

# **Charlton Fire District Meeting Minutes**

## **November 5, 2025**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on.  
November 5, 2025, at 7:01pm

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

**ABSENT:** Dan Martin

### **1. Approval of Agenda**

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

### **2. Approval of Minutes**

Motion to approve the October 1<sup>st</sup> and October 22<sup>nd</sup> meeting minutes made by Janet Reville and seconded by Tracey Lyons. Approved 4-0-0

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

Stephen Dyer had nothing new to report.

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

- a. Octobers Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$60,929.40  
Apparatus Capital Reserve: \$57,615.30  
Equipment Capital Reserve: \$28,977.40  
Emergency Capital Reserve: \$25,657.26  
Capital Improvement Reserve: \$23,627.40  
Total Checking/Savings: \$190,612.20  
Capital Improvements Investment: \$99,141.59  
Operating Fund (Treasury Bill) Investment: \$250,000  
Apparatus (Treasury Bill) Investment: \$785,125.00

George reviewed the Collateral Statement.

A motion was made to amend the budget increasing appropriation code A34102 Fire Equipment & Capital by \$6,500 and increasing revenue code A2401 Interest & Earnings by \$6,500 by Ryan McDonald and seconded by Tracey Lyons. Approved 4-0-0

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 Ryan McDonald and seconded by Janet Reville.  
Approved 4-0-0

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

- Call Volume for October 2025: 29 total calls. Total calls for 2025 so far: 252
- Fire prevention at Charlton Heights and our Open House were both very successful.
- Captain Durocher and Chief DeCapria are looking at quotes for a fire extinguisher simulator for events like the open house.
- Chief DeCapria gave an update on the NYS EMT Voucher.
- DEC grant application period has not opened yet, still waiting to apply.
- We are currently updating our carbon monoxide response SOG and the CO form issued when we are called.
- CAD import is finally functional with ESO. There will be some changes to our fire reporting come January 2026 as we transition from NFIRS to NERIS.
- Chief DeCapria asked the board to consider allowing company to have permanent lighting installed on the building for holidays. The company would pay for the lighting and installation. The board reviewed and

had some discussion. A motion was made to approve the permanent lighting installation on the building, if the company approves by Janet Reville and seconded by Tracey Lyons. Approved 4-0-0

- Chief DeCapria asked for approval to purchase 10 traffic safety wands for \$38.80, 10 traffic safety vests for \$470.00, and 5 SCBA masks for \$1,975.00. A motion was made to approve the purchase of all items by Ryan McDonald and seconded by Janet Reville. Approved 4-0-0

## **6. Committee Reports**

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

Janet Reville reported that she is still working on getting the front exit door fixed.

It was reported that the faucets in the building for clogged. Are faucets are working now.

The board discussed the rodent issue that was brought up during the last meeting. This will remain on hold. At this time there have been no other signs of a rodent issue in the building.

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

Dan Martin was not in attendance. Tracey Lyons reported for him.

Assistant Chief Dyer 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 on the Tablets for the vehicles. To purchase iPads, they would be \$200 (11-inch screen) a piece, Samsung Galaxy's (8.5-inch screen) are free with sign up, and Samsung Galaxy Plus (11-inch screen) \$170 a piece. These costs do not include cases. For an otter box case it is roughly around \$70 a piece. In total 5 Tablets are needed. The board and Chief's discussed options. A motion was made to approve the purchase of 5 iPads at \$199.99 a piece, with 5 otter box cases, cost to not exceed \$1,500 by Ryan McDonald and seconded by Janet Reville. Approved 4-0-0

### **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.

CFD Website – Erin Waite reached out to John Kelly to discuss options of the Fire District owning the website domain name. John Kelly agreed that the district should be the owner. We need to set up an account with a registrar such as GoDaddy, NameCheap, or Network Solutions. Currently, John said he is using Easydns and it would be easiest to transfer the account to Easydns but we are able to transfer to another registrar if we chose. Ryan McDonald will discuss with Megan Miraglia and Megan Reed to see what they prefer.

Review of 2025-2026 Snow Removal Bids- We received two bids for the 2025-2026 Snow Removal bid. The board of commissioners reviewed each bid. The bid was awarded to the lowest bidder Saratoga Dumpster & Property Services LLC.

## **8. New Business**

Cleaning Service – It was asked if we could ask the cleaning service to clean the radio room, gear room, and decontamination room weekly. It was indicated we do need to start getting quotes for the year 2026 for cleaning services. Janet Reville will start reaching out for some quotes and ensure that the cleaning of the radio room, gear room, and decontamination room weekly is included in the specifications.

Chief DeCapria requested approval to spend up to \$160 to order materials for the BLS CPR Instruction update (new manual & video). A motion was made for approval to order the updated materials for the BLS CPR instruction by Ryan McDonald and seconded by Janet Reville. Approved 4-0-0

Chief DeCapria is requesting the use of the meeting room for January 17<sup>th</sup> 11am-4pm and January 24<sup>th</sup> 11am-4pm for birthday parties. A motion was made to approve Chief DeCapria the use of the meeting room on those dates by Janet Reville and seconded by Ryan McDonald. Approved 4-0-0

**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 Revillen and seconded by Tracey Lyons at 8:33pm.