

# **Charlton Fire District Meeting Minutes**

## **June 4, 2025**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on.  
June 4, 2025, at 7:02pm

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

**ABSENT:** Tracey Lyons, and Dan Martin

### **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 7<sup>th</sup> meeting minutes made by Janet Reveille and seconded by Ryan McDonald.  
Approved 3-0-0

### **3. Chairman's Report**

Stephen Dyer mentioned that he was able to find the Reserve Funds resolution/policy.

### **4. Treasurer's Report**

- a. May Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$62,023.69  
Apparatus Capital Reserve: \$42,559.21  
Equipment Capital Reserve: \$26,450.58  
Emergency Capital Reserve: \$25,562.26  
Capital Improvement Reserve: \$20,878.53  
Total Checking/Savings: \$171,764.38  
Equipment (CD) Investment: \$50,000  
Capital Improvements (CD) Investment: \$50,000  
Operating Fund (Treasury Bill) Investment: \$246,099.08  
Apparatus (Treasury Bill) Investment: \$783,900.89  
Total Investments: \$1,229,979.41

George reviewed the Collateral Statement.

Motion to pay outstanding bills was made by Janet Reville and seconded by Ryan McDonald.  
Approved 3-0-0

Motion to approve Treasurer's report made by Janet Reille and seconded by Ryan McDonald.  
Approved 3-0-0

### **5. Chief's Report**

Call Volume for May 2025: 16 total calls

- Founders Day Weekend is this coming weekend. Both Harmony Corners and West Charlton Fire Departments will be on automatic mutual aid for all fire calls in our district during Party in the Park. West Charlton will also be assisting with coverage of the fireworks.
- Annual physicals are scheduled for June 28<sup>th</sup> at the firehouse.
- Chief DeCapria will be scheduling the annual servicing for extrication equipment soon.
- Ladder testing will be completed in either September or October of this year when the company is out in the area.
- Requested permission to one ETA on Tuesday, June 17<sup>th</sup> for water relay drill in the Rexford Fire District.  
Motion to approve the usage of one ETA for June 17<sup>th</sup> was made by Ryan McDonald and seconded by Janet Reville. Approved 3-0-0

## **6. Committee Reports**

- a. Facilities Management (Janet Reville)  
Janet Reville reported that H2O Solutions came and serviced the water filtration system. This should be done every 3-5 years.  
Janet Reville also reported that Johnsons Controls have given us a list of things we should look at fixing. Janet is currently working on getting quotes for some of these items.
- b. Apparatus and Equipment (Dan Martin)  
Dan Martin was not in attendance.
- 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)  
Ryan McDonald reported that Photo ID Maker was ordered and has been delivered. We will inform the Chief's so they can find a suitable location to place the Photo ID Maker and set up.
- e. Staff Relations/Code of Ethics Committee (Tracey Lyons)  
Tracey Lyons was not in attendance.

## **7. Unfinished Business**

- a. Policies – Tracey Lyons provided the commissioners with a draft pavilion usage policy for review prior to the meeting. This draft policy was reviewed at the meeting. A suggestion was that we add the Hold Harmless Agreement, which was provided to us from Amsure our insurance agent, to the policy. Erin Waite will forward the email received from Amsure to Tracey Lyons for her reference. We will review again at the next meeting.
- b. Change of Credit Card Companies – Stephen Dyer reported he has looked at the application process from KeyBank. This is a lengthy process. Stephen suggested that we stay with our current credit card company for now and look at possibly changing to KeyBank at a later time.

## **8. New Business**

- a. Stephen Dyer indicated in his Chairman's Report that he was able to find the Reserve Funds Resolutions from 2011, there is a total of four. We will review these at our next meeting.
- b. Required Postings of Policies & Where – The commissioners discussed if any policies need to be posted within the firehouse. It was decided that we would provide a document that lists our policies and where these policies can be found and post on the bulletin board.

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

## **10. Adjournment**

Motion to adjourn made by Janet Reville and seconded by Ryan McDonald at 8:12 pm.