

Charlton Fire District Meeting Minutes

April 2, 2025

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on.
April 2, 2025, at 7:02pm

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

ABSENT: Dan Martin

1. Approval of Agenda

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

2. Approval of Minutes

Motion to approve the March 5th meeting minutes made by Janet Reville and seconded by Ryan McDonald.
Approved 4-0-0

3. Chairman's Report

Stephen Dyer mentioned that the banquet took place last Sunday and was a great success. It was well attended, and everyone involved did an excellent job in making it a memorable event.

4. Treasurer's Report

- a. March Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$112,910.41
Apparatus Capital Reserve: \$42,495.25
Equipment Capital Reserve: \$25,579.77
Emergency Capital Reserve: \$25,523.84
Capital Improvement Reserve: \$20,016.10
Bond Account: \$0
Total Checking/Savings: \$216,982.70
Equipment (CD) Investment: \$100,000
Capital Improvements (CD) Investment: \$100,000
Operating Fund (Treasury Bill) Investment: \$245,842.29
Apparatus (Treasury Bill) Investment: \$783,900.89
Total Investments: \$1,229,743.18

George reviewed the Collateral Statement.

George reported we purchased Treasury Bills in March. The Treasury Bills are for a 6-month period each and reported above.

Motion to pay outstanding bills was made by Janet Reville and seconded by Tracey Lyons.

Approved 4-0-0

Motion to approve Treasurer's report made by Tracey Lyons and seconded by Janet Reville.

Approved 4-0-0

5. Chief's Report

Call Volume for March 2025: 26 total calls

- Equipment Purchase:
 - The three oxygen cylinders are in and have been placed in-service.
 - Megan Reeds fire gear arrived and is in service.
 - Two elbow adapters purchased last year from MES have arrived, also in-service on each ETA.
- Shaun Durocher and Chief DeCapria attended a tri-county fire departments meeting on 3/26/25 at Galway FD. Went over departments equipment, apparatus, and what services each provides.
- PM has been completed on 18-1, 18-2, 183 and 18-4.

- Permission to participate with apparatus for CHES “Careers on Wheels” event, May 9th (rain date May 16th). Motion was made to approve use of an apparatus for “Careers on Wheels” by Janet Reville and seconded by Tracey Lyons. Approved 4-0-0
- Approval to add Bill Dennison and Jennifer Nesta to insurance rolls pending company approval. Motion was made to approve both Bill Dennison and Jennifer Nesta pending company approval by Ryan McDonald and seconded by Janet Reville. Approved 4-0-0
- Permission requested to remove Steve Slattery from the insurance roster. Motion was made to approve the removal of Steve Slattery by Ryan McDonald and seconded by Janet Reville. Approved 4-0-0

6. Committee Reports

- Facilities Management (Janet Reville)**
Janet reported that Tri-Valley inspected the hot water heater and ordered the necessary parts to fix the issue of no hot water. Once the parts arrive, they will return to complete the repairs. Tri-Valley also recommended draining the hot water heater in the spring.
- Apparatus and Equipment (Dan Martin)**
Dan Martin was absent from the meeting, but it was reported that PM’s for 18-1, 18-2, 183 and 18-4 have been completed.
- 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 reported that he is still researching options for a new photo id maker. He will bring some options and cost estimates to the next meeting in May.
The board reviewed the tablet options for placement in some of the apparatus. Five tablets are needed. Verizon still offers Android tablets which are the Galaxy A9 Plus for free with a \$20 monthly service fee per tablet. The iPads through Verizon are now \$400 each, with the same monthly service fee of \$20 per tablet. Cases would be an additional charge. Both Chief DeCapria and Assistant Chief Dyer indicated that mounting brackets would be needed for each apparatus to hold the tablets. Assistant Chief Dyer will reach out to Auto Solutions to get pricing on the mounting brackets and installation costs.
- Staff Relations/Code of Ethics Committee (Tracey Lyons)**
Tracey Lyons had nothing to report.

7. Unfinished Business

- Policies – Tracey Lyons** has reviewed the policies and identified several that need updating, including the Credit Card Policy, Communications Policy, Reporting Policy, and Building Use Policy. It was suggested that we begin updating our policies by tackling a few each month. Tracey inquired whether our current Code of Ethics Policy is in line with NY State laws. Chief DeCapria indicated that this policy is sourced from the State website and he believes it is up-to-date. Tracey also recommended that when updating the Building Use Policy, we include the new pavilion use and consider creating policies for monthly meetings, annual meetings, annual elections, and a policy for updating the policies
- Signage for front apron – Chief DeCapria** provided a proof of the signage for the front apron along with a cost estimate for AJ Signs. Motion to approve the sign and cost was made by Ryan McDonald and seconded by Janet Reville. Approved 4-0-0

8. New Business

- Lawn Care Quotes – three quotes** were received and reviewed by the board. These were from Reliable Roll-offs, Northeast Landscaping, and Unlimited Landscape. Motion was made to award the contract to Unlimited Landscape by Janet Reville and seconded by Tracey Lyons. Approved 4-0-0. The contract was awarded to Unlimited Landscape.
- Changing Credit Card Companies – Currently,** we have a credit card with FASNY Credit Union, which is not a company/corporate credit card but is under one person's name (Stephen Dyer).

Stephen Dyer proposed changing credit card companies to Key Bank to obtain a company/corporate credit card instead of one linked to an individual. The board agreed with this proposal, and Stephen Dyer will reach out to Key Bank to investigate further

9. Privilege of the Floor

- a. The ladies auxiliary is requesting the use of the pavilion on Sunday June 29th, 2025, to hold a picnic for firefighters and their families. Motion was made to approve the use of the pavilion on June 29th by Janet Reville and seconded by Ryan McDonald. Approved 4-0-0
- b. Janet Reville read a thank you note to the commissioners from Bob LeGere.
- c. Jeff Voigt inquired about Verizon's coverage in the district concerning the tablets. It was noted that Verizon offers the broadest coverage compared to AT&T.

10. Adjournment

Motion to adjourn made by Janet Reville and seconded by Tracey Lyons at 8:20pm.