

West Crescent Fire District  
Monthly Meeting Minutes  
February 14, 2024

The February 14, 2024 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 7:01 PM by Chairman Meehan.

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

**Introduction of any special guests:**

- None

**Approval January Minutes:**

There were no changes to the January 10, 2023 organizational / regular meeting and the January 25<sup>th</sup> workshop. Commissioner Sullivan moved to accept the minutes with no changes, seconded by Commissioner Smith. All in favor, motion carried.

**Audit of bills received:**

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

**Treasurer's Report:**

Treasurer Rokjer advised that the auditors were in to conduct the annual audit and the report should be completed by March 1, 2024. Commissioner Smith moved to accept the treasurers report, seconded by Commissioner Sullivan. All in favor, motion carried.

**Company Report:**

- President Ayotte presented an application for Seth Marshall to the board as he was approved by the company. Motion to accept Seth as a new member pending outcome of physical by Commissioner Sullivan, seconded by Commissioner Smith. All in favor, motion carried.
- District installation banquet budget is \$11K
- Discussion on filing not for profit (501c3) paperwork. President Ayotte to follow up with legal counsel.
- Members room at Station 2 – Committee is setting up the room and will be making some purchases including a large refrigerator for the bay area, small cooler inside the room, four recliners and construction of counters.
- John Meehan will look into updating the photo board.

**Hall Report:**

- Discussion on renting out the hall – It will be used by members only at this time until the kitchen is cleaned up (not used in four years).

- A separate committee is to be formed including a Commissioner on cleaning and renovations.
- Kenworth Trucking will be holding a training session with no kitchen use.

### **Building Report – Commissioner's R. Rokjer, Young & Smith**

- Waiting on CKM to correct the issues with all the lights
- Commissioner Rokjer will be contacting Tri-Valley Plumbing to correct the water hammer issue in Station 2 with the water and gas lines shaking. Then back charging to H2M.
- The electrical box on the training pad can be corrected by boring under the blacktop.
- Use caution when washing vehicles on the pad at Station 2, water is running into the street.
- Motion by Commissioner Rokjer to make final payment to Bast Hatfield, seconded by Commissioner Sullivan. All in favor, motion carried.
- CKM final payment still being retained at this time.
- Building Superintendent Berlin to follow up with CKM Electric.
- Commissioner Rokjer to contact Center for Security to have window installed in the door leading into the locker room from the rear entrance to the station.

### **Truck Repair Committee – Commissioner's Smith, Sullivan & Young**

- Assistant Chief Brimhall reports the M-695 will have the arrow board installed the week of February 19<sup>th</sup>

### **Long Term Planning Committee – Entire Board, Chair Commissioner Meehan**

- Commissioner Rokjer inquired what enhancements are needed to complete the training room. District Secretary to schedule a consultation with Audio-Visual and Assistant Chief Brimhall.

### **Insurance Committee – Commissioner's Sullivan & Young**

- Nautilus company advised that the warranty on the parts installed has expired. Will follow up with options on the exercise equipment.
- Insurance Company only provides EVOC – Information to be forwarded to Assistant Chief Champagne for scheduling a class.

### **Future Equipment Purchases – Commissioner's Meehan & R. Rokjer**

- Argo Trailer vs. Water Rescue Bus – The cost of the trailer in September 2018 was \$25,646 and March 2022 was \$45,311. The Chief's office is in favor of a trailer. There are funds in the Apparatus Reserve Fund to move forward with this purchase. A committee will be set up consisting of Assistant Chief's Champagne, Brimhall and Commissioner Smith.
- Chairman Meehan is working on the Grant paperwork for the training structure. Working with our mutual aid departments on the resolutions.
- Having a difficult time with obtaining our SAMS number – very time consuming
- Looking for a grant writer to assist with obtaining grants.

### Chief's Report:

- 17 Calls for January
- Small gear washer is out of service due to vibration
- Looking to replace the small gear washer with a Uni-Mac similar to our existing large gear washer – Will obtain quotes and report back.
- Purchase a residential washing machine to clean towels and small items and be installed in the washroom with the dryer. Commissioner Rokjer made a motion to purchase a residential washing machine, seconded by Commissioner Sullivan. All in favor, motion carried.
- Sign up sheet to be posted for Chief's show in June
- Inquired the status on the following – TV for gear room to display IAR (Commissioner Smith to inquire with Tim Brousseau). Discussion on tying the radio into the speaker system and gear room, Radio or Gak alarm for station #2, possible pager
- Would like to replace the scanner in the radio room as the present scanner is not 800 compatible. Will obtain prices and who can program the scanner.
- Six letters were sent out to members who have been inactive for over a year. Received responses from two members who will become more active. We will try to further contact the four members whose letters were returned as unclaimed to obtain their issued equipment.
- Chief Ayotte has been named an alternate representative to serve on the Town of Clifton Park Emergency Services Advisory Board for a three-year term ending December 31, 2026.
- Truck report attached
- Commissioner Rokjer inquired the status of members getting qualified on apparatus. Chief Ayotte advised of the members that were working on getting qualified and we lost one of those members as he moved out of the fire district.

### Purchases:

- Shelving unit to be placed in washroom for towels
- (2) Shelf units for station #2, photo attached
- Pallet jack – Harbor Freight

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

### New Business:

- Chief Ayotte appointed Mathew Ayotte and Steve Bonesteel as Lieutenants effective February 12, 2024.
- Commissioner Sullivan made a motion to send five district officials to the CAFDA Annual Officer's Reception on March 9, 2024 at the Century House, seconded by Commissioner Smith. All in favor, motion carried.
- Commissioner Sullivan made a motion to send three district officials to the CAFDA Conference in Lake George in April, seconded by Commissioner Smith. All in favor, motion carried.
- Firefly and RBC both, will be attending the March workshop meeting.

- Commissioner Sullivan made a motion to purchase an American and State Flag from Gettysburg Flag, seconded by Commissioner Smith. All in favor, motion carried.
- Discussion on the price increase for Alpine Software (RedNMX).
- Commissioner Rokjer made a motion to retain Tech Valley Networking at a cost of \$3500 for the 2024 calendar year, seconded by Commissioner Smith. All in favor, motion carried.
- Application process form has been modified.
- Commissioner Rokjer advised that we will putting a bid out for lawncare and landscaping.
- Assistant Chief Champagne brought up that Halfmoon Fire will be bringing in a guest speaker to talk up step up and lead on October 24, 2024. The cost is 5K and they are looking for mutual aid departments to go in on the cost and attendance will be free for West Crescent members. Commissioner Meehan made a motion to give 1K towards the cost, seconded by Commissioner Sullivan. All in favor, motion carried.
- Building Superintendent Berlin noticed the blocks for the solar panels on the roof have shifted. Our contract with the Solar company has expired and a new contract has been forwarded to us and is being reviewed by our attorney.

#### **Old Business:**

- Commissioner Rokjer reports that renovations are under way and the vestibule and storage room are completed. Finishing up on the floors.
- Attorney is still working on PS Trax contract.
- Commissioner Rokjer made a motion to replace the lights in the main vestibule with LED's at a cost of \$400, seconded by Commissioner Smith. All in favor, motion carried.
- Information has been forwarded to Tim Brousseau to have the district website updated.
- Commissioner Rokjer will be moving forward with repairs to the draft tank.
- The new decon room is cold. Commissioner Rokjer to follow up with Family Danz.

Motion was made by Commissioner Smith with a second from Commissioner Rokjer to adjourn the meeting at 8:51 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.  
Secretary to the Board of Fire Commissioners