

West Crescent Fire District
Monthly Meeting Minutes
May 8, 2024

The May 8, 2024 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 7:03 PM by Chairman Meehan.

Present were: Commissioner's: Meehan, R. Rokjer, Sullivan, Smith; District Treasurer D. Rokjer, District Secretary Cooper, Chief Ayotte, Assistant Chief Brimhall and President C. Ayotte.

Introduction of any special guests:

- No guests

Approval April Minutes:

There were no changes to the April 10, 2024 regular meeting or the April 18, 2024 workshop. Commissioner Sullivan moved to accept the minutes with no changes, seconded by Commissioner Smith. All in favor, motion carried.

Audit of bills received:

- Grant writer Deanna Fox failed to complete the agreement to obtain the Fire Districts SAMs number and submit two grants. Due to not obtaining the SAMs number in a timely manner, the time to submit the federal grant was expiring and Commissioner Meehan advised Deanna to concentrate on the State grant. Deanna failed to communicate and give updates to the Board of Fire Commissioners and Chairman Meehan completed and submitted the State grant. Ms. Fox was paid half on the \$6,000 up front. Motion made by Commissioner Rokjer and seconded by Commissioner Sullivan, not to pay the remainder. All in favor, motion carried.
- Discussion on bill where a member was charged for two cancellations after calling to advise they were sick and couldn't make the physical. Board agreed on paying one of the charges.
- Received bill from Nichols Marine for boat repairs. The bill will need to be itemized showing damage from rodents, to be forwarded to insurance.

Commissioner Smith moved to accept the bills, seconded by Commissioner Sullivan. All in favor, motion carried.

Treasurer's Report:

Commissioner Sullivan moved to accept the treasurers report, seconded by Commissioner Smith. All in favor, motion carried.

- Commissioner's attending the CAFDA conference spoke with representative from the Bank of Greene County regarding accounts and CD's. Will schedule a representative to attend a future workshop meeting.

Company Report:

President Ayotte reported on the following:

- 8 picnic tables have been placed at the pavilion
- The member's room committee will take care of the cleaning
- Meeting with a vendor on May 17th to get a quote on cleaning the kitchen
- Commissioner Meehan mentioned the importance of getting the 501c3 nonprofit.
- June 17th the Saratoga County Fire Officers will be meeting at the pavilion.

Motion by Commissioner Sullivan to go into executive session to discuss a personnel issue, seconded by Commissioner Smith at 7:26 pm. All in favor, motion carried.

Motion by Commissioner Sullivan to reconvene from executive session, seconded by Commissioner Smith at 7:38 pm. All in favor, motion carried.

Hall Report:

- No report

Building Report – Commissioner's R. Rokjer, Young & Smith

- CKM Electric – fixed the lights in the hall and knows there are still issues in the gear room and station 2, they are following up with the manufacturer
- The district attorney is drafting up letters to CKM and H2m on the outstanding issues.
- The lumens on the exterior lights at station 2 have been turned down from 100 to 60.
- The district has not heard back from Sage Engineering on the design of the HVAC
- Decision was made to go with the new style room identification signs
- The lawn mower needs to be repaired as parts broke off while mowing. Mower will be sent to All-Seasons for an estimate
- Commissioner Meehan made a motion to purchase a small push mower to mow the rough areas at the training center, seconded by Commissioner Sullivan. All in favor, motion carried.
- Contact Center for Security to reinstall camera in the rear of the station and give a suggestion for the double doors exiting the members room.

Truck Repair Committee – Commissioner's Smith, Sullivan & Young

- Dave's Emergency Equipment is forwarding all work to VRS at this time
- VRS will be conducting repairs to the ground ladders that were recommended from the ladder test reports
- Hose test was completed and one length of 5" hose was damaged – may be rubbing on light in the hose bed.

Long Term Planning Committee – Entire Board, Chair Commissioner Meehan

- No report

Insurance Committee – Commissioner’s Sullivan & Young

- VRS met with adjuster and they agree on damage, should be receiving check from the insurance company
- Waiting on letter from Rae Davis and Globe to forward to insurance company for damaged turn out gear
- Spoke with a few insurance agents at the CAFDA conference. Our current policy is through March 2025.
- Still waiting to hear back on increases to policy with changing values on the apparatus. Commissioner Sullivan to follow up.

Future Equipment Purchases – Commissioner’s Meehan & R. Rokjer

- Commissioner Meehan completed and submitted the state grant.
- Argo trailer was purchased and will be pick up next week
- The old Argo trailer will be kept and used as a utility trailer after some minor work

Chief’s Report:

- 21 calls for April
- Connor Lundquist is signed up for the Blended Learning FF1 class
- Traffic cones have arrived
- Would like to have the computer equipment / rack moved out of Chief’s office as it throws off a lot of heat. Will follow up with IT to see if unit can be relocated or short-term option is to relocate the Chief’s office.
- Request the use of all apparatus and members for the following events:
 - July 4th – Clifton Park Parade
 - May 25th – Memorial Service at Saratoga National Cemetery
 - May 30th – Saratoga County Fire Coordinator Tremblay’s walkout

Commissioner Sullivan moved to accept the Chief’s report, seconded by Commissioner Smith. All in favor, motion carried.

New Business:

- Commissioner Meehan made a motion to update the payment services agreement for LOSAP where Firefly shall manage the system and Comerica Bank will be responsible for the processing of the benefits. Motion seconded by Commissioner Sullivan, all in favor, motion carried.
- Four sets of policies issued for review
 - Model Code of Ethics for Fire Districts
 - Procurement and Purchasing Policy
 - SAP 1 – Emergency Responder Criteria
 - SAP 2 – Fire Department Organization

Old Business:

- Ps Trax – Attorney Serio is still communicating with them regarding the contract. Commissioner Rokjer made a motion not to pay PS Trax, seconded by Commissioner Sullivan. All in favor, motion carried.

- Solar contract – After review of information forwarded, there is only a savings of approximately \$300 a year. Commissioner Meehan made a motion not to resign the contract at this time, seconded by Commissioner Sullivan. All in favor, motion carried.
- Audio Visual – Waiting to get information from a few companies. The equipment we currently have is outdated.
- Red Alert Inventory – Commissioner Rokjer made a motion to hire Shaun Leonardo at \$20.00 per hour to input inventory in the red alert program, seconded by Commissioner Sullivan. All in favor, motion carried.
- Defibrillator has been installed at station 2
- Phone has been installed in members room and removed from Assistant Chief's office. There are no more licenses available from 8x8 at this time. Brief discussion on First Light phone systems that some area departments are going to, where you lease the equipment.
- Exercise and Gym equipment can be purchased off state contract

Motion was made by Commissioner Smith with a second from Commissioner Rokjer to adjourn the meeting at 8:57 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.
Secretary to the Board of Fire Commissioners