonald at 8:20pm.