

Charlton Fire District Meeting Minutes

September 3, 2025

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on.
September 3, 2025, at 7:02pm

PRESENT: Stephen Dyer, Tracey Lyons, Dan Martin, Ryan McDonald, George Davidson, and Erin Waite

ABSENT: Janet Reville

1. Approval of Agenda

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

2. Approval of Minutes

Motion to approve the August 6th meeting minutes made by Dan Martin and seconded by Ryan McDonald.
Approved 4-0-0

3. Chairman's Report

Stephen Dyer had nothing new to report.

4. Treasurer's Report

- a. August's Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$216,588.34
Apparatus Capital Reserve: \$57,532.33
Equipment Capital Reserve: \$28,306.35
Emergency Capital Reserve: \$25,620.31
Capital Improvement Reserve: \$22,721.93
Total Checking/Savings: \$345,373.87
Capital Improvements Investment: \$99,003.98
Operating Fund (Treasury Bill) Investment: \$250,000
Apparatus (Treasury Bill) Investment: \$785,125.00
Total Investments: \$1,378,345.44

George reviewed the Collateral Statement.

Motion to pay outstanding bills was made by Tracey Lyons and seconded by Ryan McDonald.

Approved 4-0-0

Motion to approve Treasurer's report made by Dan Martin and seconded by Ryan McDonald.

Approved 4-0-0

5. Chief's Report

Call Volume for August 2025: 17 total calls

- Training:
 - 9/23/25 is the annual OSHA training and on
 - 9/30/25 will be at the Saratoga County Fire Training Center with East Glenville Fire. We will be doing some hose line advancement and search drills. My plan is to bring (1) ETA and either R-184 or U-183.
 - 10/7/25: Captain Durocher and Firefighter Lisa DeCapria are bringing down one of Ballston Lakes ambulances for training.
 - 10/21/25: Chainsaw training safety, I have an arborist coming in who is certified to teach this class.
- County Updates:
 - PESH requested list of drill and meeting nights from each department.
 - OSHA Fire brigade standard still being worked on, anticipated that there will be requirement of hazard mitigation plan for each department. Training on completing these plans would be provided, still a ways out from the standard being completed.

- The interface for the CAD system and ESO should hopefully be completed in the next week or two.
- Air compressor and SCBA maintenance were completed. Bank 2 gauge was replaced, two new knobs for valves are on order. No other issues of note.
- Chief DeCapria met with the Charlton Presbyterian Church about access into the church for an incident. They were reviewing either putting a Knox Box on the building or a keylock box. Waiting to hear back on their decision.
- Request to authorize payment up to \$2100.00 for Firefighters Scranton, Shea and Giver to take the fall EMT course. State will reimburse \$950/student if they pass the written exam. A motion was made to approve the payment of \$2,100 for three firefighters (Scranton, Shea, and Giver) to take the EMT course by Ryan McDonald and seconded by Dan Martin. Approved 4-0-0
- Request approval to add William Moynihan to the insurance rolls pending company approval and a clear background check. A motion was made to approve adding William Moynihan to the insurance rolls pending company approval and a clear background check by Tracey Lyons and seconded by Ryan McDonald. Approved 4-0-0
- Request approval to use apparatus for annual Charlton Heights Fire Prevention Day. A motion was made to approve the usage of a fire apparatus for annual fire prevention at Charlton Heights by Ryan McDonald and seconded by Dan Martin. Approved 4-0-0
- Request approval for the fire company to hold an open house for the public on 10/11/2025 from 10am-1pm. A motion was made to approve the fire company holding an open house for the public on 10/11/2025 by Dan Martin and seconded by Tracey Lyons. Approved 4-0-0

6. Committee Reports

- a. Facilities Management (Janet Reville)
It was reported that Cummins did come in to check the generator and found it needed a new battery. This has been replaced.
It was also reported that rodent droppings have been found in the apparatus bay. This will be investigated.
- b. Apparatus and Equipment (Dan Martin)
Dan Martin reported that the white lights on the front light bar were not working the other day on 18-1 as well as there is a seat belt issue in the back. Assistant Chief Dyer will look into and place a call for repair.
- 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 had nothing new to report.
- e. Staff Relations/Code of Ethics Committee (Tracey Lyons)
Tracey Lyons had nothing to report.

7. Unfinished Business

8. New Business

Annual Elections – Ryan McDonald’s commissioner position will be up for election this year. This will be a 5-year term.

CFD Website – It was brought up that Megan Reed and Megan Miraglia would like to work on updating our website. They will work on putting together something to show the commissioners.

2025-2026 Winter Bid Specifications – the 2025-2026 winter bid specifications were reviewed. Will get the bid specifications posted and notice placed in the paper.

Auxiliary use of Pavilion on 9/21/25 – The auxiliary is requesting the use of the pavilion on 9/21/25 for a potluck for all firefighters and family members. They are also asking for approval to allow alcohol at the event. Chief DeCapria indicated he would make sure there was a crew who would not be partaking in alcohol to cover calls. A motion was made to allow alcohol at this event, but it will be a bring in your own and bring out by Dan Martin and seconded by Tracey Lyons. Approved 4-0-0

Treasurer's Laptop – Our treasurer's laptop is very old and there was discussion about having it replaced. Ryan McDonal will talk with Computer Sense to see what they might have available. A motion was made to approve the purchase of a new laptop for the treasures to not exceed \$1,500 by Tracey Lyons and seconded by Dan Martin. Approved 4-0-0

2026 Budget – we need to have a prepared and adopted proposed 2026 budget no later than 9/30/25. George will work on getting the proposed budget prepared. A budget workshop meeting was scheduled for 9/10/2025 at 7pm at which time the proposed budget will be reviewed.

9. Privilege of the Floor

Ed Winslow reported that the soap dispensers in the bathroom are empty and need to be filled.

10. Adjournment

Motion to adjourn made by Dan Martin and seconded by Ryan McDonald at 8:36pm.