

West Crescent Fire District

Monthly / Workshop Meeting Minutes

January 25, 2024

The January 25, 2024 Workshop Meeting of the West Crescent Board of Fire Commissioners was called to order at 7:02 PM by Chairman Meehan.

Commissioners Meehan, Rokjer and Smith were present.

Secretary Cooper, Attorney Serio, Building Superintendent Berlin and President C. Ayotte were present.

Company –

- President Ayotte presented two new member applications (Joseph Galluppi and Adrian Morales) to the board pending approval of the Company. Both individuals have had their LENS and Background checks completed. Commissioner Rokjer made a motion to approve both members pending company approval, seconded by Commissioner Smith. All in favor, motion carried.

Building Project –

- Attorney Serio discussed the closeout of the Fire District addition and renovation including the main fire station, new storage building, training facilities and associate site work. Discussed the quality and status of work/services performed by H2M Architects and all contractors and the steps required to close out the project. With the project close-out, the West Crescent Fire District will release final payment to the respective contractors owed money. However, with H2M, the Fire District has identified potential errors and omissions in their work that may have cost the Fire District as much as \$28,000. This cost would be offset against the balance H2M claims it is owed for the services it provided at the project in the sum of \$7,500, leaving a potential claim by the West Crescent Fire District against H2M of \$20,500. Chairman Meehan will contact Dennis Ross from H2M to discuss this issue and come to an agreement. If this attempt fails, the board will follow back up with legal counsel on the next steps.

PS Trax –

- Attorney Serio has contacted the owner of the company and is playing phone tag with Jolene Laughlin, Director of Finance.

Training Structure –

- Chairman Meehan discussed the Fire Training Structure and will need legal to draft up a resolution for our mutual aid departments to bring back to their respective boards to sign on in support of the West Crescent Fire District applying for the grant. Those departments include Clifton Park, Halfmoon, Jonesville, Rexford and Vischer Ferry at this time. Chairman Meehan will be contacting Hillcrest to see if they would be interested. Legal Counsel will then draft up a (MOU) Memorandum of Understanding.

Station Keeper –

- Commissioner Rokjer made a motion to hire Tom Meehan as part time station keeper at \$20 per hour and approximately three days per week. Seconded by Commissioner Smith, all in favor, motion carried.

Insurance –

- \$200 tow bill for the Mack was forwarded to Dave Meager on behalf of the company
- Insurance company does not provide a Defensive Driving course; however, they do provide an EVOC class. Follow up with the Chief's office.

Other Business –

- Received quote from Alliance Laundry System for the preventive maintenance of the two gear washers in the amount of \$225. Motion by Commissioner Rokjer to have the gear washers serviced, seconded by Commissioner Smith. All in favor, motion carried.
- Received quote from Timothy Brousseau for updating and maintaining the district website at a cost of \$50 per hour. Motion by Commissioner Smith to use Timothy Brousseau for the 2024 calendar year and then re-evaluate for 2025, seconded by Commissioner Rokjer. All in favor, motion carried.
- Discussion on ice suits / life jackets being stored in the apparatus bays after the turn out gear was removed from the bays. Chairman Meehan will follow up with the Chief's office.

Building Maintenance –

- Received a quote from A+D Floors and More in the amount of \$7437.48 to remove partially paneled and drywall walls in storage room and install drywall. Motion by Commissioner Rokjer to approve the work, seconded by Commissioner Smith. All in favor, motion carried.
- Received a quote from A+D Floors and More in the amount of \$3135.91 to remove existing ceiling tile and fluorescent lights in front entryway and install LED lights and drywall. Motion by Commissioner Rokjer to approve the work, seconded by Commissioner Smith. All in favor, motion carried.
- Received a quote from 4F Flooring, LLC. Db a TPL Flooring in the amount of \$5975.00 to remove existing hallway tile and install vinyl composite tile. Motion by Commissioner Rokjer to approve the work, seconded by Commissioner Smith. All in favor, motion carried.
- Received a quote from 4F Flooring, LLC. Db a TPL Flooring in the amount of \$4235.00 to remove carpeting in conference room and install vinyl composite tile. Motion by Commissioner Rokjer to approve the work, seconded by Commissioner Smith. All in favor, motion carried.
- Commissioner Rokjer inspected the electronic message board that was struck by plow truck and only minor damage observed. Motion by Commissioner Rokjer that no further action needs to be taken, seconded by Commissioner Smith. All in favor, motion carried.

Commissioner Meehan moved to adjourn at 8:42 PM, motion seconded by Commissioner Rokjer. Motion carried unanimously.

Respectfully submitted,

John Cooper Jr.

Secretary to the Board of Fire Commissioners

