

West Crescent Fire District

Annual Meeting Minutes

January 10, 2024

The January 2024 Organizational Meeting of the West Crescent Fire District was called to order by Secretary Cooper at 7:05 PM on January 10, 2024.

Present were: Commissioners Meehan, Rokjer, Sullivan, Smith; Treasurer Rokjer, Secretary Cooper, Chief Ayotte, Assistant Chief Brimhall & Attorney Serio.

Newly elected Commissioners Sullivan and Smith were sworn in to office by Secretary Cooper.

Secretary Cooper asked for nominations for 2024 Chairman. Commissioner Rokjer nominated Commissioner Meehan with a second by Commissioner Sullivan. All in favor, motion carried.

A copy of the Notice of Annual Meeting that was sent to the Saratogian Newspaper was presented to the Commissioners.

Motion by Commissioner Rokjer to appoint John Cooper as Fire District Secretary at a rate of \$19.76 per hour, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Smith to appoint Donna Rokjer as Fire District Secretary at a rate of \$9,905.01 per year salary, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Sullivan to appoint Barb Warn as Administrative Assistant to the Treasurer at a rate of \$26.65 per hour with a \$2,000.00 cap, seconded by Commissioner Smith. All in favor, motion carried.

Motion by Commissioner Sullivan to designate John Cooper as the District Records Management Officer, seconded by Commissioner Rokjer. All in favor, motion carried.

Motion by Commissioner Rokjer to appoint Greg Serio as legal advisor for 2024, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Sullivan to set 2024 meeting nights as submitted, seconded by Commissioner Smith. All in favor, motion carried.

Motion by Commissioner Sullivan to designate the Saratogian as the legal newspaper for 2024, seconded by Commissioner Rokjer. All in favor, motion carried.

Motion by Commissioner Smith to name Key Bank as the bank for the district, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Sullivan giving the treasurer permission to pay various bills including fuel, lights, wages, postage, telephone/fax, internet, gas and diesel, propane, garbage pick up every month. Seconded by Commissioner Smith, all in favor, motion carried.

Motion by Commissioner Sullivan and seconded by Commissioner Smith to maintain membership in the following organizations:

- NYS Fire Chiefs Association
- FASNY
- Saratoga County Fire Officers Association
- Saratoga County Fire Police Association
- Halfmoon Town Chief's Association
- National Fire Protection Association
- Association of Fire Districts of New York State
- Capital Area Fire Districts Association
- Capital District Fire Investigators Association
- NYS Fire Investigators Association
- International Association of Fire Chiefs

Vote was unanimous, motion carried.

Motion by Commissioner Sullivan and seconded by Commissioner Smith to re-approve the following contracts:

- Tri-City Fire Extinguisher

- Alarm & Suppression
- Absolute Pest Control
- Leo's Overhead Doors
- Capital EAP
- Center for Security
- Copier Maintenance – Canon
- Milton Cat – Generator
- Phone Equipment – 8X8 (My Techs)
- Trash Removal – County Waste
- Tri County Refrigeration Heating/AC
- Verizon Wireless
- Meehan Enterprises Snow Removal

Vote was unanimous, motion carried.

Motion by Commissioner Smith and seconded by Commissioner Sullivan to accept the following Board Policies:

- Procurement Policy
- Substance Abuse Policy
- Sexual Harassment / Violence Policy
- Code of Ethics
- Public Information Officer Policy
- Social Networking Policy
- Antique Fire Truck
- Assistant Treasurers Duties and Responsibility Policy
- Banquet Policy
- Credit Card Policy
- Light Duty Policy
- Medical Health
- Pregnancy Leave Policy
- Travel Policy

Vote was unanimous, motion carried.

Motion by Commissioner Sullivan and seconded by Commissioner Smith to establish the following committees and duties:

- Building Committee – Commissioners Rokjer, Smith & Young
- Truck Committee – Commissioners Smith, Sullivan & Young
- Long Term Planning Committee – Entire Board, Chairman Commissioner Meehan

- District Insurance Committee – Commissioners Sullivan & Young
- Future Equipment Purchase(s) – Commissioners Meehan & Rokjer

Vote was unanimous, motion carried.

Motion by Commissioner Sullivan to approve the IRS mileage reimbursement rate as set by the government, seconded by Commissioner Smith. All in favor, motion carried.

Motion by Commissioner Rokjer and seconded by Commissioner Sullivan to approve the 2024 Chief Officers as follows:

Chief - Dennis Ayotte

1<sup>st</sup> Asst. Chief – Joe Champagne

2<sup>nd</sup> Asst. Chief – Shawn Brimhall

All in favor, motion carried.

Motion to adjourn at 7:21 PM by Commissioner Rokjer, seconded by Commissioner Sullivan. All in favor, motion carried.

Respectfully Submitted,

John Cooper Jr.

District Secretary