

The regular monthly meeting of the Board of Fire Commissioners of the Belgium Cold Springs Fire District was called to order at 7:00 P.M. on May 16, 2022, by Chairperson, K. Thompson.

Present: K. Thompson, M. Chura, D. Rafkis, M. Malone, J. Patterson, W. Dwyer, A. Speach, M. Speach, J. Tanner, J. Corcoran, C. Curtis, M. Evans, B. Stone-Quinn, T. Eckel, Janelle Melchior, B. Raymond-LaPrease, Lawrence Johnson, Pac B.

Lawrence Johnson of Stokes, Visca, Hucko & Barone, LLC provided a review of the audit report. There were no material weakness in our internal controls. L. Johnson suggested that we may want to consider increasing unassigned fund balance. K. Thompson commented that she had heard the same at a seminar recently and the suggestion was 3-4 months operating capital. L. Johnson stated that as long as it is documented it is fine, an amendment to the fund balance policy would be recommended.

J. Patterson made the motion to approve the audit report and M. Chura seconded the motion. Carried. B. Raymond-LaPrease asked if it will be posted on the website. J. Patterson stated we can check into getting a PDF copy to post.

J. Patterson made the motion to approve the minutes of the April 18, 2022, monthly meeting and M. Chura seconded the motion. Carried.

<u>Treasurer's Report:</u>	Checking	154,904.03
	Savings	966,525.17
	Payroll account	132,836.17
	Capital Imp. Reserve	660,748.36
	Apparatus Reserve	687,891.16
	Cont. Tax. Stab. Res.	42,745.86
	Equipment Reserve	263,702.15
	Vouchers	101,466.58
	CODES Checking	2,788.76
	CODES Savings	22,367.99
	CODES bequests	61,607.62
	Vouchers	0.00

W. Dwyer reviewed the treasurer's report. The service awards investment values are down this month. The service awards paperwork is being finalized. There were 15 participants that are taking their money. We will owe \$34,903.94 for those that made their points in 2021. Anyone that is choosing to move their money to the more conservative account, that will happen after the payouts. M. Chura made the motion to approve the treasurer's report and J. Patterson seconded the motion. Carried. J. Patterson made the motion to approve the vouchers as audited and M. Malone seconded the motion. Carried. J. Patterson will be the commissioner to review bank statements this month.

Correspondence:

- The Counsellor was received and distributed.
- Fire District Affairs was received and distributed.
- Amended bylaws submitted by the Fire Department bylaws committee for approval

Chief's Report:

M. Speach reported:

1. Equipment purchases:

- a. The six, 100' lengths of 4" supply line have arrived
- b. The new mannequin for the tower has arrived
- c. The new portable radios for Truck 2 have been ordered

2. Apparatus:

- a. Truck 2
 - i. We are waiting on some equipment, and we have a list from the Station 2 officers that we are working through
 - ii. PAC Mounting brackets have come in and will be installed soon
 - iii. Other equipment quotes are coming in and will be reviewed for purchase
 - iv. Still waiting on some punch list items to be complete
 - v. The MDT and mobile radio have been installed
 1. The MDT has the new CAD software installed
 - a. The rest of the apparatus will follow. A rep from 911 will be here Wednesday, 5/18 to do the update
 - i. I will do training on the new software soon

3. TOAC

- a. Our annual TOAC drills went well and we only have a few members to catch up with

4. COVID-19 Preparation/Response/Planning:

- a. Members are reminded to wear PPE on EMS calls
- b. We can administer Covid tests for members
 - i. If you need a test for any reason, contact Chief Speach
- c. Our mask restrictions have been lifted
 - i. *Exception:* I am asking that masks and food service gloves be used when preparing/serving food
 - ii. If you have any questions, please reach out to your Line Officers
- d. Keep in mind...this is a fluid policy and can be changed at a moment's notice

5. Zoll emsCharts Software:

- a. The charts done have looked great with little to no errors!

6. I always encourage our members to put a duty crew in service or set up an Engine 91 date that BCSFD hosts

- a. BCSFD **CAN** host E-91 *and* BCSFD members **ARE** able to participate on E-91 if it is hosted by another Town of Lysander E-91 participating Department.

- b. BCSFD members are not permitted to ride on any other E-91 programs...i.e., Town of Salina, etc.
 - c. IF YOU HAVE ANY QUESTIONS ABOUT THIS, CONTACT CHIEF SPEACH
7. Members have been reminded to please try and use Bryx when responding
- a. It helps us know who is responding and lets members know who is on their way to the stations
8. Thank you for your continued support!

M. Speech reported for W. Massaro:

- W. Massaro received an email from Al Yeager in regards to Drakes Landing Apartments and it is in the final stages. He wanted to make sure that we didn't have any changes to the suggestions in the plans we had already submitted.
- W. Massaro is still working on preplans.
- We have received binders for the Amazon warehouse pre-plan from MCFD. The binders will be placed in apparatus.

