

ORGANIZATIONAL MEETING

YEAR 2022 Meeting Date January 3, 2022

Proof of Publication:

Temporary Chairman Named:

Swear in new Commissioner(s) and Secretary and Treasurer:
Training required within 270 days of election

Elect Chairman:

Appoint Secretary and Salary: A. Speach provision for salary as budgeted \$52,336, adjusted hourly.

Appoint Treasurer and Salary: W. Dwyer, \$19,826

Appoint Deputy Treasurer and Salary: A. Speach (no salary)

Appoint Caretaker Leader and Salary: J. Tanner provision for salary as budgeted \$58,428, adjusted hourly.

Appoint Caretaker and Salary: J. Burgess provision for salary as budgeted \$43,973, adjusted hourly.

Designate (2) commissioners as 2nd signature on checks over \$5000

Adopt legal holidays for year: see handout

Review and affirm Employee Handbook with the understanding that this is a living document and changes with the approval of the board of fire commissioners will be made as needed.

Reaffirm Policies with the understanding that these are living documents and changes with the approval of the board of fire commissioners will be made as needed.

Review Bond of Treasurer and Deputy Treasurer:

Designate Official Newspaper: Post standard

Set meeting dates for year: see handout

Appoint Attorney: Steven Shahan

Appoint Medical Director: Dr. Shaw

Designate official depository and adopt Investment Policy:

Investment Policy: The Treasurer shall be the official in charge of handling the investment of monies with the guidance of the Board. Any time the balance deposited in any bank shall exceed \$100,000; the Treasurer will request collateral from the institution in question for monies in excess of those guaranteed by the Federal Government.

Approve interest earned on reserves grouped in CD's to be credited to Capital Reserve:

Annual Review of Reserve Funds: Re-affirm reserve funds;

Reserve Fund for Capital Improvements to Buildings:

Established December 17, 1973

Established by resolution, expenditure by permissive referendum

Reserve Fund for Fire Apparatus: (Name changed on November 20, 2006, previously Fire Vehicle Reserve Fund)

Established December 30, 1991

Established by resolution, expenditure by permissive referendum

Reserve Fund for Contingency and Tax Stabilization:

Established December 29, 2003

Established by resolution, expenditure by permissive referendum

Re-established by resolution and permissive referendum December 20, 2010

Reserve Fund for Equipment

Established October 16, 2006

Established by resolution, expenditure by permissive referendum

Review and approve Treasurer's Annual Report

May choose to use Annual Report by March 1

Review Treasurer's records:

Authorize Treasurer to prepay utilities and bills giving discount for prompt payment, and fixed salaries and compensation for services, credit card, and present vouchers at monthly meetings. Authorize Treasurer to pay expenses approved by the Board to be paid prior to meetings and present vouchers at monthly meetings:

Set reimbursement for mileage per IRS rate: 58.5 cents

Request letter from members doing business with District:

Request Fire Department to notify Board of Fund Raising and other activities for year and acknowledge receipt and approve activities: (see handout)

Approve County Fire Instructors who are members of BCSFD to instruct outside Belgium Cold Springs Fire District:

Approve participation of Belgium Cold Springs Fire Department members on Onondaga County special Ops teams for VFBL coverage:

Approve Belgium Cold Springs Fire Commissioners, Employees, and Belgium Cold Springs Fire Department Members who participate as Directors or in an official capacity in Non-Profit organizations for coverage on our insurance policies:

Approve attendance at AFDSNY Commissioner Training, Annual Training and Regional training for commissioners and district officers.

Approve travel for K. Thompson to AFDSNY board of directors meetings Jan. 13-16, March 10-13, May 5-8, June 2-5 and Sept. 15-18

Approve Chief: Matt Speach

Approve 1st Assistant Chief: Bill Massaro

Approve 2nd Assistant Chief: Joe Corcoran

Approve firematic officers elected in December: Station #1: Capt. Melchior and Station #2: Capt. Metallo and Lt. R. Harrison

Approve purchase of laptop for new commissioner and to replace aging laptops and declare them surplus.

Committee assignments for year: (see handout)

Executive Session:

Next Meeting; January 31th at 7pm at station #1

Adjournment:

Committee assignments for Year:

Communication:

New Truck:

Building & Facilities/
Maintenance & Long Term Planning:

Fire Equipment;

Fire Prevention:

Budget & Finance:

Truck Maintenance:

IT/Security:

Service Awards:

Personnel:

Recruitment & Retention: