

# Charlton Fire District Meeting Minutes

## December 4, 2024

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on December 4, 2024, at 7:04pm

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

**ABSENT:** Ryan McDonald

### 1. Approval of Agenda

Motion to approve the agenda was made by Dan Martin and seconded by Janet Reville. Approved 4-0-0

### 2. Approval of Minutes

Motion to approve the November 6<sup>th</sup> meeting minutes made by Janet Reville and seconded by Jake Malagisi. Approved 4-0-0

### 3. Chairman's Report

Stephen Dyer reported that Assistant Chief Dyer did call him on Thursday, November 28<sup>th</sup> to report that he had a minor accident with 18-0 and there are 2 mailboxes on Valentine Road that we will need to fix/replace. We will follow up with Assistant Chief Dyer on.

### 4. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$105,605.22  
Apparatus Capital Reserve: \$73,132.18  
Equipment Capital Reserve: \$24,432.45  
Emergency Capital Reserve: \$25,447.80  
Capital Improvement Reserve: \$12,775.57  
Bond Account: \$33,500.18  
Total Checking/Savings: \$254,339.85

George reviewed the Collateral Statement.

George reviewed the budget amendment allocating \$7,000 from the Capital Improvements Reserve for the new firehouse pavilion.

Motion to pay outstanding bills was made by Dan Martin and seconded by Janet Reville.

Approved 4-0-0

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

Approved 4-0-0

### 5. Chief's Report

Call Volume for November 2024: 22 Calls Total

- 12 EMS
- 2 Fire Alarms
- 2 Odor Investigation
- 2 Dispatched and Cancelled enroute
- 1 CO Alarm
- 1 Brush Fire
- 1 Chimney Fire
- 1 Electrical Emergency
- Chief DeCapria reported that the EMS class is going well. The lab/sills night is scheduled for December 5<sup>th</sup> and CPR for the EMT students is scheduled for December 17<sup>th</sup>.
- Megan Reed will be finishing her IFO course next week.

- Chief DeCapria indicated that Frank Frisone will be starting the antenna project in the radio room over the coming weeks. Frank has completed the upgrades on our APX 4000 radios. Stephen Dyer did indicate that his radio still needs to be upgraded. Chief DeCapria will make sure this happens.
- Assistant Chief Dyer will be scheduling annual PM on Car 18-0 sometime this month. Assistant Chief Dyer believes that vehicle may need brakes and will have Morris Ford look at.
- 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 permission to add Colin McDonald to the insurance rolls, pending company approval. Motion was made for approval to add Colin McDonald to the insurance rolls, pending company approval by Dan Martin and seconded by Janet Reville. Approved 40-0
- Chief DeCapria wanted to thank Jake Malagisi for his time served as a commissioner and for all the help over that past two years.

## 6. Committee Reports

### a. Facilities Management (Janet Reville)

Janet Reville reported that Wolfe Locks came and changed out all the exterior door locks. The new keys are and will be stored in the commissioner's office. Some keys have been handed out to certain members.

### b. Apparatus and Equipment (Dan Martin)

Dan Martin reported that the 18-3 is back from Morris Ford and that 18-0 will be going in for service. At this time it was indicated we would see what Morris Ford has to say about 18-0 to see when we should look at replacing.

### c. Firematic Training and Fire Prevention Committee (Stephen Dyer)

Stephen Dyer had nothing new to report.

### d. Radio Communication and Informational Technology Committee (Ryan McDonald)

Dan Martin indicated he does still need to sign-in/set-up his commissioner gmail account. He will do by the first of the year.

Erin Waite will reach out to Ryan McDonald to look at getting a gmail account set up for the Treasurer.

### e. Staff Relations/Code of Ethics Committee (Jake Malagisi)

Jake Malagisi had nothing to report.

## 7. Unfinished Business

- Pavilion – received building permit last week and some work has begun. The commissioners selected a roof color at the meeting of grey.
- Cleaning Quotes – We only received one cleaning quote from A-Pro Cleaning, who is currently doing our cleaning. Quote was reviewed. There were some changes the commissioners wanted to make which were to have all bathrooms cleaned weekly and to have the Truck Bay window area dusted monthly. Janet Reville will contact A-Pro Cleaning to discuss the changes for 2025 and let her know she will be awarded the contract for 2025.
- Reminder Commissioner Elections are December 10<sup>th</sup> 6pm-9pm. The elections will be held in the ready room since the company meeting is also the same night.
- Reminder Kids Christmas Party is December 8<sup>th</sup>.

## 8. New Business

- Commissioners reviewed the proposed 2025 meeting dates. We will continue to hold meetings on the first Wednesday of each month beginning at 7pm.
- Assistant Chief Dyer would like to request permission to use the meeting room for the Charlton Snowmobile Club Month Board Meetings. Assistant Chief Dyer will be in attendance for these meetings. Motion to approve the use of meeting room was made by Dan Martin and seconded by Jake Malagisi. Approved 4-0-0
- The Board went into executive session from 8:25pm-8:45pm.

## **9. Privilege of the Floor**

- Everyone thanked Jake Malagisi for his time served as commissioner and for all his help through the last few years.

## **Adjournment**

Motion to adjourn made by Dan Martin and seconded by Jake Malagisi at 8:06pm.