J. Corcoran:

- TOAC has gone very well. We held 4 sessions on 2 evenings and 2 Saturdays and there are only 8 people still outstanding. We will run one more and if not complete they will be dropped down to exterior C. (after May 28th) If any special circumstance for any individuals that will be addressed.
- Escape rope training is scheduled. 2 Thursdays and then Sat. May 28th.
- Working on getting more cars from Nobles.
- EVOC scheduling is in the works.
- Training opportunities: NYS Chiefs' Association flashover training, the town wide training extrication training (currently postponed), Town of Lysander live fire training on June 4th. There has also been good participation in state courses.

Committee Reports

Communication: Nothing to report.

Building & Facilities:

M. Chura: Nothing further to report, projects are in the same status as reported last month.

- Quartz – parking lot expansion - on hold
- Station #2 Roof – taking an average of 8 months for delivery of materials. We will most likely see an increase in the price of materials. A. Speech will continue to reach out for any updates.

New Truck Committee: M. Speech reported that they will be scheduling a meeting soon. J. Patterson reported that VanderMolen has been working through the punch list on the new truck. A. Speech reported that she spoke with a dealer we have worked with previously to discuss

vehicle availability and the lack of bids when sent out last month and we will need to meet to discuss before going out to bid again.

Lysander Public Safety: K. Thompson reported that the next meeting will be at BCSFD on June 21st at 7pm. On June 4th there will be town wide training in Oswego County. Fire Prevention dates are being scheduled.

Budget & Finance: K. Thompson presented the 2023 Budget Timeline. A revision will be sent out with corrected dates to the BOFC, Chief and Executive Board.

IT Committee: J. Patterson reported that Station Boards project is progressing and a meeting will be set up to preview and review the content.

Recruitment & Retention: J. Patterson reported on the financials for the welcome kits as asked at the previous meeting. The program started in 2018. We have spent \$3915. The welcome kit includes a welcome letter, verbiage on your address being visible, a fire extinguisher if the resident is home, a brochure on how to use an extinguisher, pen and flashlight. The purpose was recruitment but also fire prevention and name recognition and it gets us out in front of residents. The payoff has also been seen in the fund drive. Since 2018 we have had 21 new applications. J. Corcoran commented on a conversation with a neighbor that was not aware his Fire Department was Belgium Cold Springs.

Personnel: No report.

Caretaker Leader Report: J. Tanner submitted a report.

Truck Maintenance: M. Chura stated that most was covered in the Chief's report. The annual maintenance has started. J. Tanner talked to Krown to schedule the annual under coating.

Building Maintenance: M. Malone thanked John and Jerry for the work done where the Quartz house was, the area is looking great. The roofer has looked at the roof at the district office. It will need new screws with rubber washers, silicon and rubber boots, the cost will be approximately \$1000-1500.

Old Business:

- K. Thompson reported that they are still looking at the long-term planning assignments. It will be tabled until June.
- Policy Review- K. Thomspson reported that there are two more policies for review.
 - Breach Notification Policy. This is a new policy required by the Office of the State Comptroller. J. Patterson made the motion to approve the Breach Notification Policy with an update to the approval date and M. Chura seconded the motion. Carried.

- Medical Leave Policy. There were not many changes other than the format. J. Patterson made the motion to approve the Medical Leave Policy and M. Chura seconded the motion. Carried.

New Business:

- Amended Fire Department bylaws have been submitted. K. Thompson made the motion approve the proposed Belgium Cold Springs Fire dept. bylaws, which were approved by the membership on May 5, 2022; to the extent that when the bylaws of the Fire Department conflict with the rules adopted by the Board of Fire Commissioners (BOFC), the BOFC rules supersede the bylaws and the BOFC rules governs and J. Patterson seconded the motion. Carried. K. Thompson stated that A. Speach will send a letter to the Fire Department with the approval.
- J. Patterson made the motion to approve the Youth Membership application for Tommy Padalino and M. Malone seconded the motion. Carried.
- M. Chura suggested moving the meetings back to the district office as they were moved due to COVID. Discussion. Tabled until the June meeting.

Public comments: B. Raymond-LaPrease commented that she feels that the medical leave policy is discriminatory as it is not applied the same to everyone. She also asked about the Take Home Vehicle Policy as L. Malone was not present for follow-up. K. Thompson stated that it will be worked on. C. Curtis asked about the plan for the chief's vehicle if a new one is purchased. J. Patterson stated that something would be sold, they would need to review the condition of the remaining vehicles and probably the oldest SUV would be sold.

At 8:11pm - K. Thompson stated we will be going into executive session around 9pm. We will take a short break.

At 8:41pm - K. Thompson made the motion to enter Executive Session to discuss the employment history of an individual which may lead to his or her continued employment or discipline and J. Patterson seconded the motion. Carried. Attorney Steve Shahan was present for the Executive Session. C. LaPrease and M. Speach, both entered and left the Executive Session at separate times.

Resumed the regular meeting at 10:30PM.

K. Thompson made the motion to accept the resolution of the personnel issue discussed in the Executive Session and J. Patterson seconded the motion. J. Patterson, K. Thompson and M. Chura voted in favor. M. Malone and D. Rafkis abstained. Carried.

Meeting dates:

Next Commissioners meeting – June 20th at 7PM (All meetings at station #1 until further notice)

K. Thompson made the motion to adjourn at 10:31PM and D. Rafkis seconded the motion.
Carried.

Respectfully submitted,
Amy Speach
District Secretary