

West Crescent Fire District
Monthly Meeting Minutes
November 13, 2024

The November 13, 2024 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 7:00 PM by Chairman Meehan.

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

Introduction of guests:

Tom Hamilton and Craig Relyea

Approval October Minutes:

There were no changes to the October 9, 2024 regular meeting, October 24, 2024 workshop or the November 4, 2024 emergency budget meeting. 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:

District Treasurer advised that the percentages for Township's were off and will be contacting the county for the correct percentages next year.

Chairman Meehan advised that the budget will be completed using a spreadsheet for the 2026 budget.

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

Company Report:

- All offices for 2025 are unopposed
- Chief – Joe Champagne, Deputy Chief Dennis Ayotte, Asst. Chief Shawn Brimhall, Captains John Meehan and Tom Lundquist
- President – Camille Ayotte, Vice President Evan Dubec, Secretary Ashley Wilkinson, Treasurer Dixon Armitstead, Board of Director (5 Years) Tom Czurlanis, (2 Years) Jim Gedney.
- Commissioners to serve on new member investigating committee - Sullivan and Rokjer

Hall Report:

- Commissioner to serve on hall committee and review rental policy - Smith

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

- Storm water permit is closed out with DEC and Town of Halfmoon
- CKM corrected light issue in Station 2 and payment has been mailed out
- Chairman Meehan will follow up with H2M final closeout
- HVAC bids published, bid opening Monday, December 2, 2024 at 6:30pm

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

- Water Rescue vehicle should be back on November 14th from service and striping

Long Term Planning Committee – Entire Board, Chair Commissioner Meehan

- The district did not receive the grant for the fire training structure. On hold at this time and the committee will be meeting
- Committee will be reaching out to Senator Tedisco's office for grant information

Insurance Committee – Commissioner's Sullivan & Young

- Discussion on insurance agents for the 2025 calendar year and Commissioner Rokjer made a motion to stay with Amsure and have them shop insurance companies, seconded by Commissioner Sullivan. All in favor, motion carried.

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

- No report

Chief's Report:

- 4 calls for month
- Toys for Tots parade this Sunday 11/17/24 – 9:30am at Firehouse
- 691 scheduled for body work any day
- Discussion on enclosed gear storage room on mezzanine. Building committee to meet with Paul Berlin and follow up next month.
- Obtaining quotes for portable radios with vehicle chargers
- Discussion on AFG Grant – open to middle of December
- Discussion on Dewalt Battery system combi-tool for 691
- Discussion on access to Red NMX system
- Purchase 12 portable radio batteries
- Phat class is cancelled as the trainer, Jackie Roberts resigned. Canvas the membership at the company meeting to see what the interest is.

Commissioner Smith moved to accept the Chief's report with the purchase of portable radio batteries, seconded by Commissioner Sullivan. All in favor, motion carried.

New Business:

- Discussion on appointing a Vice Chairman for the board, follow up at organizational meeting.

- Commissioner Sullivan made a motion to sign annual contract agreement with Tri-County Refrigeration for \$1490.00, seconded by Commissioner Rokjer. All in favor, motion carried.
- Craig Relyea from FireFly reviewed the Length of Service Award Program. There was a discussion on raising the 30 year accrued service award to 50 years of service credit. The board will review and adapt at the January meeting.

Old Business:

- Security camera's to be purchased in 2025
- Chairman Meehan presented the following breakdown for the Procurement and Purchasing policy.
 - Purchase Contracts
 - Under \$100, no specific procedure
 - \$100 to \$2,500, 1 to 3 verbal quotes
 - \$2,501 to \$19,999.99, 3 written quotes
 - Public Works Contract Below \$35,000
 - Under \$4,000, 2 verbal quotes
 - \$4,001 to \$34,999, 3 written quotes

Motion by Commissioner Sullivan to approve the changes to the Procurement and Purchasing policy, seconded by Commissioner Young. All in favor, motion carried.

- Follow up on SAP 1 & SAP 2 at the December meeting.
- Received a Thank You card from Vischer Ferry Fire Department for attending their open house and wet down.

Motion by Commissioner Smith to go into executive session at 8:53 PM to discuss an open investigation, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Sullivan to reconvene from executive session at 9:38 PM, seconded by Commissioner Young. All in favor, motion carried.

Chairman Meehan would like to thank Commissioner Young for his 10 years of service as a Fire Commissioner and will not be seeking re-election.

Motion was made by Commissioner Young with a second from Commissioner Sullivan to adjourn the meeting at 9:39 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.
Secretary to the Board of Fire Commissioners

