

**Organizational Meeting Minutes**  
**January 5, 2012**  
**6:40 pm**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on January 5, 2012 at 6:40 p.m.

**PRESENT:** Jeff Voigt (Chairman), Sharon Cronin (Secretary), Andy La Patra (Treasurer), Doug Sargent, Steve Caine,  
Dave Peters, Bobby LeGere, Terry Hannigan (Counsel)

**ABSENT:** None

**Board elects Chairman**

Motion to elect Jeff Voigt as Chairman of the Board for the year 2012 made by Dave Peters seconded by Bobby LeGere.  
Approved 4 Opposed 0 Abstained 1

**Treasurer Appointed**

Motion to reappoint Andy La Patra as Treasurer for the year 2012 at the cost of \$1600.00 a month made by Dave Peters seconded by Bobby LeGere.  
Approved 5 Opposed 0 Abstained 0

**Deputy Treasurer Appointed**

Motion to reappoint Sharon Cronin as Deputy Treasurer for the year 2012 at the cost of \$100.00 a month made by Steve Caine seconded by Bobby LeGere.  
Approve 5 Opposed 0 Abstained 0

**Secretary Appointed**

Motion to reappoint Sharon Cronin as Secretary for the year 2012 at the cost of \$600.00 a month made by Dave Peters seconded by Steve Caine.  
Approved 5 Opposed 0 Abstained 0

**Oath of Office**

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

**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 Friday, December 16, 2011.

**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 Dave Peters seconded by Doug Sargent.  
Approved 5 Opposed 0 Abstained 0

**Attorney Appointed**

Motion to reappoint Terry Hannigan as the District's attorney for the year 2012 with the retainer of \$10,000.00 made by Steve Caine seconded by Dave Peters.  
Approved 5 Opposed 0 Abstained 0

**Records Officer**

Motion to appoint Sharon Cronin as Records Management Officer made by Dave Peters seconded by Bobby LeGere.  
Approved 5 Opposed 0 Abstained 0

**Official Depositories**

Motion to keep NBT Bank as the Charlton Fire District's depository made by Steve Caine seconded by Bobby LeGere.  
Approved 5 Opposed 0 Abstained 0

**Board Meeting Dates for 2012**

Motion to keep the regular Board of Commissioners meeting for the 1<sup>st</sup> Thursday of every month, 7:00 pm, at the Charlton Fire Department on Charlton Rd made by Dave Peters seconded by Bobby LeGere.  
Approved 5 Opposed 0 Abstained 0

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

Thursday, January 5, 2012	Thursday, July 5, 2012
Thursday, February 2, 2012	Thursday, August 2, 2012
Thursday, March 1, 2012	Thursday, September 6, 2012
Thursday, April 5, 2012	Thursday, October 4, 2012
Thursday, May 3, 2012	Tuesday, October 16, 2012(special mtg-public hearing)
Thursday, June 7, 2012	Thursday, November 1, 2012
	Thursday, December 6, 2012

**Approval of Membership in the Association of Fire Districts of the State of New York, the local ASFD, and any other association the Board deems appropriate to carry out its business**

Motion to approve maintaining the current membership in the Association of Fire District of New York and any other associations that deems appropriate to carry out its business made by Dave Peters seconded by Doug Sargent.  
Approved 5 Opposed 0 Abstained 0

**Review and Renew if necessary, mutual aid agreements and contracts to provide service in fire protection districts**

Motion to approve mutual aid agreements made by Bobby LeGere seconded by Steve Caine.  
Approved 5 Opposed 0 Abstained 0

**Review and Renew if necessary, leases and contracts**

Motion to approve annual lease for the District office trailer made by Dave Peters seconded by Bobby LeGere.  
Approved 5 Opposed 0 Abstained 0

**Review and Renew Physical Examination Program**

Motion to keep Glenville Family Medicine for the physicals for the fire fighters made by Bobby LeGere seconded by Steve Caine. Approved 5 Opposed 0 Abstained 0

**Physical Fitness Program**

Motion to continue the physical fitness program allotting \$100.00 per fire fighter to the fitness center of their choice made by Steve Caine seconded by Dave Peters.  
Approved 5 Opposed 0 Abstained 0

## **Review District Policies**

Motion to approve Purchase Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Work Place Violence Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Records Retention Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Sexual Harassment Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Travel Expense Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve IRS Mileage Reimbursement Rate Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Bloodborne Pathogens Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Investment Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Organizational Statement Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve FOIL Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Audio/Video Recording Policy made by Dave Peters seconded by Steve Caine.

Approved 5 Opposed 0 Abstained 0

Motion to approve Code of Ethics and Conflict of Interest Policy made by Dave Peters seconded by Bobby LeGere.

Approved \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_

## **Review Committees for the Year**

Motion to approve Facilities Management Committee made by Doug Sargent seconded by Bobby LeGere.

Dave Peters will oversee the committee. Approved 5 Opposed 0 Abstained 0

Motion to approve Apparatus and Equipment Committee made by Jeff Voigt seconded by Steve Caine.

Bobby LeGere will oversee the committee. Approved 5 Opposed 0 Abstained 0

Motion to approve Firematic Training and Fire Prevention Committee made by Dave Peters seconded by Bobby LeGere.

Doug Sargent will oversee the committee. Approved 5 Opposed 0 Abstained 0

Motion to approve Administrative and Insurance Committee made by Doug Sargent seconded by Steve Caine.  
Dave Peters will oversee the committee. Approved 5 Opposed 0 Abstained 0

Motion to approve Radio Communication and Informational Technology Committee made by Steve Caine seconded by Dave Peters. Steve Caine will oversee the committee. Approved 5 Opposed 0 Abstained 0

Motion to approve Code of Ethics and Conflict of Interest Committee made by Dave Peters seconded by Bobby LeGere.  
Jeff Voigt will oversee the committee. Approved 5 Opposed 0 Abstained 0

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

Motion to approve resolution authorizing Treasurer to pay recurring bills(Verizon, Time Warner, Stericycle, Sprint, National Grid, D.A. Kenyon, Martin Petroleum, Allied Waste and Atypica) made by Dave Peters seconded by Doug Sargent. Approved 5 Opposed 0 Abstained 0

**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 Doug Sargent seconded by Dave Peters.  
Approved 5 Opposed 0 Abstained 0

**Recognition**

The Board recognized Doug Sargent's dedication and hard work as Chairman of the Charlton Fire District.

**Adjournment**

Motion to adjourn made by Dave Peters seconded by Steve Caine at 7:15 pm.  
Approved 5 Opposed 0 Abstained 0