Charlton Fire District Meeting Minutes
May 6, 2026

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on. May 6, 2026, at 6:30pm

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

1. **Amsure –** The districts insurance broker attended the meeting to review the fire departments insurance policies with the board. Our insurance company is Utica National who insures between 550-600 fire departments.

2. **Approval of Agenda**
   Motion to approve the agenda was made by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0

3. **Approval of Minutes**
   Motion to approve the April 1st meeting minutes made by Ryan McDonald and seconded by Tracey Lyons. Approved 5-0-0

4. **Chairman's Report**
   Stephen Dyer had nothing new to report.

5. **Treasurer's Report**
   a. April's Treasurer's report presented by George Davidson
   b. Review and audit of bills.
   c. Operating Account: $62,541.07
      Apparatus Capital Reserve: $232,539.71
      Equipment Capital Reserve: $66,358.26
      Emergency Capital Reserve: $25,754.27
      Capital Improvement Reserve: $25,434.23
      Total Checking/Savings: $412,627.54
      Capital Improvements (2 Treasury Bills) Investment: $99,290.90
      Equipment Reserve (2 Treasury Bills) Investment: $73,725.21
      Operating Fund (2 Treasury Bills) Investment: $295,773.86
      Apparatus (2 Treasury Bills) Investment: $740,151.53
      Total Reserve Investments: $913,167.64

   George had not received the Collateral Statement at the time of the meeting.
   A motion was made to amend the budget regarding the purchase of Knox Key Secure as follows by Dan Martin and seconded by Ryan McDonald: Increase Appropriation Code A3410.2 Apparatus Equipment by $2,895 and Increase Appropriated Fund Balance A599 Apparatus Reserve by $2,895. Approved 5-0-0
   Motion to pay outstanding bills was made by Dan Martin and seconded by Ryan McDonald.
   Approved 5-0-0
   Motion to approve Treasurer's report made by Tracey Lyons and seconded by Janet Reville.
   Approved 5-0-0
   George Davidson reported the Auditors were in on Monday, May 4th and there were no adjustments suggested.
   George Davidson also reported that we will be coming up on the contract renewal with the auditors Byrans & Gramuglia CPA's, LLC

6. **Chief's Report**
   - Call Volume for April 2026: 25 total calls

- Fire extinguisher and hose testing have been completed. Two extinguishers are going out for hydrostatic testing. We also did have some hose fail. Chief DeCapria is ascertaining quotes for 1.75" and 2.5" replacement.
- Assistant Chief Dyer requested permission to add Benjamin Kline to the insurance roles, pending a clear arson check and company approval. A motion was made to approve by Tracey Lyons and seconded by Janet Reville. Approved 5-0-0
- Assistant Chief Dyer requested permission to use apparatus on the following dates: June 7th for Charlton Founders Day Parade and June 11th for Burnt Hills Flag Day Parade. A motion to approve both dates was made by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0
- Assistant Chief Dyer requested permission to purchase 3 Minitor 7 pagers for a total of $1,076.40, 10 Minitor 6 batteries for a total of $104.00, 10 Minitor 7 batteries for a total of $117.00, and 4 Milwaukee 12ah batteries for a total of $1,000. A motion to approval all purchases was made by Ryan McDonald and seconded by Janet Reville. Approved 5-0-0
- Assistant Chief Dyer requested permission to purchase replacement EMS bags for 18-3 and the two chief cars. Total cost for bags is $2,164.25. A motion was made to approve the purchase of replacement EMS bags by Janet Reville and seconded by Dan Martin. Approved 5-0-0

7. Company Presidents Report

Megan Reed provided the board with an update of what has been taking place with the company. The next company meeting is May 19th.

Megan Reed did bring forward that a member would like to plant some flower bulbs around the fire house. The board members suggested they bring a proposal forward at the next district meeting to include where the flowers would be planted, what type of flowers, and when.

8. Committee Reports

a. Facilities Management (Janet Reville)
Janet Reville reported that all key fobs are working and that the front door was repaired by the commissioner's office.
She also reported that Wolfe Locks had arrived, all door locks had been changed, and new keys had been made.

b. Apparatus and Equipment (Dan Martin)
Dan Martin reported that the new Tahoe and 1500 Pick Up truck are both at the upfitters.
It was also reported that when the time comes to look at selling 18-3 that Harmony Corners would be interested.

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 had nothing to report.

9. Unfinished Business

- Meeting Room Usage Agreement – Tracey Lyons reminded everyone of the process for requesting use of the meeting room. Anyone interested in using the room must first contact the district secretary. Advance notice is required so the request can be brought before the board for approval at the next district meeting. The district secretary noted that most individuals using the meeting room are members of the firehouse, so some parts of the agreement do not apply to them. Tracey Lyons will update the Meeting Room Usage Agreement to include a note for members.

10. New Business

- Snow Removal Proposal – Bryan Bartczak of Saratog Dumpster & Property Services, LLC, the district's current snow removal contractor, submitted a proposal to extend his contract for an additional one to three years. Under the proposal, the current rate would remain unchanged, with no annual increase for the next three years. However, because the current bid specifications do not include language allowing for contract extensions, the board could not approve the proposal at this time. Bryan will need to submit a new bid next year. The board also noted that next year's contract specifications will include language allowing for the possibility of extending the contract for additional time.
- Gear Room Door – Janet Reville indicated that the gear room door has been sticking, however, she feels at this time it has been fixed.
- Boiler Repair Quote – Janet Reville reports that the pressure reducing valve for the boiler needs to be replaced. Eastern Heating & Cooling gave a quote of $2,530 to replace the valve. A motion to approve was made by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0
- Old Stove – Megan Reed brought up the old stove that is currently sitting in the truck bay and if we could look at removing it to free up some space. The board discussed selling it or donating it. There was a discussion of selling to the City of Saratoga Springs Fire Department. A motion was made to approve the sale of the old stove to the City of Saratoga Springs Fire Department by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0

11. Privilege of the Floor

12. Adjournment

Motion to adjourn made by Janet Reville and seconded by Tracy Lyons at 8:35pm.