

The Organizational meeting for the Board of Fire Commissioners of the Belgium Cold Springs Fire District for 2024 was convened on January 8, 2024 at 7:00 P.M. Proof of publication was provided.

Present: D. Rafkis, M. Chura, K. Thompson, C. LaPrease, M. Harrison, A. Speach, W. Dwyer, M. Speach, B. Raymond-LaPrease, M. Evans, C. Curtis, John Melchior, Janelle Melchior, M. Malone, L. Malone, T. Eckel.

W. Dwyer was appointed temporary Chairman. W. Dwyer welcomed new commissioner M. Harrison.

Commissioner M. Harrison, 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 Commissioner M. Harrison must attend mandatory Fire Commissioner training within 270 days of date of such election.

M. Chura nominated K. Thompson for position of Chairperson and C. LaPrease seconded the motion. D. Rafkis nominated M. Chura and he declined. There being no further nominations the polls were closed. All voted in favor. K. Thompson was elected Chairperson.

Executive Session: D. Rafkis made the motion to enter into executive session for the resume and employment history of an individual that may lead to his/her continued employment and M. Harrison seconded the motion. Carried. Entered executive session at 7:03pm.

Returned from executive session at 7:53pm.

C. LaPrease made the motion to approve the salary of Chief Jeff Root as budgeted at \$34,845 and M. Chura seconded the motion. Carried.

C. LaPrease made the motion to approve the rate of \$23/hour for the paid FF/EMTs and D. Rafkis seconded the motion. Carried.

D. Rafkis made the motion to appoint Amy Speach as Secretary of the Fire District with provision for salary as budgeted at \$57,065 and M. Chura seconded the motion. Carried.

C. LaPrease made the motion to appoint William Dwyer as Treasurer of the Fire District with provision for salary as approved at \$20,024 and D. Rafkis seconded the motion. Carried.

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

D. Rafkis made the motion to appoint Luke Harrison as Caretaker with a provision for salary as budgeted at \$36,764 to be adjusted hourly as approved and M. Harrison seconded the motion. Carried.

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

D. Rafkis made the motion to adopt the 2024 Legal holidays as per proposed schedule and M. Chura seconded the motion. Carried.

M. Chura 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.

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

C. LaPrease made the motion to designate the Syracuse Post Standard (Advance Media New York) as the official newspaper for the District for 2024 and M. Harrison 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 2024: January 23 and February 12, due to Federal holidays and October 15th due to a conference and all other meetings on the 3rd Monday of each month at 7:00 P.M. at Station #1 and C. LaPrease seconded the motion. Carried.

M. Chura made the motion to appoint Steven Shahan as attorney for the Fire District for 2024, and K. Thompson seconded the motion. Carried.

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

K. Thompson made the motion to designate M&T Bank as official depository ad NY Class 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.

C. LaPrease 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. Chura seconded the motion. Carried.

C. LaPrease 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. Harrison seconded the motion. Carried.

C. LaPrease 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.

M. Harrison 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. C. LaPrease seconded the motion. Carried.

M. Chura made the motion to adopt the following procedure regarding the 2023 Treasurer's report: The annual Treasurer's Report will be given as the Annual Report to the Comptroller and is due on March 1, 2024. C. LaPrease seconded the motion. Carried. 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.

C. LaPrease 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

K. Thompson made the motion to set the reimbursement for mileage to the current IRS rate at the time of travel, currently at the rate of 67 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 2024 with full roster participating in each event: **Indicates fund-raising activities.

Installation Banquet – January 20

Super Bowl Party – February 11

Pancake Breakfast** March 24

Recruitment & Retention Open House

Chicken BBQ and/or Hot Dog Sale **

Little Kids Big Trucks
Family events
Golf Tournament**
Fund Drive **
Food Trucks **
Parade of Lights
Holiday Parties
Santa Run
Parades
Fire Prevention
Wine tour
Trip to the FASNY Museum of Firefighting
** indicates fundraising activities

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

M. Chura 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 K. Thompson seconded the motion. Carried.

C. LaPrease made the motion to approve participation of Belgium Cold Springs Fire Department members on Special Ops teams for VFBL coverage and M. Chura seconded the motion. Carried.

