

The Organizational meeting for the Board of Fire Commissioners of the Belgium Cold Springs Fire District for 2022 was convened on January 3, 2022 at 7:00 P.M. Proof of publication was provided.

Present: D. Rafkis, M. Chura, K. Thompson, J. Patterson, M. Malone, A. Speach, W. Dwyer, M. Speach, C. LaPrease, B. Raymond-LaPrease, R. McNeil, L. Malone

W. Dwyer was appointed temporary Chairman.

Commissioner Malone and Commissioner Thompson were sworn in by Commissioner Chura. Copies will be forwarded to the Lysander Town Clerk. Treasurer Dwyer and Secretary & Deputy Treasurer Speach signed their oaths of office and will be forwarded to the Lysander Town Clerk. The newly elected Fire Commissioners, M. Malone and K. Thompson must attend mandatory Fire Commissioner training within 270 days of date of such election.

M. Chura nominated K. Thompson for position of Chairperson and J. Patterson seconded the nomination. There being no further nominations the polls were closed. All voted in favor. Kit Thompson was elected Chairperson.

J. Patterson made the motion to appoint Amy Speach as Secretary of the Fire District with provision for salary as budgeted at \$52,336, adjusted hourly as approved and M. Chura seconded the motion. Carried.

J. Patterson made the motion to appoint William Dwyer as Treasurer of the Fire District with provision for salary as approved at \$19,826 and M. Chura seconded the motion. Carried.

J. Patterson made the motion to appoint Amy Speach as Deputy Treasurer at salary of zero, and M. Chura seconded the motion. Carried.

J. Patterson made the motion to appoint Gerald Tanner as Caretaker Leader with provision for salary as budgeted at \$58,428, adjusted hourly as approved with a 3 month probation and M. Chura seconded the motion. Carried.

J. Patterson made the motion to appoint John Burgess as Caretaker with a provision for salary as budgeted for the year at \$43,973, to be adjusted hourly as approved and M. Chura seconded the motion. Carried.

J. Patterson made the motion to authorize commissioners D. Rafkis and K. Thompson as the designated second signatures on checks over \$5000 and M. Malone seconded the motion. Carried.

J. Patterson made the motion to adopt the 2022 Legal holidays as per proposed schedule with 2 floating holidays and M. Chura seconded the motion. Carried.

J. Patterson made the motion to affirm the current 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 and M. Malone seconded the motion. Carried.

M. Malone made the motion to affirm the current district policies with the understanding that they are living documents and changes will be made as needed with the approval of the board of fire commissioners and D. Rafkis seconded the motion. Carried.

The bond for the Treasurer and Secretary for the amount of the budget and reserves, plus the Service Awards investment is included in the districts liability insurance and will be confirmed during the annual insurance renewal.

J. Patterson made the motion to designate the Syracuse Post Standard (Advance Media New York) as the official newspaper for the District for 2022 and M. Malone seconded the motion. Carried.

J. Patterson made the motion to set the following dates for official monthly meetings of the Fire District Board of Fire Commissioners for 2022: January 31, February 28, and thereafter on the 3<sup>rd</sup> Monday of each month at 7:00 P.M. at Station #1 and M. Malone seconded the motion. Carried.

J. Patterson made the motion to appoint Steven Shahan as attorney for the Fire District for 2022, and D. Rafkis seconded the motion. Carried.

D. Rafkis made the motion to appoint Dr. Michael Shaw as Medical Director for the Fire District and Fire Department. M. Chura seconded the motion. Carried.

M. Malone made the motion to designate M&T Bank as official depository, and to approve the following 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. M. Chura seconded the motion. Carried.

M. Chura made the motion to re-affirm the Capital Improvements to Buildings Reserve Fund, which was established on December 17, 1973 by resolution of the Board. Being established by resolution, expenditure is by permissive referendum. J. Patterson seconded the motion. Carried.

D. Rafkis made the motion to re-affirm the Fire Apparatus Reserve Fund, which was established by resolution of the Board. Being established by resolution, expenditure is by permissive referendum. This reserve fund was established on December 30, 1991 as the Fire Vehicle Reserve Fund, the name was changed to Fire Apparatus Reserve Fund on November 20, 2006. M. Chura seconded the motion. Carried.

D. Rafkis made the motion to re-affirm the Contingency and Tax Stabilization Reserve Fund, which was established on December 29, 2003. Being established by resolution, expenditure is by permissive referendum. This Reserve was re-established on December 20, 2010 by Permissive Referendum; making expenditure by resolution or Court Order. M. Malone seconded the motion. Carried.

D. Rafkis made the motion to re-affirm the Reserve Fund for Equipment, which was established on October 16, 2006. Being established by resolution, expenditure is by permissive referendum. M. Malone seconded the motion. Carried.

M. Chura made the motion to adopt the following procedure regarding the 2021 Treasurer's report: The annual Treasurer's Report will be given as the Annual Report to the Comptroller and is due on March 1, 2022. The Treasurer's records are available for review by the Board. The Secretary shall receive and review the cancelled checks and bank statements on a monthly basis and then turn them over to the Treasurer. A commissioner will also review the bank statements monthly. M. Malone seconded the motion. Carried.

J. Patterson made the motion to authorize the Treasurer to pay utilities and bills giving discount for prompt payment, and fixed salaries and compensation for services, credit card, and to present vouchers at monthly meetings; and authorize Treasurer to pay expenses approved by the Board to be paid prior to meetings and present vouchers at monthly meetings. D. Rafkis seconded the motion. Carried

M. Malone made the motion to set the reimbursement for mileage to the current IRS guidelines, currently at the rate of 58.5 cents per mile and M. Chura s seconded the motion. Carried.

