

West Crescent Fire District
Monthly Meeting Minutes
January 8, 2025

The January 8, 2025 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 7:47 PM by Chairman Meehan.

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

Introduction of guests:

Craig Relyea

Approval December Minutes:

There were no changes to the December 11, 2024 regular meeting. Commissioner Hamilton moved to accept the minutes with no changes, seconded by Commissioner Smith. All in favor, motion carried.

Audit of bills received:

- Discussion on Warren Tire charge for TPMS

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

Treasurer's Report:

- Discussion on open purchase orders, need to get 2024 closed out and coordination between secretary and treasurer on getting all purchase orders closed out by computer. Tracking to be conducted by purchase order number and not by vendor.
- Discussion on the use of Quick Books and utilizing electronic checks. Commissioner Smith and Sullivan would like to move forward with everything being electronic. Commissioner Hamilton will look into what equipment and programs will be needed to move forward with moving to electronic accounting.

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

Company Report: President Ayotte

- Discussion on additional company office space – still looking into
- President Ayotte will follow up with company regarding exercise equipment
- The banquet will be held on March 1, 2025, it will be the 90th anniversary

Hall Report: Company President & Commissioner Smith

- Hall committee has to meet to finalize rental contract

Building Report – Commissioner's R. Rokjer & Meehan

- HVAC system is installed, electrical is due for startup next week
- Discussion on sprinkler deficiencies – nameplate and internal inspection. Both to be conducted during annual inspection.
- Front pad is sinking and in need of repair. Will look at starting this project in the spring.

Truck Repair Committee – Commissioner's Smith & Hamilton

- Body repairs on 691 have been completed

Long Term Planning Committee – Entire Board, Chair Commissioner Meehan

- Assistant Chief Brimhall obtained information on modular training building and forwarding information to the board.

Insurance Committee – Commissioner's Sullivan & Smith

- Received notification from Utica Mutual insurance company of 20% increase.
- Dave Meager will be present at the February 12th meeting
- Firefighter Gedney lost glasses at Dunsbach Road fire, insurance company notified.

Future Equipment Purchases – Commissioner's Hamilton & Sullivan

- No report

Chief's Report: Chief Ayotte (Report attached)

- 28 calls for December
- Discussed structure fire at 132 Dunsbach Road. Everything went well with the incident. 1 member lost a pair of eye glasses and 1 member from CPFDD injured back. Commissioner Rokjer commended everyone for a nice job.
- SCBA testing was performed – no issues
- Past Chief Steve Bonesteel resigned from active status
- Inquired on the hiring of a full-time station keeper to perform daily tasks
- 697 is scheduled for repairs this week and followed up with Stripes for numbering
- Purchase LED Survivor lights to replace broken lights at a cost not to exceed \$1,000
- Inquired on the purchase of the 3 new portable radios. Commissioner Rokjer inquired why the radios are needed, Chief's advised there have been issues recently and the portables are getting old and limited parts available. Commissioner Meehan advised to obtain quotes for the 2025 budgeted portables, and he will follow up with other boards.
- Inquired on available money to purchase items that were denied in 2024
- Discussion on Leather Helmet policy – Chief's to revisit
- Looking for updated category description for expenses used by the treasurer

- M-692 is in service with all ice and water rescue equipment. More work to be conducted with final setup
- Inquired as to the plan for wiring on M-696, Commissioner Meehan to follow up with boat repair company on building an underbody.
- Assistant Chief Brimhall looking into heat for the new 692
- We will be hosting an Ice Rescue class in January

Commissioner Sullivan moved to accept the Chief's report with the purchase of LED Survivor lights not to exceed \$1000.00, seconded by Commissioner Hamilton. All in favor, motion carried.

New Business:

- Craig Relyea discussed the LOSAP asset reconciliation report to the board. Dave Rogers from RBC is stepping down and Nikki Haskins will be taking over his roll with an addition of 2 new financial planners. After a discussion, the board would like to interview additional financial planners. District secretary to set up meetings with RBC, Glens Falls and UBS.
- Commissioner Hamilton made a motion to approve the updated LOSAP – Length of Service Award Program plan document, seconded by Commissioner Sullivan. All in favor, motion carried.
- Commissioner Sullivan made a motion to approve Resolution #1 to change the updated LOSAP plan document, Section 5.1 Accrual of Benefits from 30 Years of Service Credit to 50 Years of Service Credit, seconded by Commissioner Smith with a public vote being held in December during the annual Commissioner election.
 - Roll call vote
 - Meehan Aye
 - Sullivan Aye
 - Smith Aye
 - Hamilton Aye
 - Rokjer Aye
- Service Award Report forwarded to the Board of Fire Commissioners and posted on the bulletin board for member review for 30 days.
- Recruitment & Retention points are posted, deadline to submit paperwork is March 31, 2025.
- Commissioner Sullivan made a motion to approve the Policy for Public Access to Records, seconded by Commissioner Rokjer. All in favor, motion carried.
- Commissioner Hamilton made a motion to approve Resolution #2 Designating the Fire District Secretary and Chairman of the Board of Fire Commissioners as Records Access Officers, seconded by Commissioner Smith.
 - Roll call vote
 - Meehan Aye
 - Sullivan Aye
 - Smith Aye
 - Hamilton Aye
 - Rokjer Aye

- Discussion on uniform cleaning, decided that members can use either Halfmoon Cleaners or Clifton Cleaners
- Commissioner Smith made a motion to send Commissioners, District Officials and Officer's to the CAFDA Conference being held April 10-12, 2025 at Fort William Henry, seconded by Commissioner Hamilton. All in favor, motion carried. Secretary to complete registration and lodging paperwork after obtaining a list of attendees.
- Commissioner Sullivan made a motion for all Commissioners to attend the annual Commissioner training class being held on March 1, 2025 at Clifton Park Fire, seconded by Commissioner Rokjer. All in favor, motion carried. Secretary to complete registrations after obtaining a list of attendees.
- Commissioner Smith made a motion for Commissioners and Treasurers to attend the Financial Training for Fire District Officials being held at Fulton-Montgomery Community College, March 13-14, 2025, seconded by Commissioner Sullivan. All in favor, motion carried. Secretary to complete registration and lodging paperwork after obtaining a list of attendees.

Old Business:

- Discussion on H2M final payment. Park Strategies was to send a letter and we have not heard anything back.
- SAM # - Our number has been expired since 2017, the individuals we have been speaking with are 3rd party vendors. Work in progress.
- SAP-1 and SAP-2 will be discussed at the workshop meeting on January 23, 2025.

Motion was made by Commissioner Meehan with a second from Commissioner Hamilton to adjourn the meeting at 9:40 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.
Secretary to the Board of Fire Commissioners