

West Crescent Fire District
Workshop Meeting Minutes
January 23, 2025

The January 23rd 2025, workshop meeting of the West Crescent Board of Fire Commissioners was called to order at 6:32 PM by Chairman Meehan.

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

Secretary Cooper, Chief Champagne and Assistant Chiefs Ayotte & Brimhall.

Guests:

- Adam Horowitz and Mary Pat Raban (Arrow Bank)
- Ralph Lemme, Zachary Rockmore & Carrie Dady (UBS)
- Craig Relyea (Firefly)

Presentations:

- Arrow Bank representatives made a presentation to the board on Investment Management accounts and answered questions
- UBS representatives made a presentation to the board on Investment Management accounts and answered questions.
- The board will review all of the portfolios and follow up at the next meeting.

Audit of Bills:

- Discussion on Dival invoice for the gear extractor. The invoice will be held until the extractor is installed.
- Commissioner Hamilton moved to accept the bills, seconded by Commissioner Rokjer. All in favor, motion carried.

Other Business:

- Brief discussion on the D'Amato engagement agreement. The board agreed that the Chairman will sign the yearly engagement agreement letter.
- CAFDA Training – Secretary to complete registrations and lodging accommodations when the rooms open up.
- Commissioner Training – Rokjer, Sullivan, Smith and Hamilton registered.
- Treasurer Training – Smith, Sullivan and Hamilton to attend. The board is strongly recommending that the District Treasurer attends. Registrations will be completed next week.

- Motion by Commissioner Meehan to purchase a watch for Past Commissioner Young with serving 2 terms as a Commissioner, seconded by Commissioner Hamilton. All in favor, motion carried.
- Received insurance check to reimburse Firefighter Gedney for lost glasses.
- Review of SAP 1 (Emergency Responder Criteria)
 - Glossary to be added
 - SAP's shall be consistent with Company By-Laws
 - Department changed to District
 - Chief's Office - will be all 3 Chief's
 - SAP 1 – Will follow Best Practices
 - All SAP's will use the same format – Google Docs so they can be reviewed by committee
- Review of SAP 2 (Fire District Organization)
 - Organizational Statement – remove certified emergency responders and within the established ISO requirements
 - Chief's Office to work on membership categories
- Discussed letter received from NYS Department of Labor and paperwork that needs to be completed. District Secretary and Chief's Office to work on this.

Motion was made by Commissioner Sullivan with a second from Commissioner Hamilton to adjourn the meeting at 9:04 PM. All in favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr., Secretary

Board of Fire Commissioners