

# Charlton Fire District Meeting Minutes

## October 1, 2025

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on.  
October 1, 2025, at 7:00pm

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

**ABSENT:**

### 1. Approval of Agenda

Motion to approve the agenda was made by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0

### 2. Approval of Minutes

Motion to approve the September 3<sup>rd</sup> meeting minutes made by Ryan McDonal and seconded by Dan Martin.  
Approved 5-0-0

### 3. Chairman's Report

Stephen Dyer had nothing new to report.

### 4. Treasurer's Report

a. September Treasurer's report presented by George Davidson

b. Review and audit of bills.

c. Operating Account: \$72,543.79

Apparatus Capital Reserve: \$57,573.88

Equipment Capital Reserve: \$28,326.79

Emergency Capital Reserve: \$25,638.81

Capital Improvement Reserve: \$22,738.34

Total Checking/Savings: \$197,195.81

Capital Improvements Investment: \$99,003.98

Operating Fund (Treasury Bill) Investment: \$250,000

Apparatus (Treasury Bill) Investment: \$785,125.00

Total Investments: \$1,230,035.13

George reviewed the Collateral Statement.

Motion to pay outstanding bills was made by Tracey Lyons 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 September 2025: 27 total calls
- We confirmed with NYS DOH that we should be receiving reimbursement of our EMT's for last year's class. They said to expect payment in the next few weeks.
- Our Open House is 10/11/25 from 10am to 1 pm. All are welcome to attend.
- Chief DeCapria reported that the DEC Grant has not opened yet but when it does, we will apply again this year to see if we can be awarded the grant.
- Request approval to spend \$100 per portable radio to have Frank Frisone do firmware updates and realignment. There is a total of 17 radios. A motion was made to approve the cost to have the 17 radios updated by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0
- Request approval to purchase two sets of interior fire gear for Megan Miraglia and Jesse Jensen. An estimated cost for the two sets of gear is \$8,840. A motion was made to approve the purchase of two sets of interior fire gear by Ryan McDonald and seconded by Janet Reville. Approved 5-0-0

## **6. Committee Reports**

### **a. Facilities Management (Janet Reville)**

Janet Reville reported that all the soap dispensers in the bathrooms are filled.

It was reported at the meeting that the Exit sign above front exit door needs to be fixed along with the exit door. Janet Reville will look into getting both fixed.

### **b. Apparatus and Equipment (Dan Martin)**

It was reported that we are still working on updated quotes for replace vehicles 18-0 and 18-3.

### **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 a new laptop was purchased for the Treasurer and given to the Treasurer.

### **e. Staff Relations/Code of Ethics Committee (Tracey Lyons)**

Tracey Lyons had nothing to report.

## **7. Unfinished Business**

Annual Elections – Election Day is December 9<sup>th</sup> 6pm-9pm. We do have one commissioner position up for election this year. This is a 5-year term. The district secretary provided the board with updated instructions for nominating petition for board of fire commissioner's document.

2026 Budget – Budget workshop was held and the 2026 proposed budget was created. The proposed budget was emailed to the Town Clerk and posted on the Fire Districts website. The Public Hearing budget meeting is scheduled for October 22<sup>nd</sup> to adopt the proposed budget.

CFD Website – It was reported that John Kelly with Atypica is the one that holds our website domain name. The commissioners discussed and have asked the secretary to reach out to John Kelly to see what is needed for the fire district to own the domain instead of John.

## **8. New Business**

Pest Control Quotes – at the last meeting it was reported that rodent drops were found in the apparatus bay area. Janet Reville reached out to three companies who provided quotes. They were Elite, Northeast Pest Control, and Attention Pest Solutions. After reviewing the quotes and discussing the board decided to table until the next meeting in November.

Dan Martin requested approval to use 18-4 on the evening of Halloween to go to different housing developments within the district to hand out candy. Motion was made for approval to use 18-4 on Halloween to hand out candy pending department approval by Tracey Lyons and seconded by Ryan McDonald. Approved 5-0-0.

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

Trent Mitchell just wanted to let everyone know keep up the good work!

## **10. Adjournment**

Motion to adjourn made by Janet Reville and seconded by Dan Martin at 8:08pm.