

Charlton Fire District Meeting Minutes

January 8, 2025

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on January 8, 2025, at 7:00pm

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

2. Approval of Minutes

Motion to approve the December 4th meeting minutes made by Janet Reville and seconded by Ryan McDonald. Approved 5-0-0

3. Chairman's Report

Stephen Dyer wanted to let everyone know that the Spring Convention/Conference will April 10th – 12th, 2025 if anyone is interested in attending.

4. Treasurer's Report

- a. Treasurer's report presented by George Davidson
- b. Review and audit of bills.
- c. Operating Account: \$99,627.38
Apparatus Capital Reserve: \$73,189.91
Equipment Capital Reserve: \$25,523.07
Emergency Capital Reserve: \$25,467.89
Capital Improvement Reserve: \$7,987.87
Bond Account: -\$23.11
Total Checking/Savings: \$204,296.96

George reviewed the Collateral Statement.

Motion to pay outstanding bills was made by Janet Reville and seconded by Tracey Lyons.

Approved 5-0-0

Motion to approve Treasurer's report made by Ryan McDonald and seconded by Dan Martin.

Approved 5-0-0

5. Chief's Report

Call Volume for December 2024: 24 total calls

Call Volume for 2024: 276 total calls

- Chief DeCapria requested permission to have firefighter Megan Reed sized for interior fire gear and have order placed with MES (Total cost: \$4,525.00). Motion was made to approve by Dan Martin and seconded by Tracey Lyons. Approved 5-0-0
- See Chief's report attached for additional updates.

6. Committee Reports

- a. Facilities Management (Janet Reville)

Janet Reville reported that Eastern Heating & Cooling will be coming tomorrow morning to service the boiler. Janet would like to give them a key fob and key to the boiler room so they can have access to get in, if needed without having to have someone come up to the firehouse and let them in. A motion was made to approve giving Eastern Heating & Cooling a key fob and key by Janet Reville and seconded by Dan Martin. Approved 5-0-0

Janet also reported that our contract with Eastern Heating & Cooling will be up for renewal in March of this year. Janet will ask them to provide us an updated 3 year renewal contract/quote.

b. Apparatus and Equipment (Dan Martin)

Dan Martin reported that 18-1 had an issue pulling into a driveway on a call and ended up going in the ditch. There was no major damage and currently we are waiting for estimates of the damage. There will be a towing bill coming in for \$1,000 for this incident.

Dan also reported there was an issue with a battery blowing up on 18-4. Batteries have been replaced.

c. Firematic Training and Fire Prevention Committee (Stephen Dyer)

Stephen Dyer had nothing new to report.

d. Radio Communication and Informational Technology Committee (Ryan McDonald)

Ryan McDonald reported that there are some issues with the emails he set up for each commissioner through gmail. One of them is getting blocked. It was discussed and Ryan will reach out again to Atypica to get a quote to have them set up the commissioners with email address and monitor for us. A motion was made to approve having Atypica set up and handle email addresses for the commissioners and treasurer by Janet Reville and seconded by Dan Martin. Approved 5-0-0

e. Staff Relations/Code of Ethics Committee (Tracey Lyons)

Tracey Lyons had nothing to report.

7. Unfinished Business

None

8. New Business

- a. Amsure – Dave Meager with Amsure asked if we would like to have the market tested for our insurance policies. The board did indicate that yes, they would like to. Erin Waite will reach out to Dave to get the process started.
- b. Website Administration – currently Erin Waite and Chief DeCapria are the ones that have access to update the Charlton Volunteer Fire Departments website. Erin Waite was asked if others could have access to update the website. The board discussed it and suggested first we should create a website policy, as we don't currently have one. Once the policy has been created/reviewed/approved we will then revisit this.
- c. The Board went into executive session from 8:15pm-8:45pm.

9. Privilege of the Floor

Adjournment

Motion to adjourn made by Dan Martin and seconded by Ryan McDonald at 8:50pm.