

West Crescent Fire District

Monthly / Budget Workshop Meeting Minutes

August 22, 2024

The August 22, 2024 Workshop Meeting of the West Crescent Board of Fire Commissioners was called to order at 6:33 PM by Chairman Meehan.

Commissioners Meehan, Young, Rokjer, Sullivan and Smith were present.

Secretary Cooper, Treasurer Rokjer, Chief Ayotte, Assistant Chief Brimhall, President Ayotte, Building Superintendent Berlin and Craig Relyea were present.

Audit of Bills:

- Discussion on Halfmoon Cleaners bill, determined to be white Class B uniform shirts.
- Commissioner Sullivan moved to accept the bills, seconded by Commissioner Smith. All in favor, motion carried.

Building:

- Sage Engineering provided estimates for the HVAC work in the gear and decon rooms. \$11,000 for the equipment, then labor, ductwork, piping, insulation, controls and mechanical cost is around \$25,000. Unable to provide electrical estimate at this time but states the work is pretty minimal. Discussion was held and this will need to go out for a permissive referendum. Superintendent Berlin will be working on total cost to get the project out for bid and follow up at the next board meeting.
- Brownell Electric will be starting the lighting project at Station 2 in September.

Budget:

- Review and discussion regarding the draft 2025 budget:
 - Discussion on various increases to the following: Building Repair and Maintenance, Communication Equipment and Repair, Dues, EMS, Equipment Repair and Maintenance, Equipment Special, Equipment Purchase, Insurance, OSHA, Professional Fees, Telephones, Training and Uniforms
 - Discussion on reduction to the following: Pay Roll Expense
 - The proposed increases will put the Fire District over the 2% tax cap and Statutory Spending Limitation
 - The Board and Chiefs will look over the proposed changes and work on making cuts from the categories and report at the next board meeting.

Other Business:

- Received quote from Absolute Pest Control for Station 2. The annual contract will increase by \$200 annually. The board would like to obtain other quotes before deciding.
- Chairman Meehan turned the meeting over to Commissioner Rokjer. Commissioner Rokjer made a motion to extend the contract for Meehan Enterprises for the 2024-2025 snow plowing season for the same terms as 2023-2024 season. Motion was seconded by Commissioner Sullivan. Board members in favor, Young, Rokjer, Sullivan and Smith. Meehan abstained, motion carried.
- Meeting turned back over to Chairman Meehan.
- Commissioner Young made a motion to have Leo's Overhead Doors inspect and service the overhead doors at Station 1 for a cost of \$585.00, seconded by Commissioner Sullivan. All in favor, motion carried.
- Brief discussion on installation of security camera's at Station 2 and in the gear room along with an extender for the monitor. Tabled until next year.
- Discussion on dedication of Station 2, no decision at this time.

Commissioner Meehan moved to adjourn at 8:28 PM, motion seconded by Commissioner Sullivan. Motion carried unanimously.

Respectfully submitted,

John Cooper Jr.

Secretary to the Board of Fire Commissioners