Charlton Fire District Meeting Minutes
September 3, 2026

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on. September 3, 2026, at 7:15pm

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 Ryan McDonald and seconded by Dan Martin. Approved 5-0-0

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

3. **Chairman's Report**
   Stephen Dyer reported that the department did a great drill the night before. Nice Job!

4. **Treasurer's Report**
   a. August Treasurer's report presented by George Davidson
   b. Review and audit of bills.
   c. Operating Account: $238,468.65
      Apparatus Capital Reserve: $213,108.56
      Equipment Capital Reserve: $16,171.65
      Emergency Capital Reserve: $25,819.44
      Capital Improvement Reserve: $26,374.34
      Total Checking/Savings: $506,445.78
      Capital Improvements (2 Treasury Bills) Investment: $99,264.71
      Equipment Reserve (3 Treasury Bills) Investment: $122,819.16
      Operating Fund (2 Treasury Bills) Investment: $0
      Apparatus (2 Treasury Bills) Investment: $686,876.09
      Total Reserve Investments: $908,959.96

   George reviewed the Collateral Statement with the board.
   We will be holding a 2027 Budget Workshop on September 9th at 7pm.
   Motion to pay outstanding bills was made by Ryan McDonald and seconded by Dan Martin. Approved 5-0-0
   Motion to approve Treasurer's report made by Dan Martin and seconded by Janet Reville. Approved 5-0-0

5. **Chief's Report**
   Call Volume for August 2026: 15 Total Calls

   Updates
   - Air compressor and SCBA maintenance is completed.
   - R-184 tires were replaced. Truck has to return to Vander Molen to complete inspection.
   - M-185 is complete. It is scheduled to be delivered tomorrow, tentatively.
   - Request for district to authorize payment of Colin McDonalds EMT class for a total of $700.00. A motion was made to approve authorization to pay for Colin McDonald's EMT Class by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0
   - Request to purchase APX 4000 batteries for $450.00 and charger for $60.60. A motion was made to approve the purchase of APX 4000 batteries and a charger by Janet Reville and seconded by Tracey Lyons. Approved 5-0-0

6. **Company Presidents Report**
   Megan Reed was not in attendance but provided an update to the board via email. Reminder the Lake George Boat Cruise is Saturday, September 12th.

   Company is seeking approval for the following items:

   Use of the Pavilion on Sunday, October 18th for the Fall Picnic Potluck
   Also requesting permission from the board to allow carry in/carry out of alcohol in the pavilion area for this event.
   A motion was made to approve the use of the Pavilion on October 18th and to allow carry in/carry out of alcohol by Ryan McDonald and seconded by Tracey Lyons. Approved 5-0-0

   Use of meeting room on Thursday, October 22nd from 5-9pm for Paint & Sip
   Also requesting permission from the board to allow carry in/carry out of alcohol for this event.
   A motion was made to approve the use of the meeting room on October 22nd and to allow carry in/carry out of alcohol by Tracey Lyons and seconded by Janet Reville. Approved 5-0-0

7. **Committee Reports**
   a. Facilities Management (Janet Reville)
      Janet Reville reported that the lights in the DECON room aren't working. She is working on getting these fixed.

   b. Apparatus and Equipment (Dan Martin)
      Dan Martin reported we will be taking delivery of new utility truck tomorrow.
      Dan also reported that he did talk to Harmony about the purchase of old 18-3 (Ford). At this time he hasn't heard back.

   c. Firematic Training and Fire Prevention Committee (Stephen Dyer)
      Stephen Dyer reported that it would be nice to have a company drill on how to use deck guns. The chief's reported that they normally do when they do the pond drills.

   d. Radio Communication and Informational Technology Committee (Ryan McDonald)
      Ryan also reports that the new website is still being worked on. We should see a draft shortly.

   e. Staff Relations/Code of Ethics Committee (Tracey Lyons)
      Tracey Lyons reported all is good in regards to staff relations.

8. **Unfinished Business**
   - 679 Charlton Road – The Board discussed a letter received prior to the meeting from the resident of 679 Charlton Road. The Board agreed that, at this time, the District will destump, regrade, and reseed the portion of the lawn between the properties, but will not pursue installing a fence. The District Secretary will send a letter to the resident outlining the Board's decision. The Board then reviewed an estimate from the District's current lawn care company to complete the work in the amount of $2,200. A motion was made by Dan Martin and seconded by Janet Reville to approve the quote received for the lawn repair work. Approved 5-0-0.
   - Station Keeper/Cleaning Service – The Board reviewed the job description prepared by the District Secretary and discussed the proposed annual salary for the position. The Board agreed that the annual salary would be $14,000. A motion was made by Ryan McDonald and seconded by Tracey Lyons to move forward with the Station Keeper position at an annual salary of $14,000, using the job description as prepared. Approved 5-0-0.
     The District Secretary will contact Amsure to obtain a quote for adding the Station Keeper position to the workers' compensation insurance policy.

- Well/Water filter - It was confirmed that the well is 244 feet deep and that the well pump is set at 146 feet. Therefore, the pump is not located at the bottom of the well. Janet Reville will contact the water filter company to discuss why filter sand or other material is coming through the system.

9. New Business

10. Privilege of the Floor

- Trent Mitchell asked if any of the new vehicles have the 6.2 engine in them as there are reports of these engines having trouble. The Chief's reported that no the new vehicles purchased do not have the 6.2 engine in them.
- Trent Mitchell wanted to verify that Fire Apparatus can't be run by anyone but firefighters.

11. Adjournment

Motion to adjourn made by Ryan McDonald and seconded by Janet Reville at 8:31pm.