

West Crescent Fire District  
Monthly Meeting Minutes  
June 12, 2024

The June 12, 2024 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 6:32 PM by Chairman Meehan.

Present were: Commissioner's: Meehan, Young, Sullivan, Smith; District Treasurer D. Rokjer, District Secretary Cooper, Chief Ayotte, President C. Ayotte and Building Superintendent Berlin.

**Introduction of any special guests:**

Bast Hatfield: Jim Hendrickson and Eric Kellerman

H2M: Dennis Ross and Katrina Pacheco

The special guests attended the meeting this evening to go over outstanding building issues and payments.

Open SWPPP (Storm Water Pollution Prevention Plan) permit issued by NYS DEC. Dennis advises that Shawn Peters from H2M sent the updated plans and NOT termination letter to Paul Marlow at the Town of Halfmoon, earlier this year. Follow up email will be sent to the Town of Halfmoon with all parties included.

Jim Hendrickson discussed the outstanding balance of \$12,063 associated with Pay App #14. Discussion as to the meeting with the Building Committee and Bast Hatfield on January 3, 2024 where the Fire District was advised there was a \$20,000 allowance left over. Jim advised that the architect, H2M failed to submit the paperwork for the allowance deductions.

Change Order #1: Water line service – going from (2) – 2" lines to (1) - 6" line to meet fire flow for sprinkler at a cost of \$10,882. Dennis Ross advised the Fire District paid for the standard of care with the building plans and that the Town of Halfmoon missed this on plan review and the permit should not have been issued.

Change Order #8: Truss extension for pavilion \$2,878. Jim Hendrickson advises the trusses were built per the shop and design drawings. Both plans showed the wrong dimensions.

Change Order #10: 12" RCP from DI #3 got eliminated after the Fire District purchased it for \$3,436. Dennis will research this and Bast Hatfield will remove the pipe from the property after it's researched.

Change Order #11: 6" water main to Station #2 for \$8,540. The district was advised that the plans changed, with the water line coming off of Crescent Road. The water line occurred in stages and the Town of Halfmoon Water Department changed directions a few times.

Change Order #13: Septic Tank Credit for \$1,000. Steve Myers questioned this in an email and it was supposed to be taken out of the bid. \$1,000 credit is not enough.

Change Order #14: 6" Meter Pit for \$2,386. There was no back-flow device installed and the draft tank was capped off. There is an email from Bast Hatfield to H2M advising this was a design issue.

Proposal for rear entryway \$6,387. This was discussed at a previous meeting with Katrina Pacheco and Andrew Jackson in attendance. Very poor drainage and not a great finished project.

Issues with CKM Electrical are still outstanding: pull box was installed in wrong location and issue with the motion lights. CKM was coming back when the weather got nice and we have not seen them and they are not corresponding.

The Fire District is having conversations now with Sage in regards to issues with the heating system in the gear and decon rooms.

Dennis and Katrina will be meeting with their leaders for cost reimbursement and will have an update for our next monthly meeting on July 10, 2024.

#### **Approval May Minutes:**

There were no changes to the May 8, 2024 regular meeting or the May 30, 2024 workshop. Commissioner Young moved to accept the minutes with no changes, seconded by Commissioner Sullivan. All in favor, motion carried.

#### **Audit of bills received:**

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

#### **Treasurer's Report:**

Treasurer Rokjer advises the district was reimbursed by Key Bank for the altered check. New checks will be arriving next week.

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

#### **Company Report:**

President Ayotte reported on the following:

- Teenager's have been observed sitting in the pavilion area. District will look in to installing signs and camera's
- The bathroom doors at Station #2 do not secure – closure needs more pressure
- In the process of itemizing the banquet bill and will turn into the District

- Inquired the status of new office for the company – The district is still evaluating office space at this time as the computer system is being removed from the Chief's office.
- Purchasing of locking file cabinets for company office – Company expense
- The company that was scheduled to clean the kitchen cancelled and has not called to reschedule
- Company is hosting the Saratoga County Fire Officer's Association meeting on June 17<sup>th</sup>
- Mail bin to be reinstalled on office door

#### **Hall Report:**

- Kenworth will be using the hall on July 17th

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

- Building Superintendent Berlin met with Sage and the project will be starting
- Issue with toilets at Station #2 – follow up on warranty items
- Commissioner Meehan made a motion to abandon the sensors in Station #2 and install regular light switches, seconded by Commissioner Sullivan. All in favor, motion carried.
- Commissioner Smith made a motion to purchase ADA Office Signs from AJ Signs in the amount of \$476.56, seconded by Commissioner Sullivan. All in favor, motion carried.
- Commissioner Young made a motion to have Anthony Sfeir relocate the computer and camera system from the Chief's office to the mechanical room at a cost of \$1,400, seconded by Commissioner Sullivan. All in favor, motion carried.

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

- Car 699 – 2018 Chevrolet Tahoe at Mohawk Chevrolet for a water leak, replacing roof antenna.

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

- No Report

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

- Due to receive a check for damaged turnout gear
- Commissioner Sullivan to inquire if the District is covered for fraud
- Still waiting for insurance check for 691 damages

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

- No information on the grant

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

- 20 calls for May
- Alarm and drill stats are posted on board monthly. Quarterly letters only being sent to those members lacking attendance

- 2 Chief's and 2 Safety Officers will be attending the Chief's show in Syracuse. Day passes are available in the radio room
- Discussion on annual physicals being conducted in October of every calendar year. All members need to have a physical at least annually
- Chief's met with Vischer Ferry Fire Department Chief's in regards to the closure of the Riverview Road Bridge until further notice. Vischer Ferry will be responding to all calls in the area of Riverview and Boyack Roads.
- Chief Ayotte had a discussion with the Town of Halfmoon regarding the notification of the bridge closure

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

**New Business:**

- 2024 Association of Fire Districts of the State of New York will be holding their conference October 20-23, 2024 at Turning Stone Resort & Casino
- Discussions with other department's on training stipend policies

**Old Business:**

- Information received on grant for Town boat launch. Commissioner Meehan to meet with Supervisor Tollisen
- Welder will be on site the week of June 17<sup>th</sup> to repair the pump test pit

Motion was made by Commissioner Sullivan with a second from Commissioner Smith to adjourn the meeting at 8:47 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.  
Secretary to the Board of Fire Commissioners