

West Crescent Fire District  
Monthly Meeting Minutes  
October 9, 2024

The October 9, 2024 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 7:00 PM by Commissioner Young.

Present were: Commissioner's: Young, Rokjer, Sullivan, Smith; District Treasurer D. Rokjer, District Secretary Cooper, Chief Ayotte, Asst. Chief Brimhall, President C. Ayotte.

**Introduction of guests:**

Company Secretary Evan Dubec

**Approval September Minutes:**

There were no changes to the September 11, 2024 regular meeting or the September 26, 2024 workshop. Commissioner Smith moved to accept the minutes with no changes, seconded by Commissioner Rokjer. All in favor, motion carried.

**Audit of bills received:**

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

**Treasurer's Report:**

District Treasurer Rokjer advised to watch the spending as just paid out a large sum for bond and final SCBA payment.

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

**Company Report:**

- Discussion on status of relocating the company office to a larger space. No action at this time, will follow up
- Exercise equipment is still included in the 2025 budget
- Cynthia Zobel was approved as a Social member at the October 7<sup>th</sup> company meeting
- Discussion on Social members being able to operate the Mack. Commissioner Sullivan will follow up with our insurance agent

**Hall Report:**

- The kitchen has been cleaned and the company will start renting out the hall.
- Hall committee will be updating the contract and prices prior to hall rentals starting
- All the dishes have been washed, just need to clean the freezer

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

- CKM Electric has been advised of the light issue in station 2 where half the lights stay on. Following up with a Tier II technician
  - Bids were received and opened on Monday, October 7<sup>th</sup> for the HVAC system in the gear and decon rooms.
    - Stants Combustion \$109,500
    - T. McElligott, Inc. \$115,700
    - Family Danz \$120,000
- Motion by Commissioner Rokjer to not accept the bids, seconded by Commissioner Sullivan. All in favor, motion carried.
- Discussion on removing items that Sage Engineering listed in the bid package to drop the price to around \$60,000. Will obtain more information and follow up at the next meeting.

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

- Q-Siren on 693 has been repaired
- Primer on 691 is bad – Dave's Emergency Equipment making repairs
- Car 699 – just serviced for an oil change, tire rotation and new brakes
- M-692 needs new tires. Commissioner Sullivan made a motion approving new tires be purchased, seconded by Commissioner Rokjer. All in favor, motion carried.
- New vehicle still at VRS

### **Long Term Planning Committee – Entire Board, Chair Commissioner Meehan**

- No Report

### **Insurance Committee – Commissioner's Sullivan & Young**

- No Report

### **Future Equipment Purchases – Commissioner's Meehan & R. Rokjer**

- No Report

### **Chief's Report:**

- 20 calls for the month of September
- Physicals scheduled for Monday, October 14<sup>th</sup>
- VFFD Station #3 open house and wet down for ER631 on Saturday, October 19<sup>th</sup> – Requesting the use of 693 and all members
- Shenendehowa Schools Fire Prevention detail was held this week and had four members participate. Request apparatus for October 24<sup>th</sup> to bring poster winners to school
- Trunk or Treat at the Halfmoon Town Park on Saturday, October 26<sup>th</sup>, requesting the use of apparatus and members
- Toys for Tots Convoy will be Sunday, November 17<sup>th</sup> requesting all apparatus and members for Convoy and starting weekends October 26<sup>th</sup> until the Convoy, apparatus and members to collect toys at Plaza 8
- Santa around Town on Saturday, December 14<sup>th</sup> followed by company party in the evening
- Approved for the 70 series identifier



Purchases:

- 2 rims for the Argo as there are a few with a bad seat
- (3) multi position trailer receivers for the Chief's cars (Approx. \$500)
- Visual alert system to connect the Unication pager in Station 2. (Approx. \$500)
- 35 lb. Extractor to replace the older extractor – Garrison has lowest quote at this time but need to verify a few things.

Commissioner Sullivan moved to accept the Chief's report with purchases except the extractor, seconded by Commissioner Smith. All in favor, motion carried.

**New Business:**

- Discussion on access to the Chief's, Assistant Chief's and Line Officers offices. Commissioner Rokjer made a motion that the Chief and Assistant Chief's have access to the three offices, seconded by Commissioner Smith. All in favor, motion carried.
- Commissioner Rokjer made a motion to endorse John Meehan as 1<sup>st</sup> Vice President of the Capital Area Fire Districts Association, seconded by Commissioner Sullivan. All in favor, motion carried.
- Commissioner Rokjer made a motion to endorse Skip Smith as a Director of the Capital Area Fire Districts Association, seconded by Commissioner Sullivan. All in favor, motion carried.

**Old Business:**

- Commissioner Smith made a motion to purchase a wireless mouse and extender along with tying into existing camera system for \$325.00 from Center for Security, seconded by Commissioner Sullivan. All in favor, motion carried.
- Discussion on the installation of camera's at Station 2 and additional cameras in Station 1. Motion by Commissioner Rokjer to follow up on the purchase at the next scheduled workshop meeting, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Rokjer to go into executive session at 8:05 PM to discuss a personnel matter, seconded by Commissioner Smith. All in favor, motion carried.

Motion by Commissioner Smith to reconvene from executive session at 8:20 PM, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Sullivan to have Park Strategies investigate violations of accessing fire district records and files, seconded by Commissioner Smith. Commissioners Young, Sullivan and Smith voted in favor, Commissioner Rokjer abstained. Motion carried.

Motion was made by Commissioner Sullivan with a second from Commissioner Young to adjourn the meeting at 8:21 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.  
Secretary to the Board of Fire Commissioners