

Charlton Fire District Meeting Minutes

June 5, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on June 5, 2024 at 7pm

PRESENT: Stephen Dyer, Ryan McDonald, Janet Reville, George Davidson, and Erin Waite

ABSENT: Dan Martin, Jake Malagisi

1. Approval of Agenda

Motion to approve the agenda was made by Ryan McDonald and seconded by Janet Reville. Approved 3-0-0

2. Approval of Minutes

Motion to approve the May 1st meeting minutes made by Ryan McDonald and seconded by Stephen Dyer. Approved 2-0-1

3. Chairman's Report

Stephen Dyer indicated that the group did get together to discuss the department's response to the OSHA changes. They did submit our response and a copy was sent to all Commissioner's, Chief's, Treasurer, and Secretary.

4. Treasurer's Report

a. Treasurer's report presented by George Davidson

b. Review and audit of bills.

c. Operating Account: \$69,904.02

Apparatus Capital Reserve: \$60,786.69

Equipment Capital Reserve: \$22,401.45

Emergency Capital Reserve: \$25,313.70

Capital Improvement Reserve: \$10,806.00

Bond Account: \$43,374.00

Total Investments: \$1,050,000.00

Total Reserve Cash & Investments balance: \$1,276,711.77

George reviewed the Collateral Statement.

George reviewed the draft Financial Report from the Auditors. This year no findings or suggestions made by the auditors. Motion was made to accept the Financial Report by Janet Reville and seconded by Ryan McDonald. Approved 3-0-0

Reminder was made that the 4 CD's will be coming up for renewal in June. Two are due June 14th and the other two are due June 25th.

Motion to pay outstanding bills was made by Ryan McDonald and seconded by Janet Reville.

Approved 3-0-0

Motion to approve Treasurer's report made by Janet Reville and seconded by Ryan McDonald.

Approved 3-0-0

5. Chief's Report - Captain Battenhausen provided report in Chief DeCapria's and Chief Dyer's absence.

Call Volume for May 2024: 12 Calls Total

- 7 EMS
- 1 Service Call
- 3 Fire Alarms
- 1 Hazardous Condition

- Founder's Day weekend went very well. We had a great turnout from our members throughout the weekend.
- Both Chief DeCapria and Chief Dyer attended a tri-county meeting at Galway Fire Department on May 29th. Each department reviewed their equipment and capabilities.
- Firefighter Matt Schnitzler completed his BEFO and Hazmat Awareness Class. He is currently enrolled and starting this week IFO. This will allow him to be an interior firefighter.

- Chief DeCapria asked for approval to purchase two sets of turnout gear. He hasn't yet received the official quote but quoted price for both sets of gear is \$8,100.
A motion was made to approve the purchase of the two sets of turnout gear of a total cost of \$8,100 by Ryan McDonald and seconded by Janet Reville. Approved 3-0-0
- Chief DeCapria asked for approval to use 1 ETA on June 13th for the Burnt Hills Flag Day Parade.
A motion was made to approve the use of 1 ETA for the Burnt Hills Flag Day Parade by Janet Reville and seconded by Ryan McDonald. Approved 3-0-0
- Chief DeCapria asked for approval to add Ryan Buthfer to the insurance roles pending completion of background check and company approval.
A motion was made to approve adding Ryan Buthfer to the insurance roles pending background check and company approval by Ryan McDonald and seconded by Janet Reville. Approved 3-0-0
- It was mentioned by Captain Battenhausen that 18-1 may be having some transmission issues. Chief's are looking into it.

6. Committee Reports

- Facilities Management (Janet Reville)
Janet Reville reported that Eastern Heating & Cooling has completed the summer service and there were no issues.
- Apparatus and Equipment (Dan Martin)
Nothing reported – Dan Martin wasn't in attendance.
- Firematic Training and Fire Prevention Committee (Stephen Dyer)
Stephen Dyer had nothing new to report.
- Radio Communication and Informational Technology Committee (Ryan McDonald)
Ryan McDonald is still trying to get together with each commissioner to get their gmail accounts set up. Please touch base with Ryan to get your email account set up as soon as possible.
- Staff Relations/Code of Ethics Committee (Jake Malagisi)
Nothing reported – Jake Malagisi wasn't in attendance.

7. Unfinished Business

- Pavilion – Janet Reville got two quotes, one from Curtis Lumbar that was only for materials and one from Double-O Builders which included labor and materials. The board reviewed these quotes. It was indicated that if another quote was needed David Buffer may be able to provide a quote. Janet will look at what the purchasing requirements are and bring it back to the next meeting for approval.
- Review of Fitness Equipment use Policies – Jake Malagisi wasn't in attendance. This was tabled until the next meeting.
- Building Access (Key Fobs/Physical Keys) – Discussions continued from last meeting as to do members need both a key fob and physical key to the building. Currently, members have both a key fob and physical key to the building. We don't have a good handle on who has a physical key. We will get a list together of who may have a physical key to the building and look at getting physical keys turned back in and collected so a full review and audit can be done. Going forward members will only have a key fob and a few individuals will also be issued a physical key to the building (i.e. Chief's, Commissioner's).
A motion was made to start working on getting all physical keys turned in and collected by Janet Reville and seconded by Ryan McDonald. Approved 3-0-0

8. New Business

- Johnson Controls provided their Fire Alarm Inspection Report. There were 2 findings. One smoke detector in the kitchen is not a CO detector. They suggest putting in a combo detector. The other finding was a heat sensor just outside the backdoor isn't hooked up. The board reviewed these findings. We will go out and buy a CO detector to place in the kitchen for now. We will table getting the heat sensor hooked up until next meeting.

- b. Sealing Driveway – Janet Reville provided three quotes to have the driveway sealed. The board reviewed all three quotes. It was indicated that oil is better than latex and we would prefer oil. Also, we need to make sure that they will be using hot caulk to fill in cracks. Janet will find out if any of them use oil and if they use hot caulk to fill in the cracks. A motion was made by Stephen Dyer and second by Ryan McDonald to award work to J&J, however, if one of the other companies uses Oil, we will award them the work. Approved 3-0-0

9. Privilege of the Floor

- None

Adjournment

Motion to adjourn made by Stephen Dyer and seconded by Ryan McDonald. Approved 3-0-0 (8:45pm)