K. Thompson 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. Chura seconded the motion. Carried.

C. LaPrease made the motion to approve attendance at AFDSNY Commissioner Training, Annual Training, and Regional Training for commissioners and district officers. M. Chura seconded the motion. Carried

K. Thompson made the motion to approve fire district membership to AFDSNY and Central region and M. Chura seconded the motion. Carried.

M. Chura made the motion to approve Matt Speach as 1st Assistant Chief. D. Rafkis seconded the motion. Carried.

C. LaPrease made the motion to approve John Melchior as 2nd Assistant Chief. M. Chura seconded the motion. Carried.

M. Chura made the motion to approve the following committee assignments for 2024 and D. Rafkis seconded the motion. Carried.

<u>STEERING COMMITTEE:</u>	<u>CHAIRPERSON DIANE RAFKIS</u> 315.546.5368
<u>NEW VEHICLES:</u>	<u>CHAIRPERSON, DIANE RAFKIS/ VICE CHAIR, MIKE CHURA</u> 315.546.5368 315.436.3641
<u>LONG TERM PLANNING:</u>	<u>CHAIRMAN, MIKE CHURA / VICE CHAIR, KIT THOMPSON</u> 315.436.3641 315.575.2455
<u>FIRE/EMS EQUIPMENT:</u>	<u>CHAIRMAN, CHARLIE LAPREASE / VICE CHAIR, DIANE RAFKIS</u> 315.720.7151 315.546.5368
<u>FIRE PREVENTION:</u>	<u>CHAIRPERSON, MARK HARRISON</u> 315.427.8189
<u>BUDGET & FINANCE:</u>	<u>CHAIRPERSON, KIT THOMPSON /VICE CHAIR, CHARLIE LAPREASE</u> 315.575.2455 315.720.7151
<u>VEHICLE MAINTENANCE:</u>	<u>CHAIRMAN, MIKE CHURA/ VICE CHAIR, MARK HARRISON</u> 315.436.3641 315.427.8189
<u>BUILDING/ GROUNDS MAINTENANCE:</u>	<u>CHAIRMAN, CHARLIE LAPREASE / VICE CHAIR, MARK HARRISON</u> 315.720.7151 315.427.8189
<u>SERVICE AWARDS:</u>	<u>CHAIRPERSON, KIT THOMPSON</u> 315.575.2455 <u>ASSISTANT, WILLIAM DWYER/ VICE CHAIR, DIANE RAFKIS</u> 315.857.5231 315.546.5368
<u>PERSONNEL:</u>	<u>CHAIRPERSON, KIT THOMPSON/ VICE CHAIR, MIKE CHURA</u> 315.575.2455 315.436.3641
<u>TECHNOLOGY:</u>	<u>CHAIRPERSON, MIKE CHURA /VICE CHAIR DIANE RAFKIS</u> 315.436.3641 315.546.5368

Any additional Business:

- C. LaPrease made the motion to approve the out of district membership application for Frank West and M. Harrison seconded the motion. Carried.
- C. LaPrease made the motion to approve the new Active member application for Mark Shaughnessy pending physical and M. Chura seconded the application. Carried.
- D. Rafkis made the motion to approve travel for K. Thompson to the AFDSNY board of directors meetings (at no cost to the district) and M. Harrison seconded the motion. K. Thompson abstained. Carried.
- Bill Dwyer provided a handout with a CODES financial report for the year as well as assets for the year for the district and the transactions to move the funds to NY Class. K. Thompson will login to check/verify the NY Class transactions every month.

Public Comments:

- John Melchior provided an article about transitioning to a combination department and will leave a copy with A. Speach to distribute. He also thanked the board for approving him as Assistant Chief.

Next Meeting: January 23rd at 7pm at Station #1

M. Chura made the motion to adjourn the meeting at 8:32 pm and D. Rafkis seconded the motion. Carried.

Respectfully submitted,
Amy Speach
Fire District Secretary