

The Organizational meeting for the Board of Fire Commissioners of the Belgium Cold Springs Fire District for 2023 was convened on January 9, 2023 at 7:00 P.M. Proof of publication was provided.

Present: D. Rafkis, M. Chura, K. Thompson, C. LaPrease, M. Malone, A. Speech, W. Dwyer, J. Root, J. Corcoran, B. Raymond-LaPrease, R. Messer and B. Messer.

W. Dwyer was appointed temporary Chairman.

Commissioner LaPrease, Treasurer Dwyer and Secretary & Deputy Treasurer Speech signed their oaths of office and will be forwarded to the Lysander Town Clerk. The newly elected Fire Commissioner C. LaPrease must attend mandatory Fire Commissioner training within 270 days of date of such election.

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

M. Malone made the motion to make a provisional appointment to Jeff Root as Chief with a provision for salary as budgeted at \$34,500 to be effective at the close of this meeting and M. Chura seconded the motion. Carried. J. Root was sworn in by Commissioner M. Chura.

D. Rafkis made the motion to appoint Amy Speech as Secretary of the Fire District with provision for salary as budgeted at \$56,500 and M. Malone seconded the motion. Carried.

D. Rafkis 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.

M. Malone made the motion to appoint Amy Speech as Deputy Treasurer at salary of zero, and D. Rafkis seconded the motion. Carried.

C. LaPrease made the motion to appoint Gerald Tanner as Caretaker with provision to pay at a rate of \$29.23 per hour for a three-month appointment and M. Malone seconded the motion. Carried.

M. Malone made the motion to appoint Luke Harrison as Caretaker with a provision to pay at \$17.50 per hour and M. Chura seconded the motion. Carried.

M. Chura 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.

M. Malone made the motion to adopt the 2023 Legal holidays as per proposed schedule and adding Juneteenth and eliminating the floating holiday and D. Rafkis seconded the motion. Carried.

M. Malone 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; with Paychex currently working on a revision 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. Motion to approve made by M. Chura and seconded by M. Malone. Carried.

M. Malone made the motion to designate the Syracuse Post Standard (Advance Media New York) as the official newspaper for the District for 2023 and D. Rafkis seconded the motion. Carried.

D. Rafkis made the motion to set the following dates for official monthly meetings of the Fire District Board of Fire Commissioners for 2023: January 18, February 21, June 21 due to Federal holidays and all other meetings on the 3rd Monday of each month at 7:00 P.M. at Station #1 and M. Malone seconded the motion. Carried.

M. Malone made the motion to appoint Steven Shahan as attorney for the Fire District for 2023, and M. Chura seconded the motion. Carried.

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

D. Rafkis 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. C. LaPrease 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. M. Malone 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. Malone seconded the motion. Carried.

M. Malone 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. D. Rafkis 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.

D. Rafkis 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, 2023. 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. Chura seconded the motion. Carried.

D. Rafkis 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. C. LaPrease seconded the motion. Carried

C. LaPrease made the motion to set the reimbursement for mileage to the current IRS rate at the time of travel, currently at the rate of 65.5 cents per mile and M. Chura 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.

The Fire Department provided the Board of the following preliminary activities planned for 2023 with full roster participating in each event: **Indicates fund-raising activities.

Installation Banquet - January 21

Super Bowl Party – February 12

Youth Banquet

Pancake Breakfast** - April 2

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

Recruitment & retention activities and open houses

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

D. Rafkis 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 C. LaPrease seconded the motion. Brief discussion on coverage. The State Fire Instructors, Deputy Coordinators and Fire Investigators are covered by the county. Carried.

C. LaPrease 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.

C. LaPrease 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.

M. Malone made the motion to approve Joseph Corcoran as 1st Assistant Chief. M. Chura seconded the motion. Carried.

M. Malone made the motion to approve Matt Speech as 2nd Assistant Chief. D. Rafkis seconded the motion. Carried.

M. Malone made the motion to approve the firematic officers as elected January 5th and submitted by the Fire Department: Station #1: Capt. J. Melchior, Lt. C. LaPrease and Station #2: Capt. J. Metallo, Lt. R. Harrison, Lt. M. Harrison, and Lt. L. Harrison and M. Chura seconded the motion. C. LaPrease abstained. Carried

M. Chura made the motion to approve the following committee assignments for 2023 and M. Malone seconded. Carried.

STEERING COMMITTEE: CHAIRPERSON MIKE CHURA /VICE CHAIR, KIT THOMPSON
315.436.3641 315.575-2455

NEW VEHICLES: CHAIRMAN, DIANE RAFKIS/ VICE CHAIR, MIKE CHURA
315.546.5368 315.436.3641

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

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

FIRE PREVENTION: CHAIRPERSON, CHARLIE LAPREASE
315.720.7151

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

TRUCK MAINTENANCE: CHAIRMAN, MIKE CHURA/ VICE CHAIR, DIANE RAFKIS
315.436.3641 315.546.5368

BUILDING/ GROUNDS CHAIRMAN, MIKE MALONE/ VICE CHAIR, CHARLIE LAPREASE
MAINTENANCE: 315.729.1589 315.720.7151

SERVICE AWARDS: CHAIRMAN, KIT THOMPSON 315.575.2455
ASSISTANT, WILLIAM DWYER/ VICE CHAIR, DIANE RAFKIS
315.857.5231 315.546.5368

PERSONNEL: CHAIRPERSON, KIT THOMPSON/ VICE CHAIR, DAINE RAFKIS
315.575.2455 315.546.5368

TECHNOLOGY: CHAIRPERSON, DIANE RAFKIS/VICE CHAIR MIKE CHURA
315.546.5368 315.436.3641

Any additional Business:

- C. LaPrease made the motion to approve the active member application for Corey Wilson pending his physical and M. Malone seconded the motion. Carried.
- C. LaPrease made the motion to approve the support member application for Riley Melchior pending the Onondaga County Sheriff's background check and D. Rafkis seconded the motion. Carried.
- M. Chura reported that the board of fire commissioners received an accident report today, will accept the recommendations from the chief, and will review further and upon receiving the additional accident report will review for additional corrective action. M. Malone made the motion to accept this recommendation and C. LaPrease seconded the motion. Carried.

Public Comments: Rita Messer asked about the increase in her taxes. K. Thompson replied that as explained at the public hearing we were planning on a .20 increase in the tax rate and we were able to keep it at that. Discussion. It is a \$400,000 increase and what happens if that money isn't spent. K. Thompson stated we would have to make that decision at the end of the year. She stated she understands it is a substantial increase, but asked if others had a better alternative.

Next Meeting: January 18th at 7pm at Station #1

M. Chura made the motion to adjourn the meeting at 7:46pm and D. Rafkis seconded the motion. Carried.

Respectfully submitted,
Amy Speach
Fire District Secretary