

West Crescent Fire District
Monthly Meeting Minutes
December 11, 2024

The December 11, 2024 meeting of the West Crescent Fire District Board of Fire Commissioner's was called to order at: 7:00 PM by Chairman Meehan.

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

Introduction of guests:

Greg Serio, Dennis Ross, Craig Relyea, Tom Hamilton and Paul Berlin

- Dennis Ross from H2M in attendance to discuss the closeout on the project. Worked with Town to close out the Storm Water Notice of Termination
 - Bast Hatfield – Closed out, but outstanding issue with rear vestibule collecting water due to being 6" below grade. Dennis will look at the issue prior to leaving tonight. Dennis inquired if Bast looked at it and was advised the Bast stated it was built per contract and Andrew Jackson was aware of the situation.
 - CKM – Have made their best attempt but still having issues with the ceiling lighting in the new building. Dennis advises it may be a bad controller and he will follow up with CKM Electric.
 - Tri-Valley – Closed out
 - SRI Sprinkler – Closed out
 - Family Danz – Closed out
 - H2M – Open invoices, Dennis proposed to cut the \$7,700.00 owed down to \$3,500.00. Brief discussion on issues and design errors that occurred during construction. The board will wait for a full board decision prior to deciding at this time.
 - Dennis Ross left the meeting at 7:17pm.

Approval November Minutes:

There were no changes to the November 13, 2024 regular meeting. The December 2, 2024 HVAC Bid opening minutes were corrected to include that a permissive referendum was issued prior to the bid being awarded. Commissioner Smith moved to accept the minutes with no changes, seconded by Commissioner Rokjer. All in favor, motion carried.

Audit of bills received:

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

Treasurer's Report:

District Treasurer Rokjer advised working on dates with the auditors and the State has moved the dates for filing the annual report from February to April.

Commissioner Rokjer moved to accept the treasurers report, seconded by Commissioner Smith. All in favor, motion carried.

Company Report: President Ayotte

- President Ayotte presented the following slate of officer's that were elected at the December company meeting: Chief Joe Champagne, Deputy Chief Dennis Ayotte, Assistant Chief Shawn Brimhall, Captains John Meehan and Tom Lundquist, Company President Camille Ayotte, Vice President Evan Dubec, Secretary Ashley Wilkinson and Treasurer Dixon Armitstead.
- Inquired about office relocation with more space for company files and historian items. Still on hold at this time.
- Discussion on exercise equipment in 2025 budget. Inquire what the company members interest will be and report back to the board.
- Saturday, December 14th will be Santa around Town followed by company Christmas party in the members room.
- Rear electrical room in station 1 is cold, Insulation has been removed from the double doors. Will have station keeper look into the issue.
- Discussion on requirements for active firefighter – better left at company level

Hall Report:

- Oven and grill have been cleaned and serviced in the kitchen
- Starting to rent the hall out again and email has been set up for hall rental
- In process of updating rental agreement
- Hall rental calendar to be placed on wall in front of company office

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

- Discussion on H2M payment – Decided that Attorney Greg Serio will draft a letter to H2M with a counter offer of \$0.00 with mutual releases to close the deal.

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

- Commissioner Sullivan entered meeting at 7:57pm
- E-691 will be going out of service on December 16th for the week to complete the body damage. Discussion on the check amount that was received from the insurance company. Commissioner Sullivan to follow up with Dave Meager.
- Water Rescue vehicle will need seating, lighting upgrades, rear step installed. Rear step is a priority and action on the other items will be done in 2025.
- Spot lights to be replaced on L-693
- Compiled a list of items to be purchased for Rehab items to be placed on the new Water Rescue vehicle.

- Radio to be programmed in new vehicle to 692 and striping fixed. The 2014 Ram will be renumbered to 697.
- Diesel pump has a leak at the fill nozzle, Commissioner Rokjer to contact Bove.

Long Term Planning Committee – Entire Board, Chair Commissioner Meehan

- No report

Insurance Committee – Commissioner's Sullivan & Young

- Volunteer Firefighter Cancer Disability paperwork has been forwarded to OFPC and our insurance agent

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

- No report

Chief's Report: Chief Ayotte

- Report attached
- 18 calls for month of November
- E-691 going in for bodywork 12/16
- Radio installed in new vehicle – identifier will be 692, existing 692 to 697
- Update on projects in Town of Halfmoon – Solar Farm, Park Place Peninsula and MacGowan Ventures.
- Brief discussion on spare gear storage – will be stored in gear room
- New gear washer to be delivered on 12/12/24
- Discussion on the purchase 3 portable radios for the Chief's - \$24,000. No portables to be purchased this year.
- Discussion on the purchase 8 Portable CO meters - \$1,288. There are 4 meters out of expiration at this time.

Commissioner Smith moved to accept the Chief's report with the purchase of only 4 CO meters, seconded by Commissioner Sullivan. All in favor, motion carried.

- Deputy Chief Champagne presented the board with the selection of line officers and their duties for 2025 (see attached).
- Working on an officer development program.
- Craig Relyea inquired the Medical Advisor position and Deputy Chief position as they are not titles in the LOSAP program. They fall under Safety Officer and Assistant Chief.

New Business:

- Commissioner Election results for 5 year term commencing on January 1, 2025 and ending December 31, 2029.
 - Thomas Hamilton 13
 - Edward Tremblay 1
- Commissioner Smith made a motion to surplus the old gear washer, seconded by Commissioner Sullivan. All in favor, motion carried.

- Approval of the Chiefs for the 2025 calendar year. After a brief discussion this will be held over until the organizational meeting on January 8, 2025.
- The Engineer approved the Samsung HVAC submittal
- The station generator has a radiator leak and CAT is putting an estimate together to have the radiator recored and work on the starter. Paul is checking levels monthly

Old Business:

- Chief Ayotte located the recruitment / retention policy pertaining to leather helmets. Copy to be provided to district secretary.
- Turnout gear storage – Chairman Meehan to meet with Chief Ayotte
- SAP 1 and SAP 2 – to be reviewed at the January workshop meeting
- Attorney Serio presented the Board of Commissioners with a policy for Public Access to Records and a resolution Designating a Records Access Officer. The board will review these items and approve at the organizational meeting in January.
- Still working to obtain information on the SAM number. Contacted Congressman Tonko's office for assistance.
- Craig Relyea inquired the status of the updated LOSAP plan. The board will be following up on this at the organizational meeting.

Motion was made by Commissioner Sullivan with a second from Commissioner Rokjer to adjourn the meeting at 9:01 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.
Secretary to the Board of Fire Commissioners