Charlton Fire District Meeting Minutes
August 5, 2026

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on.
August 5, 2026, at 7:02pm

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

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

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

3. **Chairman's Report**
   Stephen Dyer reported that the internal revenue service has issued a new mileage rate effective July 1st. The standard rate for personal vehicle mileage is $0.760.
   Stephen also wanted to let the board know he will be out of the area from Saturday, August 8th thru Tuesday, August 17th.

4. **Treasurer's Report**
   a. July's Treasurer's report presented by George Davidson
   b. Review and audit of bills.
   c. Operating Account: $54,211.47
      Apparatus Capital Reserve: $212,785.11
      Equipment Capital Reserve: $18,160.08
      Emergency Capital Reserve: $25,803.00
      Capital Improvement Reserve: $26,357.54
      Total Checking/Savings: $337,317.20
      Capital Improvements (2 Treasury Bills) Investment: $99,264.71
      Equipment Reserve (3 Treasury Bills) Investment: $122,819.16
      Operating Fund (2 Treasury Bills) Investment: $255,640.09
      Apparatus (2 Treasury Bills) Investment: $686,876.09
      Total Reserve Investments: $908,959.96

   George reviewed the Collateral Statement with the board.
   Motion to pay outstanding bills was made by Dan Martin and seconded by Tracey Lyons.
   Approved 5-0-0
   Motion to approve Treasurer's report made by Ryan McDonald and seconded by Janet Reville.
   Approved 5-0-0

5. **Chief's Report**
   - Call Volume for July 2026: 25 total calls for a yearly total of 161
   - **Maintenance**
     - Annual preventative maintenance on extrication equipment was completed last month.
     - Working on scheduling annual air compressor and SCBA maintenance with DIVAL. We have one air bottle that will be going out for repair.
     - Next year, we will need to switch to a new fire extinguisher service company. Our previous vendor has sold off his business. We previously used Albany Fire Extinguisher.
     - Most of the radio updates have been completed. We have four portables left for Frank to update.

   - **Training**
     - Scott Stevens completed BEFO and IFO.
     - Bill completed the annual fire police course.

- **EMT Course**
  - Sue Landry is going to do the EMT course in Rexford. I'm canvassing to see if any firefighters are interested for this year's offering.
- **Events:**
  - Permission for fire police to use M-185 to assist with traffic control on 8/8 for Harmony Corners FD 100th anniversary. Motion to approve made by Ryan McDonald and seconded by Janet Reville. Approved 5-0-0
  - Permission to use apparatus for Fire Prevention on October 7th at Charlton Heights. Motion to approve made by Ryan McDonald and seconded by Janet Reville. Approved 5-0-0
- **Vehicles**
  - Getting closer to completion of new Car-180 and M-185.
  - Spoke to Harmony Corners FD about sale of M-185 (former U-183). I'm thinking we can open up conversations with them on it. The board discussed how to start conversations. It was decided that Dan Martin will reach out to Harmony Corners to start discussions.

6. Company Presidents Report

Megan Reed provided an update to the board on company updates. Megan indicated that the boat cruise is scheduled for September 12th and the sign up will be going up soon.

7. Committee Reports

a. Facilities Management (Janet Reville)
Janet Reville had nothing to report.

b. Apparatus and Equipment (Dan Martin)
Dan Martin reported still waiting on other new vehicles.

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 reports all iPad's are in service.
Ryan also reports that the new website is still being worked on. The board has indicated they would like to have the new website finished and up by the end of this year.

e. Staff Relations/Code of Ethics Committee (Tracey Lyons)
Tracey Lyons had nothing to report.

8. Unfinished Business

- Janet Reville will call our Attorney Terry Hannigan to confirm if he will be retiring at the end of the year and if so who would be taking over.

9. New Business

- 679 Charlton Road resident and fire department member attended the meeting to discuss the issue of clearing and removing lawn debris/weeds. Back when the member purchased the house the fire department asked if they could remove the debris/weeds between the two properties. This was done and now it has gotten worse over the last few years. The fire department back then had indicated once they removed the debris/weeds they would clean up the lawn there and have it reseeded so it would be maintainable. The homeowner reported that has never happened and he is asking the district to please do this. Dan Martin indicated he would like to see the property line, homeowner said he would pull the survey maps. It was decided that at this time Assistant Chief Dyer would come up and remove/cut down lawn debris/weeds and the board would get quotes to de-stump and reseed the lawn. They will then meet to discuss what they would like to do (i.e. put up a fence, etc.) and address with Town. Stephen Dyer, Tracey Lyons, and Ryan McDonald will meet to discuss what the district might like to do once the lawn debris/weeds have been removed and lawn has been reseeded.

- Station Keeper/Cleaning Service – Janet Reville wanted to discuss looking at hiring a station keeper part time to do the cleaning of the facility and spring/summer lawn care. This would be in place of what we are currently doing which is hiring companies to handle these services. Some things to consider would be that the district would need to purchase a lawn mower, weedwhacker, leaf blowing, etc. and would need to find a place to store these items. Assistant Chief Dyer mentioned we would need to make sure we had a back up in case this person hired was out of town for week or so throughout the year. A motion to explore hiring a station keeper was made by Ryan McDonald and seconded by Tracey Lyons. Approved 5-0-0. In the meantime, the District Secretary will work on creating a job description and reach out to Amsure to find out information on adding this person to our workers' compensation insurance.
- Ice Machine – The company is asking for approval to purchase an ice machine for the department. They will purchase and maintain but they are asking for approval to put the ice machine in the building. The board discussed and suggested we look at fixing the water issue first before an ice machine is purchased and installed. Assistant Chief Dyer suggested looking at putting in a cartridge filtering system or looking at the well and raising it a few feet. Dan Martin made a motion to have Assistant Chief Dyer look at the well and raising a few feet, Janet Reville seconded. Tracey Lyons did oppose. Approved 4-1-0. Assistant Chief Dyer has asked for more information on the well before doing so. We will table the ice machine purchase until the water issue is resolved.
- 2027 Budget – we need to start preparing the 2027 Budget. We will hold a 2027 Budget review before our September meeting at 6pm. The Budget workshop is scheduled for September 9th at 7pm.

10. Privilege of the Floor

11. Adjournment

Motion to adjourn made by Dan Martin and seconded by Ryan McDonald at 8:55pm.