

Organizational Meeting Minutes

January 3, 2013

6:40 pm

PUBLIC MEETING: *The public meeting of the Charlton Fire District was called to order on January 3, 2013 at 6:40 p.m.*

PRESENT: Jeff Voigt (Chairman), Sharon Cronin (Secretary), Andy La Patra (Treasurer), Dave Peters, Bobby LeGere, Terry Hannigan (Counsel)

ABSENT: Bob Rosa, Kevin Loukes

Board elects Chairman

Motion to elect Jeff Voigt as Chairman of the Board for the year 2013 made by Bobby LeGere seconded by Dave Peters.
Approved 3 Opposed 0 Abstained 0

Treasurer Appointed

Motion to reappoint Andy La Patra as Treasurer for the year 2013 at the cost of \$1600.00 a month made by Jeff Voigt seconded by Dave Peters.
Approved 3 Opposed 0 Abstained 0

Deputy Treasurer Appointed

Motion to reappoint Sharon Cronin as Deputy Treasurer for the year 2013 at the cost of \$100.00 a month made by Jeff Voigt seconded by Dave Peters.
Approve 3 Opposed 0 Abstained 0

Secretary Appointed

Motion to reappoint Sharon Cronin as Secretary for the year 2013 at the cost of \$600.00 a month made by Jeff Voigt seconded by Dave Peters.
Approved 3 Opposed 0 Abstained 0

Oath of Office

The Oaths of Office for Kevin, Bob, Andy and Sharon are at the Town Hall.

Board Appoints Chief

Motion to appoint Kevin Riehl as Chief of the Charlton Fire Department for the year 2013 made by Bobby LeGere seconded by Dave Peters.
Approved 3 Opposed 0 Abstained 0

Board Appoints Assistant Chief

Motion to appoint Aaron Dyer as Assistant Chief of the Charlton Fire Department for the year 2013 made by Bobby LeGere seconded by Dave Peters.
Approved 3 Opposed 0 Abstained 0

Notification to Media of Organizational Meeting

A legal notice for this Organizational Meeting, with an Affidavit of Publication, was published in the Daily Gazette on Friday December 14 2012

Official Newspaper

Motion to designate the Daily Gazette as the Charlton Fire District's official newspaper of record for all legal and public notices was made by Dave Peters seconded by Bobby LeGere.

Approved 3 Opposed 0 Abstained 0

Attorney Appointed

Motion to reappoint Terry Hannigan as the District's attorney for the year 2013 with the retainer of \$10,000.00 made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Records Officer

Motion to appoint Sharon Cronin as Records Management Officer made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Official Depositories

Motion to designate Key Bank as the Charlton Fire District's depository made by Jeff Voigt seconded by Bobby LeGere.

Approved 3 Opposed 0 Abstained 0

Board Meeting Dates for 2013

Resolution 002-2013(change in BOC meeting dates) was presented and approved.

Motion to change the regular Board of Commissioners meeting to the 1st Tuesday of every month(with the exception of the January 3rd Organizational Meeting), at 7:00 pm, at the Charlton Fire Department on Charlton Rd made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

The dates of regular and special meetings are as follows:

Thursday, January 3, 2013	Tuesday, July 2, 2013
Tuesday, February 5, 2013	Tuesday, August 6, 2013
Tuesday, March 5, 2013	Tuesday, September 3, 2013
Tuesday, April 2, 2013	Tuesday, October 1, 2013
Tuesday, May 7, 2013	Tuesday, October 15, 2013(public hearing)
Tuesday, June 4, 2013	Tuesday, November 5, 2013
	Tuesday, December 3, 2013

Approval of Membership in the Association of Fire Districts of the State of New York, the local ASFD, and any other association the Board deems appropriate to carry out its business

Motion to approve maintaining the current membership in the Association of Fire District of New York and any other associations that deems appropriate to carry out its business made by Jeff Voigt seconded by Bobby LeGere.

Approved 3 Opposed 0 Abstained 0

Review and Renew if necessary, mutual aid agreements and contracts to provide service in fire protection districts

Motion to approve mutual aid agreements made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Review and Renew if necessary, leases and contracts

Motion to approve annual lease for the District office trailer made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Review and Renew Physical Examination Program

Motion to keep Glenville Family Medicine or other designated provider for the physicals for the fire fighters made by Jeff Voigt seconded by Dave Peters. Approved 3 Opposed 0 Abstained 0

Physical Fitness Program

Motion to continue the physical fitness program allotting \$100.00 per fire fighter to the fitness center of their choice made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Review District Policies

Motion to approve Purchase Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve Work Place Violence Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve Records Retention Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve Sexual Harassment Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve Travel Expense Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve IRS Mileage Reimbursement Rate Policy made by Jeff Voigt seconded by Bobby LeGere.

Approved 3 Opposed 0 Abstained 0

Motion to approve Bloodborne Pathogens Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve Investment Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve Organizational Statement Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve FOIL Policy made by Jeff Voigt seconded by Bobby LeGere.

Approved 3 Opposed 0 Abstained 0

Motion to approve Audio/Video Recording Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Motion to approve Code of Ethics and Conflict of Interest Policy made by Jeff Voigt seconded by Dave Peters.

Approved 3 Opposed 0 Abstained 0

Review Committees for the Year

Motion to approve Facilities Management Committee made by Jeff Voigt seconded by Bobby LeGere.

Dave Peters will oversee the committee.

Approved 3 Opposed 0 Abstained 0

Motion to approve Apparatus and Equipment Committee made by Jeff Voigt seconded by Dave Peters.
Bobby LeGere will oversee the committee.
Approved 3 Opposed 0 Abstained 0

Motion to approve Firematic Training and Fire Prevention Committee made by Jeff Voigt seconded by Dave Peters.
Bob Rosa will oversee the committee.
Approved 3 Opposed 0 Abstained 0

Motion to approve Administrative and Insurance Committee made by Jeff Voigt seconded by Dave Peters.
Dave Peters will oversee the committee.
Approved 3 Opposed 0 Abstained 0

Motion to approve Radio Communication and Informational Technology Committee made by Jeff Voigt seconded by Bobby LeGere. Kevin Loukes will oversee the committee.
Approved 3 Opposed 0 Abstained 0

Motion to approve Code of Ethics and Conflict of Interest Committee made by Dave Peters seconded by Bobby LeGere.
Jeff Voigt will oversee the committee.
Approved 3 Opposed 0 Abstained 0

Review resolution pursuant to 1764-A authorizing Treasurer to pay recurring bills

Motion to approve resolution authorizing Treasurer to pay recurring bills(Verizon, Time Warner, Stericycle, Sprint, National Grid, D.A. Kenyon, Martin Petroleum, Allied Waste and Atypica) made by Jeff Voigt seconded by Dave Peters.
Approved 3 Opposed 0 Abstained 0

Review and Approve Treasurer's annual report

Motion to authorize the Treasurer, within 60 days after the end of the fiscal year, to submit a copy of the annual report (AUD) to the Department of Audit and Control made by Jeff Voigt seconded by Bobby LeGere.
Approved 3 Opposed 0 Abstained 0

Adjournment

Motion to adjourn made by Jeff Voigt seconded by Bobby LeGere at 7:30 pm.
Approved 3 Opposed 0 Abstained 0