

**Charlton Fire District
Organizational Meeting Minutes
January 5, 2016**

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on January 5, 2016 at 6:40 p.m.

PRESENT: Jeff Voigt (Chairman), Sharon Cronin (Secretary), Andy La Patra (Treasurer), Bob LeGere, Kevin Loukes, Dave Peters

ABSENT: Bob Rosa

Board elects Chairman

Motion to elect Jeff Voigt as Chairman of the Board for the year 2016 made by Bob LeGere seconded by Kevin Loukes. Approved 3 Opposed 0 Abstained 1

Treasurer Appointed

Motion to reappoint Andy La Patra as Treasurer for the year 2016 at the cost of \$1600.00 a month made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

Deputy Treasurer Appointed

Motion to reappoint Sharon Cronin as Deputy Treasurer for the year 2016 at the cost of \$100.00 a month made by Jeff Voigt seconded by Kevin Loukes. Approve 4 Opposed 0 Abstained 0

Secretary Appointed

Motion to reappoint Sharon Cronin as Secretary for the year 2016 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 Bobby, 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 2016 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 2016 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 10, 2016.

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 Kevin Loukes. Approved 4 Opposed 0 Abstained 0

Attorney Appointed

Motion to reappoint Terry Hannigan as the District's attorney for the year 2016 made by Jeff Voigt seconded by Bob LeGere. Approved 4 Opposed 0 Abstained 0

Records Officer

Motion to reappoint Sharon Cronin as Records Management Officer for 2016 made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

Official Depositories

Motion to designate Key Bank as the Charlton Fire District's depository for 2016 made by Jeff Voigt seconded by Bob LeGere. Approved 4 Opposed 0 Abstained 0

Board Meeting Dates for 2016

2016 meeting dates were approved at the December 1, 2015 meeting.

The dates of regular and special meetings are as follows:

<u>Day</u>	<u>Month</u>	<u>Day</u>	<u>Month</u>
5	January (Organizational mtg @ 6:30)	5	July
2	February	2	August
1	March	6	September
5	April	4	October
3	May	18	October (Public Hearing)
7	June	1	November
		6	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 Bobby LeGere. 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 Kevin Loukes. 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 Bob LeGere. 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 2016 as per IRS guidelines made by Jeff Voigt seconded by Kevin Loukes. Approved 4 Opposed 0 Abstained 0

*2016 business mileage rate set by IRS is \$.54 cents per mile.

Review District Policies

Motion to adopt all existing policies of the Charlton Fire District #1 made by Jeff Voigt seconded by Kevin Loukes. 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 Dave Peters. 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 (Bob Rosa will oversee this committee)
- Radio Communication and Informational Technology Committee (Kevin Loukes will oversee this committee)
- Code of Ethics Committee (Jeff Voigt 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 Kevin Loukes.

- County Waste
- Atypica
- D.A. Kenyon
- Ferrellgas
- National Grid
- TimeWarner
- Verizon(firehouse)
- Verizon(Chiefs' phones)

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 6:55 pm. Approved 4 Opposed 0 Abstained 0