Request letters from members doing business with the District – There are none at this time, but will be requested if necessary in the future. A. Speach did submit a letter and disclose that she is currently serving as a Director on the board for Fire District of NY Mutual Insurance Company. She does not foresee any conflicts but should any arise she will disclose immediately to both the Board of Fire commissioners and the Executive Directors for Fire Districts Mutual.

The Fire Department provided the Board of the following preliminary activities planned for 2022 with full roster participating in each event: \*\*Indicates fund-raising activities.

Installation Banquet - January 22

Super Bowl Party – February 13

Youth Banquet

Pancake Breakfast\*\* - April 10

Recruitment & Retention Open House

Chicken BBQ and/or Hot Dog Sale \*\*

Little Kids Big Trucks

Family event

Golf Tournament\*\*

Fund Drive \*\*

Parade of Lights  
Holiday Parties  
Santa parade  
Parades  
Fire Prevention  
Other community events  
Recruitment & retention activities and open houses

J. Patterson made the motion to approve the above preliminary fund raising and department activities and acknowledge receipt of same. M. Chura seconded the motion. Carried.

J. Patterson made the motion to approve County Fire Instructors who are members of Belgium Cold Springs Fire Department to instruct outside Belgium Cold Springs Fire District, and M. Malone seconded the motion. Carried.

J. Patterson made the motion to approve participation of Belgium Cold Springs Fire Department members on Special Ops teams for VFBL coverage and D. Rafkis seconded the motion. Carried.

J. Patterson made the motion to approve Belgium Cold Springs Fire Commissioners, District Officials, 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. Members will need to submit via a letter or email the specific organizations and positions in which they would like coverage. M. Malone seconded the motion. Carried.

J. Patterson made the motion to approve attendance at AFDSNY Commissioner Training, Annual Training and Regional training for commissioners and district officers and M. Malone seconded the motion. Carried

J. Patterson made the motion to approve travel for K. Thompson to the AFDSNY board of directors meetings Jan. 13-16, March 10-13, May 5-8, June 2-5 and Sept. 15-18 and D. Rafkis seconded the motion. Carried

M. Chura made the motion to approve the Policy on Citizens comments for commissioners meetings and M. Malone seconded the motion. Carried

D. Rafkis made the motion to approve Matt Speach as Chief of Department. M. Chura seconded the motion. Carried.

M. Chura made the motion to approve Bill Massaro as 1<sup>st</sup> Assistant Chief. M. Malone seconded the motion. Carried.

J. Patterson made the motion to approve Joseph Corcoran as 2<sup>nd</sup> Assistant Chief. M. Malone seconded the motion. Carried.

M. Chura made the motion to approve the firematic officers as elected in December and submitted by the Fire Department: Station #1: Capt. John Melchior and Station #2: Capt. J. Metallo and Lt. R. Harrison and M. Malone seconded the motion. Carried

The following committee assignments for 2022 were agreed to by the commissioners:

COMMUNICATION: CHAIRPERSON MIKE MALONE /VICE CHAIR, DIANE RAKFIS  
315.729.1589 315.546.5368

NEW VEHICLES: CHAIRMAN, MIKE CHURA / VICE CHAIR, JEREMY PATTERSON  
315.436.3641 315.575.3657

BUILDING & FACILITY/: CHAIRMAN, MIKE CHURA / VICE CHAIR, DIANE RAKFIS  
LONG TERMPANNING 315.436.3641 315.546.5368

FIRE/EMS EQUIPMENT: CHAIRMAN, MIKE CHURA / VICE CHAIR, MIKE MALONE  
315.436.3641 315.729.1589

FIRE PREVENTION: CHAIRPERSON, DIANE RAKFIS/VICE CHAIR, KIT THOMPSON  
315.546.5368 315.575.2455

BUDGET & FINANCE: CHAIRPERSON, KIT THOMPSON /VICE CHAIR, DIANE RAKFIS  
315.575.2455 315.546.5368

TRUCK MAINTENANCE: CHAIRMAN, JEREMY PATTERSON/ VICE CHAIR, MIKE CHURA  
315.575.3657 315.436.3641

BUILDING/ GROUNDS CHAIRMAN, DIANE RAKFIS / VICE CHAIR, MIKE MALONE  
MAINTENANCE: 315.546.5368 315.729.1589

SERVICE AWARDS: CHAIRMAN, KIT THOMPSON 315.575.2455  
VICE CHAIR, MIKE MALONE/ASSISTANT, WILLIAM DWYER  
315.729.1589 315.857-5231

PERSONNEL: CHAIRPERSON, KIT THOMPSON/ VICE CHAIR, MIKE MALONE  
315.575.2455 315.729.1589

RECRUITMENT & RETENTION: CHAIRMAN JEREMY PATTERSON/ VICE CHAIR, MIKE MALONE  
315.575.3657 315.729.1589

TECHNOLOGY: CHAIRPERSON, JEREMY PATTERSON /VICE CHAIR MIKE CHURA  
315.575.3657 315.436.364

W. Dwyer reported briefly on the year-end financial summary provided showing the transfers to reserve and fund balance.

K. Thompson states that the board needs to go into executive session and did not expect to conduct any further business.

K. Thompson made the motion to go into executive session at 7:40pm to discuss the history of an individual which may lead to their suspension and M. Chura seconded the motion. Carried.

J. Patterson made the motion to return to open meeting and K. Thompson seconded the motion. Carried. At 9:15pm

Next Meeting: January 31st at 7pm.

K. Thompson made the motion to adjourn the meeting at 9:17pm and M. Malone seconded the motion. Carried.

Respectfully submitted,  
Amy Speach  
Fire District Secretary