

Charlton Fire District Meeting Minutes

February 5, 2025

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on.
February 5, 2025, at 7:03pm

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

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 January 8th organizational meeting minutes made by Dan Martin and seconded by Janet Reville Approved 5-0-0

Motion to approve the January 8th district meeting minutes made by Dan Martin and seconded by Janet Reville Approved 5-0-0

3. Chairman's Report

Stephen Dyer mentioned that he read we needed to have our reserve accounts documented as to what each reserve account could be used for purchases. This is something we should have done years ago; however, we will look into further to see if we can find this information.

This year's banquet is scheduled for March 30th at 3pm and will be held at the Clifton Park Elks Club. Stephen Dyer also would like to suggest the district recognizes Bob LeGere at the banquet for his many years of service. A motion was made to do a plaque or something to recognize Bob LeGere at the banquet this year by Stephen Dyer and seconded by Dan Martin. Approved 5-0-0

Stephen Dyer wanted to remind the secretary we need to post the number of injuries report/document on the bulletin board. The secretary will take care of this.

4. Treasurer's Report

a. Treasurer's report presented by George Davidson

b. Review and audit of bills.

c. Operating Account: \$69,581.38

Apparatus Capital Reserve: \$73,245.88

Equipment Capital Reserve: \$25,542.58

Emergency Capital Reserve: \$25,487.36

Capital Improvement Reserve: \$7,995.87

Bond Account: \$0

Total Checking/Savings: \$192,599.50

Apparatus Investment: \$600,000

Equipment Investment: \$100,000

Capital Improvements Investment: \$100,000

Total Investments: \$800,000

George reviewed the Collateral Statement.

Dan Martin will join the bank review committee with Stephen Dyer and George Davidson

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

5. Chief's Report

Call Volume for January 2025: 21 total calls

- Requested permission for the fire company to host the Easter Pancake Breakfast at the firehouse on the morning of Sundy, April 13th. Motion was made to approve by Dan Martin and seconded by Ryan McDonald. Approved 5-0-0
- See the Chief's report attached for additional updates.

6. Committee Reports

- Facilities Management (Janet Reville)

Janet Reville reported that she met Eastern Heating & Cooling and gave them a Fob to the building and Key for the boiler room. When they came to do service on the boiler, they found a leak. A new gasket is needed, Eastern Heating & Cooling will be ordering the gasket and fixing.

Janet Reville reports that she had CKM Electricians come in and they were able to fix the issues with the meeting room lights.

Stephen Dyer asked about the truck bay lights, he noticed a few times that they were still on late at night. There is a timer on the truck bay lights so they will go off automatically.
- Apparatus and Equipment (Dan Martin)

Dan Martin reviewed the estimate received from Vander Molen to repair 18-1. Total cost is \$3,886.68. A motion was made to approve the Vander Molen estimate and have 18-1 repaired by Ryan McDonald and seconded by Tracey Lyons. Approved 5-0-0

Vander Molen will also be fixing the water leak on 18-1 when it goes in for annual service.
- Firematic Training and Fire Prevention Committee (Stephen Dyer)

Stephen Dyer had nothing new to report.
- Radio Communication and Informational Technology Committee (Ryan McDonald)

Ryan McDonald reviewed the two email options that Atypica provided. One would be to do POP email accounts at \$5 dollars each email account monthly, the second option would be Exchange email accounts, which would be \$15 dollars for each email account monthly. The recommendation from Atypica is the Exchange email accounts. A motion was made to approve having 6 exchange email accounts set-up through Atypica at \$15 per account each month by Dan Martin and seconded by Tracey Lyons. Approved 5-0-0

Ryan McDonald also got some information/estimations from both Verizon and AT&T for getting tablets for the trucks. Ryan will bring this information back to our March meeting so we can discuss it with the Chief's before moving forward.
- Staff Relations/Code of Ethics Committee (Tracey Lyons)

Tracey Lyons had nothing to report.

7. Unfinished Business

- Amsure Insurance – Dave Meager has indicated they should have quotes back by February 18th from other insurance companies. We will schedule a special district meeting for the 18th at 7pm to have Amsure come in to review these quotes with us.
- Website Policy – Tracey Lyons will look at creating a policy. Along with this Erin Waite will reach out to Atypica to find out what the cost would be to redesign the website.

8. New Business

- Policies – Tracey Lyons has been reviewing all our policies. She has noticed that they all aren't in a standard template and formatting is different. She suggested we start reviewing each policy and put them into a standard template with standard formatting. My suggestion would be to review a few policies at each monthly meeting until all have been reviewed. Tracey will also work on creating two new polices, one for the website and one for the use of the Pavilion.
- Janet Reville indicated that she would like to give the secretary a pay increase of \$100 per month for taking on the Deputy Treasurer role and some additional duties. A motion was made to increase the secretary's salary by \$100 per month by Dan Martin and seconded by Janet Reville. Approved 5-0-0

9. Privilege of the Floor

10. Adjournment

Motion to adjourn made by Dan Martin and seconded by Ryan McDonald at 8:39pm.