

**Charlton Fire District Commissioners Meeting Minutes  
July 7, 2011**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on July 7, 2011 at 7 p.m.

**PRESENT:** Doug Sargent(Chairman), Sharon Cronin(Secretary), Andy LaPatra(Treasurer), Robert LeGere, Jeff Voigt, Steve Caine, Terry Hannigan(District Counsel)

**ABSENT:** Dave Peters

**1. Approval of Agenda**

Motion to approve the agenda was made by Doug Sargent and seconded by Jeff Voigt. Approved 4-0.

**2. Approval of Minutes**

Motion to approve June 2011 minutes was made by Steve Caine and seconded by Jeff Voigt. Approved 4-0.

**3. Chairman's Report**

- a. The Chairman met with the Treasurer and evaluated the January to June checking entries.
- b. The audit status was discussed with the Insurance Investigator.
- c. A personnel issue was discussed with the District's attorney.
- d. The Chairman assisted firefighter Jevitt with installing the new sign.
- e. A letter was received from National Grid regarding an energy evaluation offer.

**4. Treasurer's Report**

- a. The Treasurer discussed disbursement reports.
- b. An itemized list of expenses was outlined.
- c. General Account: \$182,475.45  
Equipment Account: \$75,098.18  
Building Account: \$43,628.01  
Reserve Account: \$35,652.24  
Payroll Account: \$12,724.70  
**Total ending on June 31, 2011: \$349,578.58**

Motion to pay outstanding bills was made by Bobby LeGere and seconded by Jeff Voigt. Approved 4-0.

## 5. Chief's Report

- a. Kevin Riehl presented Chief's Report. 17 calls for the month:
  - 11-EMS
  - 1-M/A structure fire
  - 1-wires down
  - 2-MVA
  - 2-stand by
- b. The nine portable radios are in. The county hopes to go live with the new system within the next two weeks.
- c. Chief Riehl compared prices on the radio holsters and slings at the Chiefs Show. Online prices were better, so they purchased them online. They came in last week.
- d. John Morgan, Water Superintendent, informed the Chief that the town is having the water tower painted, so the hydrant system will only be running at 40 psi. The hydrant at the Town Hall has a pressure gauge on it, so that hydrant is live all the time.
- e. Chief Riehl will be working on scheduling annual physicals in the next few months.

## 6. Committee Reports

- a. **Facilities Management:**
  - There is a leak in the roof. Options are being reviewed.
- b. **Emergency Vehicles:**
  - Bobby LeGere reported that ETA-182 is due an inspection and U-183 is in need of repairs and an inspection.
- c. **Staff Relations:**
  - Nothing to report at this time.
- d. **Long Range Plans:**
  - The exhaust system has been deferred until 2012.
- e. **Inventory:**
  - ETA-181 and 8-182 are done.

## 7. Unfinished Business

- a. The Comptroller's audit is still under review at the Comptroller General's Office.
- b. The website committee met with Atypica. Steve Slatterly will be trained on the website and will be the liaison when the website goes live.
- c. The construction in the radio dispatch room has been completed and looks great.
- d. A legal notice will be published regarding the change to the board meeting dates.

**8. New Business**

- a. Doug Sargent presented a letter of blank check destruction.
- b. A policy on non-training conference attendance was presented.
- c. A letter was read regarding prior payments to the former Secretary/Treasurer.
- d. A resolution on the reimbursement for authorized expenses was approved.
- e. Resolution 108-2011 on meeting date changes was approved.
- f. Resolution 109-2011 on the check signature policy was approved.
- g. The Chairman presented information on October trainings for the Treasurer and Chairman.

Motion to approve resolutions made by Bobby LeGere and seconded by Jeff Voigt.  
Approved 4-0.

- 9. Privilege of the Floor** – A question was raised regarding if and when the ceiling fans will be installed. The Board will look into it.

**10. Adjournment**

Motion to adjourn made by Steve Caine and seconded by Bobby LeGere at 7:30 p.m.  
Approved 4-0.