

**Charlton Fire District  
Organizational Meeting Minutes  
January 2, 2018**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on January 2, 2018 at 6:40 p.m.

**PRESENT:** Jeff Voigt (Chairman), Sharon Cronin (Secretary), Andy La Patra (Treasurer), Bob LeGere, Kevin Loukes, Steve Eichfeld

**ABSENT:** Dave Peters

**Board elects Chairman**

Motion to elect Jeff Voigt as Chairman of the Board for the year 2018 made by Kevin Loukes seconded by Bob LeGere. Approved 3 Opposed 0 Abstained 1

**Treasurer Appointed**

Motion to reappoint Andy LaPatra as Treasurer for the year 2018 at the cost of \$1600.00 a month made by Jeff Voigt seconded by Steve Eichfeld. Approved 4 Opposed 0 Abstained 0

**Deputy Treasurer Appointed**

Motion to reappoint Sharon Cronin as Deputy Treasurer for the year 2018 at the cost of \$100.00 a month made by Jeff Voigt seconded by Bob LeGere. Approve 4 Opposed 0 Abstained 0

**Secretary Appointed**

Motion to reappoint Sharon Cronin as Secretary for the year 2018 at the cost of \$600.00 a month made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

**Oath of Office**

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

**Board Appoints Chief**

Motion to appoint Dean DeCapria as Chief of the Charlton Fire Department for the year 2018 made by Jeff Voigt seconded by Bob LeGere. Approved 4 Opposed 0 Abstained 0

**Board Appoints Assistant Chief**

Motion to appoint Kevin Riehl as Assistant Chief of the Charlton Fire Department for the year 2018 made by Jeff Voigt seconded by Kevin Loukes. Approved 4 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 December 6, 2017.

**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 Jeff Voigt seconded by Bob LeGere. Approved 4 Opposed 0 Abstained 0

**Attorney Appointed**

Motion to reappoint Terry Hannigan as the District's attorney for the year 2018 made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

## Records Officer

Motion to reappoint Sharon Cronin as Records Management Officer for 2018 made by Jeff Voigt seconded by Steve Eichfeld. Approved 4 Opposed 0 Abstained 0

## Official Depositories

Motion to designate Key Bank as the Charlton Fire District's depository for 2018 made by Jeff Voigt seconded by Bob LeGere. Approved 4 Opposed 0 Abstained 0

## Board Meeting Dates for 2018

2018 meeting dates were approved at the December 6, 2017 meeting.

The dates of regular and special meetings are as follows:

<u>Day</u>	<u>Month</u>	<u>Day</u>	<u>Month</u>
2	January (Organizational mtg @ 6:30)	3	July
6	February (mtg @ 6:30)	7	August
6	March	4	September
3	April	2	October
1	May	16	October (Public Hearing)
5	June	6	November
		4	December

## Approval of Membership in the Association of Fire Districts of the State of New York (AFDSNY), Firemen's Association of the State of New York (FASNY), and the National Fire Protection Association

Motion to approve maintaining the current membership in the Association of Fire Districts of the State of New York (AFDSNY), Firemen's Association of the State of New York (FASNY), and the National Fire Protection Association made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

## Mutual aid agreements and contracts

Motion to approve mutual aid agreements with West Charlton, Harmony Corners, Burnt Hills, and East Glenville Fire Departments made by Jeff Voigt seconded by Bob LeGere. Approved 4 Opposed 0 Abstained 0

## Leases and contracts

Motion to approve the following annual leases/contracts:

- Modspace for lease of the trailer
- Electronic Office Products for the lease of the copy machine in the firehouse
- United Welding for the lease of oxygen tanks
- Ferrellgas for lease of propane tank
- Postmaster for lease of P.O. box
- D.A. Kenyon for cleaning contract
- Jimmy Crawford for snowplowing contract
- Atypica for the website maintenance

made by Jeff Voigt seconded by Steve Eichfeld. Approved 4 Opposed 0 Abstained 0

## Review and Renew Physical Examination Program

Motion to designate Glenville Family Medicine (at the discretion of the Chiefs) for the annual firefighter physicals made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

## Physical Fitness Program

Motion to continue the physical fitness program allotting \$100.00 per firefighter to the fitness center of their choice made by Jeff Voigt seconded by Bob LeGere. Approved 4 Opposed 0 Abstained 0

### **Per Diem & Mileage Reimbursement Rates**

Motion to adopt GSA per diem rates as per federal guidelines and mileage reimbursement rate\* for 2018 as per IRS guidelines made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

\*2018 business mileage rate set by IRS is \$.545 cents per mile.

### **Review District Policies**

Motion to adopt policies of the Charlton Fire District #1 made by Jeff Voigt seconded by Steve Eichfeld.  
Approved 4 Opposed 0 Abstained 0

### **Retention Policy**

Motion to approve Records Retention and Disposition Policy made by Jeff Voigt seconded by Kevin Loukes.  
Approved 4 Opposed 0 Abstained 0

### **Review Committees for the Year**

Motion to adopt all existing committees of the Charlton Fire District #1 made by Jeff Voigt seconded by Kevin Loukes.  
Approved 4 Opposed 0 Abstained 0

- Facilities Committee (Dave Peters will oversee this committee)
- Apparatus and Equipment Committee (Bob LeGere will oversee this committee)
- Firematic Training and Fire Prevention Committee (Jeff Voigt will oversee this committee)
- Radio Communication and Informational Technology Committee (Kevin Loukes will oversee this committee)
- Code of Ethics Committee(Steve Eichfeld will oversee this committee)

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

Motion to approve resolution authorizing Treasurer to pay the following recurring bills made Jeff Voigt seconded by Steve Eichfeld.

- County Waste
- Atypica
- D.A. Kenyon
- Ferrellgas
- National Grid
- TimeWarner
- Verizon(firehouse)
- Verizon(Chiefs' phones)
- Town of Charlton(truck fuel)

### **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 Bob LeGere.  
Approved 4 Opposed 0 Abstained 0

### **Adjournment**

Motion to adjourn made by Jeff Voigt seconded by Kevin Loukes at 6:56 pm. Approved 4 Opposed 0 Abstained 0