

West Crescent Fire District
Monthly Meeting Minutes
January 10, 2024

The January 10, 2024 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 7:22 PM by Chairman Meehan.

Present were: Commissioner's: Meehan, R. Rokjer, Sullivan, Smith; District Treasurer D. Rokjer, District Secretary Cooper, Chief Ayotte, Assistant Chief Brimhall and Past Commissioner Berlin.

Introduction of any special guests:

Greg Serio – Legal Advisor

- Discussion on termination of contract with Station Automation (PS Trax). Commissioner Rokjer made a motion to have attorney, Greg Serio send a letter to Station Automation to try and come to a resolution to end the contract with a cap at 4 hours (\$1200), seconded by Commissioner Sullivan. All in favor, motion carried.
- Past Commissioner Berlin discussed outstanding issues with the building project and change orders with extra costs incurred to the fire district. A meeting is scheduled for Monday, January 15, 2023 at 5:00 PM with Legal advisors Greg Serio and Jay Bove with Commissioner Rokjer, Past Commissioner Berlin and Secretary Cooper to create the following lists (Deviations, Change Orders and Punch List items).

Approval November Minutes:

There were no changes to the December 13, 2023 regular meeting. Commissioner Sullivan moved to accept the minutes with no changes, seconded by Commissioner Rokjer. All in favor, motion carried.

Audit of bills received:

Commissioner Rokjer has a concern with the cost and attendance at bootcamp. Commissioner Meehan advised that the board would evaluate for two months. Commissioner Sullivan moved to accept the bills, seconded by Commissioner Smith. All in favor, motion carried.

Treasurer's Report:

District Treasurer Rokjer advised the auditor will be at the firehouse on February 2, 2024. Commissioner Sullivan moved to accept the treasurers report, seconded by Commissioner Smith. All in favor, motion carried.

Company Report –

No report

Hall Report –

No report

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

- Assistant Chief Brimhall inquired on the status of the large screen television for the training room. Commissioner Sullivan made a motion to purchase an 85” television and accessories at a cost not to exceed \$3,500.00, seconded by Commissioner Smith. All in favor, motion carried. Commissioner Sullivan and Assistant Chief Brimhall will purchase.
- Commissioner Rokjer will be obtaining bids for the following routine repairs (ceiling in foyer, sheetrock in rear storage area, hallway floors and remove carpet in conference room).
- Paul Berlin will be assisting on the building committee as a consultant

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

- Assistant Chief Brimhall following up on a recall with the Dodge Ram Pickup

Long Term Planning Committee – Entire Board, Chair Commissioner Meehan

- No report

Insurance Committee – Commissioner’s Sullivan & Young

- Treadmill that was recently repaired due to power surge is not working. Secretary to follow up with treadmill representative.
- Membership list will be forwarded to insurance company within two weeks.
- Following up to see if Utica National will conduct a defensive driving course.

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

- Discussion on the Fire Training Structure with upcoming grant. Vischer Ferry and Clifton Park Fire Departments are on board at this time. Commissioner Meehan will be meeting with neighboring districts next week. The attorney advises there will be no issues as long as there is proper insurance and MOU’s.
- Assistant Chief Brimhall reported he is working on the Decon dishwasher grant.

Chief’s Report:

- 23 Calls for December, 250 calls for 2023
- Next weeks drill will be conducting administration paperwork and personal issued equipment inventory.
- SCBA’s have been serviced and had some minor repairs and warranty issues.
- We will be covering calls for Vischer Ferry on 1/27/24 starting at 5pm till 6am on 1/28/24 along with Jonesville Fire for their banquet.
- 2 new applications this month going forward with the process.
- In the process of sending registered letters to members who have not been around in the past year and have outdated physicals.
- Secretary will be obtaining estimates to get the gear extractors serviced.
- Requirement and Retention list to be posted in February by secretary.
- Updating Hoffman car washes to include undercarriage wash.

- Received quote back from Garrison on turnout gear (Kanaly) that was damaged. Quote is for repairs to coat only, will follow up on the status of the pants.
- Truck report attached

Purchases:

- Lenovo ThinkPad 16" screen with Windows Pro and Office Pro not to exceed \$1500
- Splash top program to use laptop remotely - \$60 per year
- (3) - pi-lit Smart Sequential Road Flares - Approx. \$2400
- Guardian Angel micro light and Guardian Angel elite light for traffic safety Approx. \$200
- 2 cases - Road flares
- (2) collapsible plastic organizers for ropes – Approx. \$60
- (2) Anchor ropes – Approx. \$46
- (3) pack red flares – Approx. \$117
- (1) orange flare – Approx. \$44
- (3) Rearming kits for PFD's – Approx. \$285
- Heavy duty boat soap \$33.99

Commissioner Rokjer moved to accept the Chief's report and purchases, seconded by Commissioner Smith. All in favor, motion carried.

New Business:

- Chief's Office discussed a policy change for Line Officer qualifications. Must meet the qualification requirements to be an officer. Looking to temporarily suspend the requirements of Motor Pump Operator for one (1) year. The interested officers should show interest and effort to be trained on the apparatus and will be reviewed by the Chief's office on their progress. Commissioner Rokjer made a motion to accept the policy change as presented, seconded by Commissioner Smith. All in favor, motion carried.
- Commissioner Sullivan made a motion to purchase twenty-five (25) credit card style keys fobs for \$12.50 each, seconded by Commissioner Rokjer. All in favor, motion carried.
- Discussion on rescinding the candidate petition resolution for Commissioner Elections and permitting a candidate to submit a letter of intent to the District Secretary. Motion by Commissioner Rokjer and seconded by Commissioner Smith to adopt Resolution #24-01 – Rescission of Candidate Petition.
 - Roll call vote
 - Commissioner Meehan – Yes
 - Commissioner Sullivan – Yes
 - Commissioner Smith – Yes
 - Commissioner Rokjer – Yes

All in favor, motion carried.

- For informational purposes Assistant Chief Brimhall advised the board that a local business will be renting out the hall for training and President Ayotte has been advised.
- Chief Ayotte presented an updated Cancer Prevention Policy to the board. Motion by Commissioner Smith to approve the updated policy, seconded by Commissioner Sullivan. All in favor, motion carried.
- CAFDA is presenting Treasurer Training at Halfmoon Fire on February 29th and March 1, 2024. Commissioner Rokjer and Secretary Cooper will be attending.

Old Business:

- Commissioner Meehan advised that Jim Gedney will be helping out cleaning the station until a station keeper is hired at \$20.00 per hour. There is a person interested in a part time position and Commissioner Rokjer will set up an interview.

Motion was made by Commissioner Sullivan with a second from Commissioner Smith to adjourn the meeting at 9:17 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.
Secretary to the Board of Fire Commissioners