Charlton Fire District Meeting Minutes
April 1, 2026

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on. April 1, 2026, at 7:00pm

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

1. **Approval of Agenda**
   Motion to approve the agenda was made by Ryan McDonald and seconded by Tracey Lyons. Approved 5-0-0

2. **Approval of Minutes**
   Motion to approve the March 4th meeting minutes made by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0

3. **Chairman's Report**
   Stephen Dyer reported that if anyone would like to attend the Capital Area Fire Districts annual meeting, we do have funds and will pay for registration and mileage.

4. **Treasurer's Report**
   a. March's Treasurer's report presented by George Davidson
   b. Review and audit of bills.
   c. Operating Account: $107,766.48
      Apparatus Capital Reserve: $135,330.77
      Equipment Capital Reserve: $15,340.41
      Emergency Capital Reserve: $25,738.40
      Capital Improvement Reserve: $24,547,08
      Total Checking/Savings: $299,767.62
      Capital Improvements (2 Treasury Bills) Investment: $99,283.92
      Equipment Reserve (2 Treasury Bills) Investment: $123,852,74
      Operating Fund (2 Treasury Bills) Investment: $295,773.86
      Apparatus (3 Treasury Bills) Investment: $839,597.05
      Total Reserve Investments: $1,062,733.71

   George reviewed the Collateral Statement.
   Motion to pay outstanding bills was made by Janet Reville and seconded by Ryan McDonald.
   Approved 5-0-0
   Motion to approve Treasurer's report made by Ryan McDonald and seconded by Tracey Lyons.
   Approved 5-0-0
   George Davidson reported that Jeff Voight is still getting the notifications from the Depositor Trust Company. Stephen Dyer will work to get this updated.

5. **Chief's Report**
   - Call Volume for March 2026: 27 total calls
   - West Charlton and Harmony Corners will be here on April 21st for drill. We will be doing CPR training for all three departments.
   - Annual fire extinguisher inspections/testing are being scheduled.
   - Chief DeCapria is requesting permission to purchase a Knox Key Secure for 18-3 ($2,820.52) and a shoreline charging unit ($1,650.00). A motion to approve these purchases was made by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0
   - Chief DeCapria is requesting permission to add Scott Stevens to the insurance rolls pending company approval. A motion was made to approve adding Scott Stevens to the insurance rolls by Ryan McDonald and seconded by Tracey Lyons. Approved 5-0-0

6. **Company Presidents Report**
   Megan Reed provided the board with an update of what has been taking place with the company. Reminder the Charlton Fire District #1 merchandise store is open through April 12th.

7. Committee Reports

a. Facilities Management (Janet Reville)
   Janet Reville reported that Johnson Controls has fixed the alarm.

b. Apparatus and Equipment (Dan Martin)
   Dan Martin reported that 18-4's bypass issue will be looked at during inspections.
   Received quote for iPad mounts on 18-1 and 18-2, cost is $872.54 for 18-2 and $862.80 for 18-1(includes cradle/pedestal and wiring the mounts). A motion to approve was made by Ryan McDonald and seconded by Tracey Lyons. Approved 5-0-0

c. Firematic Training and Fire Prevention Committee (Stephen Dyer)
   Stephen Dyer reported that we will explore joint training opportunities with other departments and work on scheduling an officers' meeting with neighboring departments this summer.

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 had nothing to report.

8. Unfinished Business

- Replacement Vehicles – The 1500 arrived at dealership this week. The other vehicle is still on oder.
- Megan Miraglia provided an update on the CFD Website. Work continues on it.

9. New Business

- Key Fobs – we have been having issues with key fobs not working on inside doors. We did find the company who handles the key fob system and had them come out. They found that one of our main boards is not working. The cost to replace the board is $1,396.35 and they are able to come out next Friday to install it. A motion to approve the key fob replacement board was made by Dan Martion and seconded by Ryan McDonald. Approved 5-0-0
- Front Flag – it was brought forward that the flag infront of the building needs to be replaced. A request was made to purchase two 6x10 high wind rated flags. A motion was made to approve the purchase of two new flags not to exceed the cost of $200 by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0
- Master Key – Janet Reville spoke with Wolfe Safe & Lock Company regarding the creation of a master key system for all firehouse doors. The board discussed the access levels needed: the 1st level would be a master key for all doors and would be issued only to the commissioners and chiefs; the 2nd level would be a master key for the compressor room, filing room, and outside doors and would be issued to company officers; the 3rd level would be a master key for the outside doors and storage room, and these keys would be kept on hand but not issued at this time; and the 4th level would be a master key for the outside doors only, which would also be kept on hand but not issued. Wolfe Safe & Lock provided a quote of $1,600.75. A motion to approve was made by Dan Martin and seconded by Tracey Lyons. Approved 5-0-0
- Lawn Care Bids – The board reviewed the three lawn care bids received by the following companies Bison Services, Unlimited Landscaping, LLC, and CMS Sealcoating & Landscaping. The bid was awarded to the lowest bidder, CMS Sealcoating & Landscaping with a bid of $4,360.00.
- Chief DeCapria and Assistant Chief Dyer asked for an executive session to discuss a legal matter. Board went into executive session at 8:16pm and adjourned at 8:33pm.

10. Privilege of the Floor

11. Adjournment

Motion to adjourn made by Janet Reville and seconded by Tracy Lyons at 8:45pm.