

West Crescent Fire District  
Monthly Meeting Minutes  
March 13, 2024

The March 13, 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, R. Rokjer, Sullivan, Smith; District Treasurer D. Rokjer, District Secretary Cooper, Chief Ayotte, Assistant Chief Champagne, Assistant Chief Brimhall, President Ayotte and Paul Berlin

**Introduction of any special guests:**

- Jon Herrgesell – Family Danz Mechanical
  - Jon went over the present HVAC system with the Board and gave options as to what could be a permanent fix for the heating issues in the gear and decon rooms. The options would be to install two ductless split units in those rooms or to install a separate HVAC unit. Sage Engineers would be able to conduct a heat loss and heat calculation as to the size of the unit(s) to be installed.

**Approval February Minutes:**

There were no changes to the February 14, 2024 regular meeting and the February 22, 2024 workshop. Commissioner Sullivan moved to accept the minutes with no changes, seconded by Commissioner Rokjer. All in favor, motion carried.

**Audit of bills received:**

Discussion on docking the boat at the Crescent Boat Club versus Diamond Reef or our own docks. For security purposes and ease of access, the Chief's request the boat be kept at the Crescent Boat Club. Chairman Meehan to speak with Halfmoon Town Supervisor Tollisen on obtaining a grant to install an emergency boat launch on the Mohawk River.

County Waste bill went up 25% from previous bills. Chairman Meehan to follow up with Commissioner Young.

Commissioner Rokjer brought up that two physical fitness bootcamp classes were missed in February. The sign in sheets were checked and verified that only one class was missed for the month of February.

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

**Treasurer's Report:**

Commissioner Sullivan recently attended Commissioner training and inquired if the treasurer was bonded. Both the treasurer and assistant treasurers are bonded.

District Treasurer reports that the audit has been completed and the auditors have forwarded the annual report to the state.

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

### **Company Report:**

- President Ayotte presented applications for Andrew Hough (active) and Stephanie Tubman (social) to the board as they were both approved by the company on March 4, 2024.
  - Motion to accept Andrew Hough as an active member pending outcome of physical by Commissioner Sullivan, seconded by Commissioner Smith. All in favor, motion carried.
  - Motion to accept Stephanie Tubman as a social member by Commissioner Sullivan, seconded by Commissioner Smith. All in favor, motion carried.
- President Ayotte followed up with the Board on relocating the company office as its too small for four people. The Board is still looking into the office situation and nameplates have not been ordered yet indicating the offices.
- The company would like to have string lights purchased for the pavilion. Commissioner Rokjer made a motion to purchase the lights, seconded by Commissioner Sullivan. All in favor, motion carried.
- Inquired the status of the kitchen cleanup. A committee was to be formed and to come up with a plan.
- Banquet invitations have been sent out and the deadline was today.
- The Board will arrange for Uber rides

### **Hall Report:**

- No report

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

- After earlier conversation with Jon from Family Danz, Commissioner Smith made a motion to contact Sage Engineering and move forward with the HVAC installation in the gear and decon room, seconded by Commissioner Sullivan. All in favor, motion carried.
- Commissioner Meehan will contact Clyde at CKM electric with outstanding light issues and what the plan is to install the electrical box near the concrete pad for the training building.
- Commissioner Smith advised that Tim Brousseau has been busy and plans on the TV install the week of March 23<sup>rd</sup>.

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

Assistant Chief Brimhall reported on the following:

- ER-691 passed inspection and chassis bolt was replaced that snapped off
- EL-691 failed inspection due to broken turn signal switch. There is also a list of items that need to be corrected. Follow up with VRS and DEER.

- Discussed the usage of all apparatus for 2023. R-694 was our busiest piece of equipment. Trucks need to be checked and operated more frequently
- Request the Board of Commissioners to approve a change in response order for MVA's so 695 with the arrow board can follow 694 for early warning. Chief's to draft up an order and forward to the Board of Commissioners.

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

- No report

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

- Dave Meagher will be present at our April workshop meeting

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

- Argo Trailer – Assistant Chief Champagne is investigating what is available and waiting for replies
- Discussion on purchasing separate trailers for the Argo and Water Rescue. The committee will review and report back to the Board
- The Board has received resolutions from Clifton Park, Vischer Ferry and Hillcrest. Halfmoon and Rexford will be forwarding over their resolutions soon.
- No response from the grant writer – Commissioner Sullivan will follow up

### **Chief's Report:**

- 11 calls for February
- Mat Ayotte is making progress on pump training and is now qualified on 691
- Received invitation for July 4<sup>th</sup> parade in Clifton Park – open to all members and families
- District needs to come up with ideas and lay out for storage at the pump training area. Asst. Chief Brimhall is working on suction hose storage off the fence
- Inquired the duties of the station keeper – Commissioner Rokjer advised Monday, Wednesday and Fridays from 8AM – 12PM and the Station Keeper is there to assist the Chief's office in whatever they need.
- Assistant Chief Brimhall has a person with Red Alert experience and who is willing to assist with entering our inventory. Commissioner Rokjer made a motion for Assistant Chief Brimhall to follow up, seconded by Commissioner Sullivan. All in favor, motion carried.
- Inquired if the damaged turnout gear that was sent out and can't be repaired can be turned into insurance. Commissioner Sullivan will follow up with Dave Meagher

### **Purchases:**

- (5) 1044 Cairns helmets to replace O.O.S. helmets (quotes attached)
- Misc. truck cleaning supplies at NAPA
- (2) Medium SCBA masks

- Large Fire Gloves
- (12) Safety glasses
- Side Seeking Sonar unit with 360-degree scan for the boat \$3300

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

**New Business:**

- Lawn Bids are out – posted on sign board and website
- Received paperwork with changes to out total assets, will discuss further with RBC at the March workshop meeting with them being present

**Old Business:**

- Assistant Chief Brimhall met with the original installers of the Audio/Visual equipment in the training room to discuss updating our equipment to work with the TV. AV company requesting a PDF of the training room.
- PS Trax – Attorney Serio is still in negotiations
- Solar contract – Still waiting to hear back from Attorney Serio
- Treadmill – Meeting has not occurred with participants and instructor
- Defensive Driving Class is scheduled for April 15<sup>th</sup> and April 22<sup>nd</sup>
- Asst. Chief Champagne working on dates in the fall for EVOC class
- Station #2 phone – There is already a line available in the member's room. A new CAT 5 line will have to be ran for the bay area. Commissioner Sullivan made a motion to purchase a phone for the members room at Station #2, seconded by Commissioner Smith. All in favor, motion carried.

Motion was made by Commissioner Sullivan with a second from Commissioner Smith to adjourn the meeting at 8:54 PM. All In favor, meeting adjourned.

Respectfully submitted,

John Cooper Jr.  
Secretary to the Board of Fire Commissioners