

ORGANIZATIONAL MEETING

YEAR 2024

Meeting Date January 8, 2024

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:

Approve Chief Root - annual salary of \$34,845

Approve Part-time Firefighter/EMTs hourly rate of \$23/hour

Appoint Secretary and Salary: A. Speach provision for salary as budgeted \$57,065.

Appoint Treasurer and Salary: W. Dwyer, \$20,024

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

Appoint Caretaker and Salary: L. Harrison provision for salary as budgeted at \$36,764, to be adjusted hourly as approved.

Designate (2) commissioners as 2nd signature on checks over \$5000

Adopt legal holidays for year: see handout

Review and affirm Employee Handbook:

Re-affirm current district policies.

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: 67 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 attendance at the AFDSNY Commissioner Training, Annual Training, and Regional Training for commissioners and district officers.

Approve 1st Assistant Chief: Matt Speech

Approve 2nd Assistant Chief: John Melchior

Committee assignments for year: (see handout)

Any additional business:

- Membership applications for Frank West, out of district
- New Active member application for Mark Shaughnessy
- Approve travel for K. Thompson to the AFDSNY board of directors meetings (at no cost to the district).

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

Adjournment:

Committee assignments for Year:

Steering Committee:

New Truck:

Long Term Planning:

Fire Equipment;

Fire Prevention:

Budget & Finance:

Truck Maintenance:

Building Maintenance:

Service Awards:

Personnel:

Recruitment & Retention:

2024 Meeting Dates

January 23 – Tuesday

February 12 – Monday

March 18- Monday

April 15 - Monday

May 20 - Monday

June 17 – Wednesday

July 15 – Monday

August 19 – Monday

September 16 – Monday

October 21 – Monday - *may need to move AFDSNY Conf. 10/20-10/23*

November 18 – Monday

December 16– Monday

October 21-25 – Budget Hearing

December 10 - Tuesday – District Elections

HOLIDAYS - 2024

January 1	New Year's Day	Monday
January 15	Martin Luther King, Jr. Day	Monday
February 19	President's Day	Monday
May 27	Memorial Day	Monday
June 19	Juneteenth	Wednesday
July 4	Independence Day	Thursday
September 2	Labor Day	Monday
October 14	Columbus Day	Monday
November 11	Veteran's Day	Monday
November 28	Thanksgiving Day	Thursday
November 29	Day after Thanksgiving	Friday
December 25	Christmas	Wednesday
December 24 or 26	before/after Christmas	Tues. or Thursday
Take either the day before or the day after Christmas as a holiday		
January 1, 2025	New Year's Day	Wednesday