

Charlton Fire District Meeting Minutes

July 2, 2025

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on.
July 2, 2025, at 7:05pm

PRESENT: Stephen Dyer, Janet Reville, Ryan McDonald, George Davidson, Dan Martin, Tracey Lyons, 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 June 4th meeting minutes made by Ryan McDonald and seconded by Dan Martin.
Approved 5-0-0

3. Chairman's Report

Stephen Dyer had nothing to report.

4. Treasurer's Report

- a. Junes Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$96,004.77
Apparatus Capital Reserve: \$42,590.70
Equipment Capital Reserve: \$26,470.15
Emergency Capital Reserve: \$25,581.18
Capital Improvement Reserve: \$20,893.98
Total Checking/Savings: \$203,189.50
Capital Improvements (CD) Investment: \$50,000
Operating Fund (Treasury Bill) Investment: \$246,099.08
Apparatus (Treasury Bill) Investment: \$783,900.89
Total Investments: \$1,180,622.88

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 Dan Martin and seconded by Ryan McDonald.
Approved 5-0-0

5. Chief's Report

Call Volume for June 2025: 25 total calls

- Annual physicals have been completed.
- Annual extrication equipment servicing has been completed, no issues reported.
- The new Photo ID print has been set up and ID design has been completed. Chiefs are working on getting members pictures and getting new ID's out.
- Firefighters Miraglia, Reed, and Lansley passed their EMT written exam. There will be training for them in July on our medications and ESO PCR documentation.
- Firefighter Colin McDonald will be taking a leave of absence at the end of summer. He will be deployed with the military for a year.
- Requested permission to add John Shea, Dustin Kalisz, and Chris Giver to the insurance rolls, pending fire company approval. Motion was made to approve by Ryan McDonald and seconded by Tracey Lyons.
Approved 5-0-0

6. Committee Reports

- a. Facilities Management (Janet Reville)
Janet Reville reported that the toilets in the men's room continue to run. Janet reached out to Brandon Kristel Plumbing, and they will be coming out to replace the "guts" of the toilets both in the men's and women's room. Hopefully they will be fixed by next week.
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 reported there is an electric issue with 18-3. Vander Molen should be coming out to take a look at soon. There is also still an issue with the backup alarm on 18-1.
It was reported that at the last officers' meeting they discussed replacing 18-3 and the Assistant Chief's vehicle. They are looking at getting quotes for these two vehicles and will bring these forward once received.
- 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 is all set up and IDs are in the process of being made and handed out.
It was reported that the Chiefs are still reviewing options for tablets/iPads in vehicles.
- e. Staff Relations/Code of Ethics Committee (Tracey Lyons)
Tracey Lyons had nothing to report.

7. Unfinished Business

- a. Policies – Tracey Lyons provided the commissioners with a draft pavilion usage policy for review. There were a few suggested changes that Tracey will make and bring back to our August meeting for approval and finalization.
- b. The board reviewed the following Reserve Fund Resolutions: 113-2011, 114-2011, 115-2011, and 116-2011. No updates are needed at this time.

8. New Business

- a. Assistant Chief Dyer inquired about the process for serving alcohol at company meetings. The board stated that any request to serve alcohol at a meeting or event must be approved by them. Assistant Chief Dyer mentioned that a member had requested to serve beer at the upcoming company meeting on July 8th. After discussing the matter, the board decided not to approve the request due to insufficient information about the event. They advised that any future requests to serve alcohol at a meeting or event should be submitted to the board with detailed information for approval.
- b. Assistant Chief Dyer made a suggestion to look at putting in 4 large ceiling fans in the apparatus bay. This would help with keeping the bay cooler in the summer and warmer in the winter. Janet Reville will look into.

9. Privilege of the Floor

- a. Ed Winslow wanted to let the board know that he will work on getting the new members to the next district meeting in August.

10. Adjournment

Motion to adjourn made by Janet Reville and seconded by Ryan McDonald at 8:10pm.