Charlton Fire District Meeting Minutes
March 4, 2026

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on. March 4, 2026, at 7:00pm

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

1. **Approval of Agenda**
   Motion to approve the agenda was made by Janet Reville and seconded by Dan Martin. Approved 4-0-0

2. **Approval of Minutes**
   Motion to approve all the February 4th meeting minutes made by Ryan McDonald and seconded by Janet Reville. Approved 4-0-0

3. **Chairman's Report**
   Stephen Dyer reported that in 2025 there were no injuries.
   Stephen Dyer, Dan Martin, and George Davidson will review the Investment Policy and bring any changes forward for review by board.

4. **Treasurer's Report**
   a. February's Treasurer's report presented by George Davidson
   b. Review and audit of bills.
   c. Operating Account: $277,434.39
      Apparatus Capital Reserve: $117,637.28
      Equipment Capital Reserve: $39,896.74
      Emergency Capital Reserve: $25,722.01
      Capital Improvement Reserve: $24,531.45
      Total Checking/Savings: $477,207.64
      Capital Improvements (Treasury Bills) Investment: $99,283.92
      Equipment Reserve (Treasury Bills) Investment: $99,283.92
      Operating Fund (Treasury Bills) Investment: $295,773.86
      Apparatus (Treasury Bills) Investment: $740,196.56
      Total Reserve Investments: $938,764.40

   George reviewed the Collateral Statement.
   Motion to pay outstanding bills was made by Ryan McDonald and seconded by Janet Reville.
   Approved 4-0-0
   Motion to approve Treasurer's report made by Dan Martin and seconded by Ryan McDonald.
   Approved 4-0-0
   The board discussed doing two more treasury bills. One would be from the Apparatus Reserve and the other from the Equipment Reserve.
   A motion was made to do another treasury bill in the amount of $110,000 of a term of 2 months from the Apparatus Reserve by Ryan McDonald and seconded by Dan Martin. Approved 4-0-0
   A motion was made to do another treasury bill in the amount of $25,000 for a term of 6 months form the Equipment Reserve by Dan Martin and seconded by Janet Reville. Approved 4-0-0

5. **Chief's Report**
   - Call Volume for February 2026: 18 total calls
   - Bryan Sarchi successfully passed his EMT exam!
   - Chief DeCapria reported that we were awarded the DEC grant. We will have to spend $7000.00 and will be reimbursed $3500.00 from NYS. Chief DeCapria will meet with the officers to determine what equipment we need.
   - East Glenville will be on automatic mutual aid for us on 3/22/26 for our banquet.

- Currently obtaining quotes on fire helmets for several officers, nozzles, and fire police gear.
- New medical unit update: Vehicle is mostly done. Waiting on a few items to be finished. No timelines for in-service.
- DOH updated their Part 800 standard. Due to our department participating in an CME program for EMT recert, the following will need to be completed:
    - One vehicle needs to comply with Part 800 equipment list for BLS first response.
    - That vehicle will need to be registered with NYS DOH. It is also required to be registered with NYS DMV.
    - Vehicle has to have a current inspection as well.
- Chief DeCapria tasked Captain Durocher and the officers to do an equipment check on U-183. We will purchase any equipment that is required that we don't have. Chief DeCapria did purchase a passive CO monitor that is required. The plan is to register the new 183 when it is placed in service. The board discussed having all staff vehicles registered (2 chief vehicles, the new 183, and the new 185) and a motion was made to approve by Dan Martin and seconded by Janet Reville. Approved 4-0-0
- Annual PM should be starting on apparatus. Vander Molen will begin rotating vehicles out for service.
    - 181 quick dump will be repaired at this time.
    - 183 is reported to be having steering issues and wandering. We will have them assess this as well during PM.
- NYS Firefighter legislation updates. State is in legislative session, several volunteer fire service issues being discussed and lobbied for.

6. Company Presidents Report

Megan Reed was not present at the meeting. However, she did provide a copy of her report via email to the board.

7. Committee Reports

a. Facilities Management (Janet Reville)
Janet Reville reported that we will be having a grill put in the door of the compressor room. Janet has also had a set of building keys made for the Chief's, Commissioner's, and Company. Each set of keys will be left in each office.

b. Apparatus and Equipment (Dan Martin)
Dan Martin reported that 182 is having ladder switch issues. This will be looked into.

c. Firematic Training and Fire Prevention Committee (Stephen Dyer)
Stephen Dyer had nothing to report.

d. Radio Communication and Informational Technology Committee (Ryan McDonald)
Ryan McDonald had nothing to report.

e. Staff Relations/Code of Ethics Committee (Tracey Lyons)
Tracey Lyons was not in attendance, however, there is nothing to report.

8. Unfinished Business

- Replacement Vehicles have been ordered.
- The CFD Website is still being worked on.
- Tablets – waiting on plugs for the ETA's. Will look to see if Vander Molen can install.
- Policy for Laptops/Tablets – The board reviewed the updated policy that was created for computers and tablets. A motion was made to approve the updated Computer/Tablet Policy (Resolution # 3-2026) replacing the old policy (Resolution # 88-2011) by Dan Martin and seconded by Ryan McDonald. Approved 4-0-0
- QuickBooks Cloud Version – the board discussed moving to the QuickBooks Cloud Version. The treasurer and secretary will look into this more.

9. New Business

- Fuji is requesting approval to use the firehouse on Friday, March 27th, 2026, at 11am for a Nursery School fire prevention. A motion to approve was made by Janet Reville and seconded by Ryan McDonald. Approved 4-0-0
- Resident Tyler Whittredge would like to use the meeting room on Saturday, April 11th, 2026 for his daughter's birthday party. A motion to approve was made by Ryan McDonald and seconded by Dan Martion. Approved 4-0-0. Please note: Tyler will no longer be needed the meeting room on April 11th.

10. Privilege of the Floor

11. Adjournment

Motion to adjourn made by Janet Reville and seconded by Ryan McDonald at 8:15pm.