

**Charlton Fire District  
Organizational Meeting Minutes  
January 7, 2014**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on January 7, 2014 at 6:45 p.m.

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

**ABSENT:** Bob Rosa, Dave Peters

**Board elects Chairman**

Motion to elect Jeff Voigt as Chairman of the Board for the year 2014 made by Bob LeGere seconded by Kevin Loukes.  
Approved 3 Opposed 0 Abstained 0

**Treasurer Appointed**

Motion to reappoint Andy La Patra as Treasurer for the year 2014 at the cost of \$1600.00 a month made by Jeff Voigt seconded by Bob LeGere.  
Approved 3 Opposed 0 Abstained 0

**Deputy Treasurer Appointed**

Motion to reappoint Sharon Cronin as Deputy Treasurer for the year 2014 at the cost of \$100.00 a month made by Jeff Voigt seconded by Kevin Loukes.  
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 Bob LeGere.  
Approved 3 Opposed 0 Abstained 0

**Oath of Office**

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

**Board Appoints Chief**

Motion to appoint Aaron Dyer as Chief of the Charlton Fire Department for the year 2014 made by Jeff Voigt seconded by Bob LeGere. Approved 3 Opposed 0 Abstained 0

**Board Appoints Assistant Chief**

Motion to appoint Bill Heilman as Assistant Chief of the Charlton Fire Department for the year 2014 made by Jeff Voigt seconded by Kevin Loukes. 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 Saturday, December 14, 2014.

**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 3 Opposed 0 Abstained 0

### **Attorney Appointed**

Motion to reappoint Terry Hannigan as the District's attorney for the year 2014 with the retainer of \$10,000.00 made by Jeff Voigt seconded by Bob LeGere. Approved 3 Opposed 0 Abstained 0

### **Records Officer**

Motion to reappoint Sharon Cronin as Records Management Officer made by Jeff Voigt seconded by Kevin Loukes. 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 Bob LeGere. Approved 3 Opposed 0 Abstained 0

### **Board Meeting Dates for 2014**

2014 meeting dates were approved at the December 3, 2013 meeting.

#### **The dates of regular and special meetings are as follows:**

<u>Day</u>	<u>Month</u>	<u>Day</u>	<u>Month</u>
7	January(Organizational mtg @ 6:30)	1	July
4	February	5	August
4	March	2	September
1	April	7	October
6	May	15	October(Public Hearing)
3	June	4	November
		2	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 3 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 3 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 3 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 Bob LeGere. Approved 3 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 Kevin Loukes. Approved 3 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 2014 as per IRS guidelines made by Jeff Voigt seconded by Bob LeGere. Approved 3 Opposed 0 Abstained 0

\*2014 business mileage rate set by IRS is \$.56 cents per mile.

### **Organization Statement**

Motion to approve the Organization Statement for the Charlton Fire District #1 made by Jeff Voigt seconded by Bob LeGere. Approved 3 Opposed 0 Abstained 0

### **Review District Policies**

Motion to adopt all existing policies of the Charlton Fire District #1 made by Jeff Voigt seconded by Bob LeGere. Approved 3 Opposed 0 Abstained 0

Motion to approve Records Retention and Disposition Policy made Jeff Voigt seconded by Kevin Loukes. Approved 3 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 Bob LeGere. Approved 3 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:

- Allied
- Atypica
- D.A. Kenyon
- Martin Petroleum
- National Grid
- TimeWarner
- Verizon(firehouse)
- Verizon(Chiefs' phones)

made Jeff Voigt seconded by Kevin Loukes.

### **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 Kevin Loukes.

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