

## ORGANIZATIONAL MEETING

YEAR 2023

Meeting Date January 9, 2023

Proof of Publication:

Temporary Chairman Named:

Swear in new Commissioner(s) and Secretary and Treasurer:

Commissioner Training required within 270 days of election

Elect Chairman:

Executive session for chief's interview. (if needed)

Provisional Appointment for Chief and salary: Jeff Root provision for salary as budgeted \$34,500. Appointment to be effective at the close of this meeting.

Appoint Secretary and Salary: A. Speach provision for salary as budgeted \$56,500.

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

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

Appoint Caretaker and Salary: J. Tanner provision to pay at \$29.23 per hour for a 3 month appointment.

Appoint Caretaker and Salary: L. Harrison provision to pay at \$17.50 per hour.

Designate (2) commissioners as 2<sup>nd</sup> signature on checks over \$5000

Adopt legal holidays for year: see handout

Review and affirm Employee Handbook:

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: 65.5 cents

Request letter from members doing business with District:

Request Fire Department to notify Board of Fund Raising 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 Chief: Jeff Root

Approve 1<sup>st</sup> Assistant Chief: Joe Corcoran

Approve 2<sup>nd</sup> Assistant Chief: Matt Speech

Approve firematic officers elected January 5<sup>th</sup>: Station #1: Capt. John Melchior , Lt. Charlie LaPrease, and Station #2: Capt. Jack Metallo, Lt. Mark Harrison, Lt. Ryan Harrison, Lt. Luke Harrison

Committee assignments for year: (see handout)

Any additional business:

Executive Session:

Next Meeting: January 18<sup>th</sup> at 7pm at station #1

Adjournment:

Committee assignments for Year:

Communication:

New Truck:

Building & Facilities:

Fire Equipment;

Fire Prevention:

Budget & Finance:

Truck Maintenance:

Building Maintenance:

Service Awards:

Personnel:

Recruitment & Retention:

## 2023 Meeting Dates

January 18 – Wednesday

February- Monday- conflict with Federal Holiday

March 20- Monday

April 17 - Monday

May 15 - Monday

June 19 – Monday – Federal Holiday – change date?

July 17 – Monday

August 21 – Monday

September 18 – Monday

October 16 – Monday

November 20 – Monday

December 18 – Monday

October 16-20 – Budget Hearing

December 12 - Tuesday – District Elections

## HOLIDAYS - 2023

January 2	New Year's Day	Monday
January 16	Martin Luther King, Jr. Day	Monday
February 20	President's Day	Monday
May 29	Memorial Day	Monday
July 4	Independence Day	Tuesday
September 4	Labor Day	Monday
October 9	Columbus Day	Monday
November 10	Veteran's Day (observed)	Friday
November 23	Thanksgiving Day	Thursday
November 24	Day after Thanksgiving	Friday
December 25	Christmas	Monday
December 26	Day after Christmas	Tuesday
January 1, 2024	New Year's Day	Monday

(1) Floating Holiday