

West Crescent Fire District
Annual Organizational Meeting Minutes
January 8, 2025

The January 2025 Organizational Meeting of the West Crescent Fire District was called to order by Secretary Cooper at 7:05 PM on January 8, 2025. The flag salute and a moment of silence were recognized for departed members.

Present were: Commissioners Meehan, Rokjer, Sullivan, Smith, Hamilton; Treasurer Rokjer, Secretary Cooper, Chief's Ayotte, Champagne and Brimhall. Guests in attendance: Attorney Molinaro, President Ayotte, Vice President Dubec and Craig Relyea.

Newly elected Commissioner Hamilton was sworn in to office by Secretary Cooper.

Secretary Cooper asked for nominations for 2025 Chairman. Commissioner Rokjer nominated Commissioner Meehan with a second by Commissioner Smith. All in favor, motion carried.

Motion by Chairman Meehan to go into executive session at 7:07 PM with the board and district's attorney to discuss an investigation, seconded by Commissioner Smith. All in favor, motion carried.

Motion by Commissioner Smith to reconvene from executive session at 7:37 PM, seconded by Commissioner Sullivan. All in favor, motion carried.

Chairman Meehan asked for nominations for 2025 Vice Chairman. Commissioner Hamilton nominated Commissioner Smith 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 Sullivan to appoint John Cooper as Fire District Secretary at a rate of \$20.55 per hour, seconded by Commissioner Hamilton. All in favor, motion carried.

Motion by Commissioner Hamilton to appoint Donna Rokjer as Fire District Secretary at a rate of \$10,301.21 per year salary, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Hamilton to appoint Barb Warn as Administrative Assistant to the Treasurer at a rate of \$27.72 per hour with a \$2,000.00 cap, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Hamilton to appoint Thomas Meehan as Fire District Station Keeper at a rate of \$20.80 per hour, seconded by Commissioner Sullivan. In favor: Smith, Rokjer, Sullivan & Hamilton. Meehan abstained, motion carried.

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

Motion by Commissioner Smith to appoint Park Strategies as legal advisor for 2025, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Sullivan to set 2025 meeting nights as submitted, seconded by Commissioner Hamilton. All in favor, motion carried.

Motion by Commissioner Rokjer to designate the Saratogian as the legal newspaper for 2025, seconded by Commissioner Smith. All in favor, motion carried.

Motion by Commissioner Hamilton to designate Occupational Medicine / Saratoga Hospital as the District Physical Facility for 2025, seconded by Commissioner Sullivan. All in favor, motion carried.

Motion by Commissioner Sullivan to name The Bank of Greene County as the bank for the district, seconded by Commissioner Hamilton. 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 Hamilton, all in favor, motion carried.

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

- Tri-City Fire Extinguisher
- North East Fire Protection Services
- Alarm & Suppression
- Ace 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 Rokjer and seconded by Commissioner Hamilton to accept the following Board Policies:

- Procurement Policy
- Substance Abuse Policy
- Sexual Harassment / Violence Policy
- Investment 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 Rokjer to appoint Nichole Shakerley, Susan Myers and Camille Ayotte as Election Inspectors / ballot clerks for 2025, seconded by Commissioner Smith. All in favor, motion carried.

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

- Building Committee – Commissioners Rokjer & Meehan
- Truck Committee – Commissioners Smith & Hamilton
- Long Term Planning Committee – Entire Board, Chairman Commissioner Meehan
- District Insurance Committee – Commissioners Sullivan & Smith
- Future Equipment Purchase(s) – Commissioners Hamilton & Sullivan
- Hall Committee – Commissioner Smith
- New Member Investigation – Commissioners Hamilton & Rokjer

Vote was unanimous, motion carried.

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

Motion by Commissioner Hamilton and seconded by Commissioner Smith to approve the 2025 Chief Officers as follows:

Chief – Joe Champagne

1st Asst. Chief – Dennis Ayotte

2nd Asst. Chief – Shawn Brimhall

All in favor, motion carried.

Motion to adjourn at 7:45 PM by Commissioner Smith, seconded by Commissioner Hamilton. All in favor, motion carried.

Respectfully Submitted,

John Cooper Jr.

District Secretary