

Charlton Fire District Meeting Minutes

March 5, 2025

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on.
March 5, 2025, at 7:00pm

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

ABSENT: Ryan McDonald and Tracey Lyons

1. Approval of Agenda

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

2. Approval of Minutes

Motion to approve the February 5th meeting minutes made by Janet Reville and seconded by Dan Martin
Approved 3-0-0

Motion to approve the February 18th special meeting minutes made by Janet Reveille and seconded by Dan Martin
Approved 3-0-0

3. Chairman's Report

Stephen Dyer had nothing new to report.

4. Treasurer's Report

- a. February Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$581,105.47
Apparatus Capital Reserve: \$686,293.26
Equipment Capital Reserve: \$25,560.22
Emergency Capital Reserve: \$25,504.97
Capital Improvement Reserve: \$8,001.40
Bond Account: \$0
Total Checking/Savings: \$1,322,870.99
Equipment (CD) Investment: \$100,000
Capital Improvements (CD) Investment: \$100,000
Total Investments: \$200,000

George reviewed the Collateral Statement.

George reported that we will be purchasing Treasury Bills this week. The Treasury Bills will be for a 6-month period each.

George reviewed the Annual Fiscal Report with the commissioners.

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

Approved 3-0-0

Motion to approve Treasurer's report made by Janet Reveille and seconded by Dan Martin.

Approved 3-0-0

5. Chief's Report

Call Volume for February 2025: 20 total calls

- The air compressor was repaired by DIVAL and is back in service. An oil sensor went bad on the unit.
- Charlton School
 - CPR training has been completed for their staff.
 - Working on setting up training for our members to tour the new buildings at the Charlton School.
Looking at the spring/early summer time frame.
- Training over the next month will be FAST/RIT operations. Training has been offered to WCFD and HCFD to attend.
- Annual Maintenance will begin this month on 18-1, 18-2, 18-3 and 18-4.

- We don't need approval on the EMT course for Colin McDonald, a scheduling conflict came up and he is unable to take the course.
- There have been a few incidents recently with vehicles using the front apron as a turn around point. Today a vehicle drove around 18-3 as it was backing into the fire station. Recommending we purchase some Do Not Enter signs up. Chief DeCapria will reach out to AJ Signs to get a quote, and we will review at our April meeting.
- Chief DeCapria is requesting approval to purchase (3) oxygen cylinders at \$332.75/each. Total of \$998.25. Motion to approve the purchase of 3 oxygen cylinders was made by Janet Reville and seconded by Dan Martin. Approved 3-0-0
- Richard Battenhausen requests use of the fire house on March 28th from 10am-12pm for the Maple Leaf Daycare to come for a tour. Motion to approve use of fire house on March 28th made by Dan Martin and seconded by Janet Reville. Approved 3-0-0
- Chief DeCapria is requesting permission to remove Ryan Stone and Bob LeGere from the insurance rolls. Motion to approve the removal of Ryan Stone and Bob LeGere was made by Dan Martin and seconded by Janet Reville. Approved 3-0-0

6. Committee Reports

- Facilities Management (Janet Reville)**
We have received and signed our renewal contract with Eastern Heating & Cooling. The contract is a 3-year contract.
Janet Reville reported that she has received some complaints that the hot water in the building isn't hot. Janet will call Tri-Valley to come in and do a full service on the water heater closer to spring.
There was a brief discussion about looking at putting in a water softener. Dan Martin will have a water sample tested and we will discuss once we have those results.
Janet Reville indicated that for 2025-2026 we will need to update the Snow Removal quote specifications to include not to pile snow up in front of dumpster and to include shoveling of all emergency exits.
- Apparatus and Equipment (Dan Martin)**
Dan Martin reported no major issues at this time.
- 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 was absent from the meeting but it was reported that all email addresses have been set up for commissioners and treasurer.
- Staff Relations/Code of Ethics Committee (Tracey Lyons)**
Tracey Lyons was absent from the meeting but there was nothing to report.

7. Unfinished Business

- Policies – This was tabled until the next meeting.

8. New Business

- Photo ID Maker** – Dan Martin indicated that the system/software we have for making photo id's is no longer working and out of date. Dan has done some research and is estimating a cost of between \$3,000-\$4,000 for a new system. The commissioners indicated they would like Ryan McDonald to look into and bring some recommendations to our next meeting in April. Motion to approve was made by Dan Martin and seconded by Janet Reville. Approved 3-0-0

9. Privilege of the Floor

- a. A reminder to update the timers for the lights in the building to Daylight Savings time this coming weekend. Chief DeCapria indicated this should happen automatically, but he will make sure.

10. Adjournment

Motion to adjourn made by Dan Martin and seconded by Janet Reville at 8:05pm.