

# **Charlton Fire District Commissioners Meeting Minutes**

## **June 2, 2011**

**PRESENT:** Doug Sargent  
Dave Peters  
Jeff Voigt  
Robert LeGere  
Steve Caine  
Andy LaPatra(Treasurer)

**PUBLIC SESSION CALLED TO ORDER:** Doug Sargent called the meeting to order at 7:00 p.m.

### **1. Approval of Agenda**

Motion to approve the agenda was made by Doug Sargent and seconded by Jeff Voigt. Approved 5-0.

### **2. Approval of Minutes**

Motion to approve May 2011 minutes was made by Bobby LeGere and seconded by Dave Peters. Approved 5-0.

### **3. Chairman's Report**

- a. A request was made for investigation materials from the insurance company.
- b. A FOIL request was submitted by the International Brotherhood of Electrical Workers.
- c. The annual water quality report from the water district was received.
- d. An advertisement from a local software company was received.
- e. Notification from the FCC was given regarding the department's radio license.
- f. The Annual Installation Banquet was held. The total expenditure was \$6,280.20 which included service awards, food and decorations.
- g. The chairman met with the State Police Investigator.
- h. The permit for the new sign was obtained and ordered from Stewart Signs.

### **4. Treasurer's Report**

- a. An itemized list was outlined.
- b. General Account: \$182,677.70  
Equipment Account: \$75,095.09  
Building Account: \$43,626.22  
Reserve Account: \$35,650.77  
Payroll Account: \$13,719.50  
**Total ending on May 31, 2011: \$351,081.01**

Motion to pay outstanding bills was made by Bobby LeGere and seconded by Jeff Voigt. Approved 5-0.

## 5. Chief's Report

- a. Kevin Riehl presented Chief's Report. 12 calls for the month:  
9-EMS  
2-pump outs  
1-wires down
- b. A training was held on the new county radio system. The system should be up and running within the next month.
- c. Chief Riehl presented purchase options for the portable radios, chargers, handsets and carriers.
- d. The Charlton Fire Department will be providing EMS/fire coverage for the 5k race and Party in the Park. They will also be marching in the parade on Sunday.
- e. Chief Riehl requested permission to use 18-2 in the Flag Day Parade on Thursday, June 9<sup>th</sup> and for the Honor Guard at East Glenville on Friday, June 3<sup>rd</sup>.

Motion to authorize P.O. order for purchase option A made by Dave Peters and seconded by Jeff Voigt. Approved 5-0.

Motion to permit the use of 18-2 in the parade and for the Honor Guard made by Doug Sargent and seconded by Bobby LeGere. Approved 5-0.

## 6. Committee Reports

- a. **Facilities Management:**
  - Dave Peters reported that cabinet work in Chief's office has begun.
  - Lawn bids were received and reviewed. D.A. Kenyon's bid was accepted.
  - The exhaust system for the truck room continues to be reviewed.
- b. **Emergency Vehicles:**
  - Bobby LeGere reported that Arrowhead is working on 18-1.
- c. **Staff Relations:**
  - Jeff Voigt reported that interviews for the new Commissioner had been completed. Steve Caine accepted the position and was introduced at the meeting.
- d. **Long Range Plans:**
  - Firehouse improvements on areas such as the roof, heating system and truck room are being reviewed.

Motion to approve D.A. Kenyon's lawn bid for was made by Dave Peters and seconded by Jeff Voigt. Approved 5-0.

**7. Unfinished Business**

- a. Doug Sargent reported the the audit was completed on May 16<sup>th</sup>. Findings are currently under review at the Comptroller's Office.
- b. Bobby LeGere reported that the website committee met with Atopica. The final design should be completed by the end of June.

**8. New Business**

- a. Doug Sargent presented Resolution 107-2011 appointing Steve Caine as Commissioner.
- b. A change to the purchasing policy to increase dual signature to \$500.00 was reviewed, as well as revising the current quote system.
- c. Authorization to pay invoice document was reviewed.
- d. A policies and resolutions binder will be presented to the Chief.
- e. The Board reviewed the monthly cell phone usage and signed off on the cell phone resolution.
- f. Resolution 80-2011(board meeting dates) has been corrected. An updated list of meeting dates will be published.
- g. The Board discussed the current radio license with Chief Riehl.
- g. A formal complaint of misuse of Fire District funds was made to the New York State Bureau of Criminal Investigations by the Board of Fire Commissioners.

Motion to approve Resolution 107-2011 and 80-2011 made by Doug Sargent and seconded by Dave Peters. Approved 5-0.

**9. Privilege of the Floor – None**

**10. Adjournment**

Motion to adjourn made by Doug Sargent and seconded by Dave Peters at 8:15 p.m.  
Approved 5-0.