

Charlton Fire District Meeting Minutes

November 6, 2024

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on November 6, 2024, at 7:04pm

PRESENT: Stephen Dyer, Ryan McDonald, Janet Reville, Jake Malagisi, Dan Martin, George Davidson, and Erin Waite

ABSENT:

1. Approval of Agenda

Motion to approve the agenda was made by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0

2. Approval of Minutes

Motion to approve the October 2nd meeting minutes made by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0

3. Chairman's Report

Stephen Dyer shared with the board that he attended the Capital Area Fire Districts Association meeting on November 2nd. At the meeting they discussed the OSHA Standards and the economic impact they could have on fire departments. Currently 54% of fire departments in the country are volunteer. These standards are driven by the Unions.

At the meeting they also spoke about Human Resources. Stephen Dyer indicated we may want to have new applicants attend a District meeting prior to their application being approved. This would give the new applicant the opportunity to meet the Commissioners and for the Commissioners to also meet and ask the applicant some questions.

4. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$134,915.15
Apparatus Capital Reserve: \$73,074.40
Equipment Capital Reserve: \$24,413.15
Emergency Capital Reserve: \$25,427.70
Capital Improvement Reserve: \$12,765.48
Bond Account: \$33,489.17
Total Checking/Savings: \$303,604.05

George reviewed the Collateral Statement.

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

Approved 5-0-0

Motion to approve Treasurer's report made by Jake Malagisi and seconded by Janet Reville.

Approved 5-0-0

5. Chief's Report

Call Volume for October 2024: 12 Calls Total

- 8 EMS
- 2 MVAs
- 2 Good Intent
- Chief DeCapria indicated that he has applied for the DEC grant again this year, should hear back in December if we are awarded it.
- The air pack we had an issue with, DIVAL is repairing with a used part at no charge to the district. DIVAL will also be coming back to do service on the air compressor, each time we turn it on the system is going through a purge cycle.

- Chief DeCapria is requesting permission for the American Red Cross to utilize the station for our annual blood drive on Saturday, April 12th from 0900-1300. A motion was made to approve the usage of the station for the annual blood by Dan Martin and seconded by Stephen Dyer. Approved 5-0-0
- Chief DeCapria requesting approval to purchase (2) elbow adapters for \$295.00/each, total of \$590.00. A motion was made to approve the purchase of two elbow adapters by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0
- Chief DeCapria requested to take David DeCapria, Robert Ankabrandt and John McDaniel off the insurance rolls. A motion was made to approve the removal of David DeCapria, Robert Ankabrandt and John McDaniel from the insurance by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0
- Chief DeCapria requested to use an ETA on December 8th for bringing Santa Claus through the district. Also looking to reserve the meeting room for the annual kids Christmas party. A motion was made to approve the use of an ETA and meeting room for the annual kids Christmas party by Dan Martin and seconded by Janet Reville. Approved 5-0-0
- Request for a resolution to authorize Chief Dyer to perform a fire inspection of the Charlton Schools Ketchum Grande Hall. Assistant Chief Dyer verified with the state that we can do the fire inspection as long as the board approves a resolution to do so. The commissioners discussed this with the Chief and Assistant Chief. The Charlton School will supply the inspection paperwork, and this would be a onetime situation. A motion was made to approve that Chief DeCapria and Assistant Chief Dyer could do the fire inspection at the Charlton School noting this is for onetime only by Ryan McDonald and seconded by Janet Reville. Approved 5-0-0
- Request for an executive session to discuss a personnel matter.

6. Committee Reports

- Facilities Management (Janet Reville)
Janet Reville confirmed that Eastern heating and cooling would be do a pre-winter check on the boiler.
- Apparatus and Equipment (Dan Martin)
Dan Martin reported that the 18-3 is at Morris Ford getting fixed for a power steering pump and fuel filter issues. Also Dan indicated the A/C issue has been fixed.
- 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 indicated that he has emailed each commissioner with their new commissioner gmail email address and account information.
- Staff Relations/Code of Ethics Committee (Jake Malagisi)
Jake Malagisi had nothing to report.

7. Unfinished Business

- Pavilion – Three quotes were received for the building of the pavilion. These were reviewed and the work was awarded to Dave Buthfer. A motion was made to approve awarding Dave Buthfer the pavilion work by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0
We only received one quote for the pavilion dirt work. Five different contractors were contacted, only one submitted a quote from Northeast Landscaping Services, LLC. A motion was made to approve awarding Northeast Landscaping Services, LLC the dirt work for the pavilion by Janet Reville and second by Ryan McDonald. Approved 4-0-1
It was indicated that with the cost of building the pavilion and dirt work this will exceed the new firehouse reserve (buildings) funds by an additional \$7,000. A motion was made to approve the use of some of the capital improvement funds to cover the additional \$7,000 by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0
- Building Access (Key Fobs/Physical Keys) –Janet Reville reported that Kelly Brothers was here and have fixed the gear room door as well as got the front door by the commissioner’s office working.

The four Fob batteries did arrive and have been replaced. We will be having Wolfe come in soon to re-key the exterior doors.

8. New Business

- Snow Removal for 2024-2025 Season – We did receive three quotes one from Northeast Landscaping Services, LLC, one from Pro-Cut, and one from Reliable Roll-Offs. Each quote was reviewed. A motion was made to approve award the snow remove work for 24-25 season to Reliable Roll-Offs as long as they can provide they have workers compensation insurance, provide us with an updated quote, and are still the lost quote by Jake Malagisi and seconded by Ryan McDonald. Approved 5-0-0
- Cleaning Bid/Quotes for 2025 – Janet Reville is work on getting three quotes. These will be reviewed at our December meeting.
- Elections – We will have one commissioner slot open for 2025. This is for a 5-year term. Election day is December 10th.
- The Board went into executive session from 8:25pm-8:45pm.

9. Privilege of the Floor

- Trent Mitchell asked about the workers compensation insurance requirement. Commissioners reviewed this with Trent.
- The Christmas Party this year will be on Thursday, December 12th at the Charlton Tavern.

Adjournment

Motion to adjourn made by Jake Malagisi and seconded by Janet Reville at 8:55pm.