

Charlton Fire District Commissioners Meeting Minutes
March 2, 2011

PRESENT: Doug Sargent
Dave Peters
Jeff Voight

ABSENT: Robert LeGere, Glenn Cyphers

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

1. Approval of Agenda

Motion to approve the agenda was made by Doug Sargent and seconded by Dave Peters. Approved 3-0.

2. Approval of Minutes

Motion to approve February 2011 minutes was made by Jeff Voight and seconded by Dave Peters. Approved 3-0

3. Comments

- a. Doug Sargent presented members of the board with a letter from Glen Cyphers resigning as commissioner.
- b. Dave Peters presented members of the board with a letter from Cusack and Company, CPA's LLC expressing interest in handling annual audits for the Charlton Fire District #1.

Motion to approve Glenn Cyphers' resignation letter made by Jeff Voight and seconded by Dave Peters. Approved 3-0.

Motion to approve Cusack and Company handling annual audits for the Charlton Fire District made by Jeff Voight and seconded by Dave Peters. Approved 3-0.

2. Treasurer's Report

- a. There were twenty eight invoices to pay. An itemized list was outlined.
- b. General Account: \$299,304.16
Equipment Account: \$75,085.62
Building Account: \$43,620.73
Reserve Account: \$35,646.29
Payroll Account: \$16,519.50
Total ending on January 31, 2011: \$470,176.30

Motion to pay outstanding bills was made by Dave Peters and seconded by Jeff Voight. Approved 3-0.

4. Chief's Report

- a. Kevin Riehl presented Chief's Report. 12 calls for the month of February:
8-EMS
911 discrepancy
1-stand by in station
1-structure fire
- b. Five sets of gear and Crestar Monitor Nozzle are in. Nozzle will replace deck gun on 182.
- c. 183 driver's side door is bent at the top rear of the door and leaks. Also, weather stripping between the front and rear door is damaged. Weather strip will cost \$22.53. Kevin Riehl will fix the door and install the new weather stripping.
- d. OSHA Hazmat drill will be Monday, March 7th. Kevin Barkley will be conducting the drill.
- e. Wheel chocks for 181, 182, 184 are in.

Motion to pay for weather stripping made by Dave Peters and seconded by Jeff Voight.
Approved 3-0.

5. Committee Reports

- a. Facilities Management- Dave Peters reported that bid pricing is currently being accepted for cabinet work in the radio room. Drawings are available for viewing.
- b. Long Range Planning- Secretary is enrolled in two training programs and commissioners will be attending commissioner training next month.

6. Unfinished Business

- a. Comptroller audit is not complete. Written report will be made available to the public upon completion.
- b. Robert LeGere and Steve Slattery are currently working with Atopica to revise the district website. In the revision, they would like to include current events, fire department news and fire district minutes.

7. New Business

- a. Doug Sargent made a request to purchase a gift certificate for \$100.00 from the Charlton Tavern for Commissioner LeGere under good and welfare.
- b. Resolutions 86-2011, 87-2011, 88-2011 and 97-2011 were retyped to correct typographical errors only and were presented for signatures.
- c. Doug Sargent spoke with a representative from Modular Space. They are in negotiations on the reduction of the monthly lease.
- d. The secretary discussed the phone contracts the district and fire department currently have and provided information on optional, cost saving phone plans and Nextel phone upgrades.

Motion to switch phone plans and upgrade Nextel phones made by Dave Peters and seconded by Jeff Voight. Approved 3-0.

Motion to purchase gift certificate made by Jeff Voight and seconded by Dave Peters. Approved 3-0.

8. Privilege of the Floor

- a. Janet Reville retracted her FOIL request. She is satisfied with waiting for the auditor's written report.
- b. A comment was made on the cleanliness of the fire department. The resident was also pleased with the information presented in the board mtg.
- c. A resident wanted to know if there was a district treasurer. Doug Sargent informed him that the board is currently looking for a treasurer.
- d. A question was raised as to why the district secretary and treasurer positions were paid positions. Dave Peters explained that the Charlton Fire District and other local districts have paid positions for the work that is done.

9. Adjournment

Motion to adjourn made by Doug Sargent and seconded by Jeff Voight at 7:40 p.m. Approved 3-0.