

West Crescent Fire District

Monthly / Workshop Meeting Minutes

March 28, 2024

The March 28, 2024 Workshop Meeting of the West Crescent Board of Fire Commissioners was called to order at 6:31 PM by Chairman Meehan.

Commissioners Meehan, Rokjer, Sullivan and Smith were present.

Secretary Cooper and Chief Ayotte were present.

Guests: Craig Relyea (Firefly), Nikki Haskins (RBC), Paul Berlin, Chris Schroeder, Evan Dubec and Jackie Roberts.

LOSAP:

- Craig Relyea gave a summary of the Fire District's Length of Service Award Program (LOSAP) and reviewed the annual report.
- Resolution 24-02, In the matter of adopting actuarial equivalence assumptions for the Defined Benefit LOSAP. Motion by Commissioner Sullivan and seconded by Commissioner Rokjer that the Board of Fire Commissioners hereby adopts the following Actuarial Equivalence Assumptions effective January 1, 2023 for the calculation of any benefit that is to be calculated on an actuarial equivalent basis:
 - Interest rate: 5%
 - Pre-entitlement age mortality table: None
 - Post-entitlement age mortality table: RP-2014 Healthy Annuitant Male, no projection

Commissioner Meehan – Aye

Commissioner Sullivan – Aye

Commissioner Smith – Aye

Commissioner Rokjer – Aye

All in favor, motion carried.

- Resolution 24-03, Commissioner Sullivan made a motion to approve the 2023 certified points for LOSAP, seconded by Commissioner Smith.

Commissioner Meehan – Aye

Commissioner Sullivan – Aye

Commissioner Smith – Aye

Commissioner Rokjer – Aye

All in favor, motion carried.

Gym Equipment:

- Discussion on updating the treadmills, exercise bicycle to a commercial grade. Jackie Roberts will look into the updating of equipment and report back with the findings to be budgeted.
- Jackie also discussed there are members who are unable to attend Thursday night classes and are seeking health information. Jackie would like to give a quarterly presentation on a drill night to discuss nutritional education. Chief Ayotte will follow up with training Chief.

RBC Wealth Management:

- Nikki Haskins (RBC) went over the Fire District's Investment Policy. At this time, we are 40-60 and there was a discussion on being more aggressive (50-50). The board will hold over at this time and have more discussion on the policy.

Audit of Bills:

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

Building Project:

- Commissioner Rokjer made a motion to approve the proposal for Mechanical and Electrical engineering design services to provide a dedicated heating, cooling and ventilation system for the Turnout Gear Room and the Decon Room within the firehouse from Sage Engineering Associates at a cost of \$6,050.00, seconded by Commissioner Sullivan. All in favor, motion carried.
- Commissioner Meehan advises that there has been no response from CKM Electric in regards to the following open items; (Switch box, light flickering, motion lights and plan for electrical box in outside training pad). Email was sent to CKM advising if issues were not corrected, the Fire District will hire an electrician and back charge CKM. Commissioner Meehan to follow up with attorney to send a letter.
- Kingsley will be on site, Friday 3/29/24 to clean out ponds
- Paul Marlow from the Town of Halfmoon is unable to sign off on the SWWP permit as the project was not built to plan. Email was forwarded to Dennis at H2M for an updated infrastructural report to be submitted to the Town. We will be holding H2M bond until this matter is resolved.
- Mike Berish from Bast Hatfield sent an email advising Pay App 14 was not paid. After checking our records, Pay App 14 was not received.
- Commissioner Meehan advises the company is making progress with the members room.

PS Trax –

- Attorney Serio still working on the matter.

Other Business –

- Solar panel contract – waiting to hear back from attorney
- Building Superintendent Berlin installed the last of the AirVac 911 Filters in the apparatus bay that were on hand. Commissioner Sullivan made a motion to purchase (6) 4-Stage Filter Packs at a cost of \$2940.00, seconded by Commissioner Smith. All in favor, motion carried.
- Received email from Deanna Fox on the Grant update. Commissioner Meehan and Secretary Cooper will meet with Deanna next week to finish up the paperwork and submit.
- Tim Brousseau submitted list of items to be purchased for the install of the IAR monitors in the station.
- Commissioner Rokjer brought up open issues that need to be followed up on
 - Do not Enter signs to be installed in front of the station on the apron
 - Plastic Pipe for Hard Suction Hose at training pad
 - Welder for the pitot gauge

Commissioner Rokjer moved to adjourn at 8:40 PM, motion seconded by Commissioner Sullivan. Motion carried unanimously.

Respectfully submitted,

John Cooper Jr.

Secretary to the Board of Fire Commissioners

