

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 September 16, 2024 by Commissioner M. Chura.

Pledge to the Flag

Present: M. Chura, M. Harrison, C. LaPrease, D. Rafkis, W. Dwyer, A. Speach, T. Gleeson, J. Melchior, Janelle Melchior, C. Curtis, M. Evans, B. Raymond-LaPrease, M. Malone, T. Eckel, B. Harden

M. Harrison made the motion to approve the minutes of the August 19, 2024 meeting minutes and C. LaPrease seconded the motion. Carried.

<u>Treasurer's Report:</u>	Checking	61,730.36
	Savings	610,053.26
	Payroll account	64,361.39
	Capital Imp. Reserve	174,926.63
	NY Class Capital Imp.	836,991.65
	Apparatus Reserve	74,052.20
	NY Class Fire Apparatus	647,083.60
	Cont. Tax. Stab. Res.	3,584.47
	NY Class Contin. & Tax	41,880.23
	Equipment Reserve	116,638.36
	NY Class Equipment	219,983.42
	Vouchers	178,147.54
	CODES Checking	2,797.95
	CODES Savings	24,708.39
	CODES bequests	207.62
	NY Class CODES bequests	60,423.89
	Vouchers	00.00

W. Dwyer reviewed the treasurer's report. Reviewed the CODES report. Reviewed the district report. There are corrections written on the treasurer's report dues to a payroll error.

- M. Harrison made the motion to approve the treasurer's report and D. Rafkis seconded the motion. Carried.
- M. Harrison made the motion to approve the vouchers as audited and C. LaPrease seconded the motion. Carried.
- M. Chura will be the commissioner to review bank statements this month.

### Correspondence:

- We received the Life Insurance renewal and there will be approximately a \$41 per month increase.

### Chief's Report:

T. Gleeson reported.

#### Purchase Requests:

- Request purchase of five RIT Rope systems, \$3,127.50 freight TBD asking for \$3500. C. LaPrease made the motion to spend up to \$3500 for the five RIT Rope systems and M. Harrison seconded the motion. LaPrease, Harrison and Chura in favor and D. Rafkis opposed. Carried.

#### Communications:

- Email sent to commissioners with answers to budget questions. Shared the line-item Chief's Budget with anticipated purchases and justifications.
- Updated paid staff guidance, shared with commissioners, presented at Dept. meeting and shared with Northwest Chiefs. Guidance for daily chores and opened up further distance for food to go towards northwest.
- Received request from Palmer Elementary to use Station 1 to support their annual evacuation drill. Finalized details with M. Harrison.

#### Projects:

- PPE that was ordered is continuing to arrive. New belts and Bailout extensions are being issued. Proper setup and use integrated into mandatory Firefighter Survival Training. Great attendance at drill.
- EMS mentorship program has been completed. An email has been sent to prospective mentors to see if they are willing to serve in the role.
- The first organizational improvement session with Dave Effie is scheduled for September 26<sup>th</sup>.

#### Officer Meeting:

- Minutes transcribed and posted by Chief Melchior. The training topic was Fire Response Incident Communications. Format for "Initial Report" and "360 Size Up" were presented and discussed. An hour was used for the meeting followed by an hour of personal development training.

Policy: Nothing significant to report

M. Speach: Gleeson reported for M. Speach

- Image Trend - EMS reporting module is expected to go live on 10/1. Moving along very well. Folks going into image trend and taking notes but also putting into ems charts. Test communication to NYS would be the only thing that might hold it back. Testing it next week. It is a web-based system.

J. Melchior:

- Recent Training Activity & Trends
  - Working on drills to become more proficient at skills. Integrating with EMS.
  - EVOC coming up soon.
  - Vent, enter isolate search will be an upcoming drill.
  - Attendance at drills and it is about the same. Four members have been identified as all have new jobs and are working those nights.
  - Almost the entire dept. current in CPR
  - Almost 100% participation in TOAC.
  - The personal development training conducted at line officers meetings will help meeting the required line officers' training.
  - The BCSFD drill requirements are not as stringent as neighboring fire departments.
  - These changes in drills and training are aligning us with the proposed changes to OSHA.

### Committee Reports

Long Term Planning: Chair M. Chura reported that he has a list of names of those interested in attending and there will be a meeting scheduled soon.

New Truck Committee: Chair D. Rafkis reported on the sale of the apparatus. She has been in contact with DMA and that there has been some interest in the old E21. The new Rescue Pumper is expected in June 2025.

Lysander Public Safety: Chair C. LaPrease reported there was no meeting in August. The next meeting is Tuesday, September 17<sup>th</sup> at 7pm at BCSFD. There will be a Townwide Recruitment & Retention Open House on October 5<sup>th</sup>. There is discussion on bringing back Big Water for town wide training.

Budget & Finance: Chair K. Thompson was not present, vice-chair C. LaPrease presented the 2025 Preliminary budget.

- C. LaPrease thanked K. Thompson, Chief Gleeson and A. Speach for the time spent to prepare the budget.
- Chief Gleeson discussed some of the concerns that were brought to him about the Chief's budget and sent the board some suggested revisions prior to the meeting. Discussion. Chief Gleeson stated that the increase in his budget allows for future planning with what may be coming with the proposed OSHA update.
- Chief Gleeson reduced his budget to \$150,225 and the difference in his budget will go to transfer to reserve bringing that total to \$374,775 with the total budget remaining the same.
- We will need to override the 2% tax cap.
- The budget hearing will be at 6:30pm on October 15<sup>th</sup>.

C. LaPrease made the motion to adopt the 2025 Preliminary Budget of \$2,126,918 with the line item changes as discussed and M. Chura seconded the motion. Carried.

IT Committee: Chair M. Chura reported that the new phones are in and working. The new computers have been ordered.

Personnel: Chair K. Thompson is not present, vice-chair M. Chura reported that there is nothing to report.

Truck Maintenance: Chair M. Chura reported that the preventative maintenance and pump testing of apparatus is in process. The car 3 MDT has been fixed.

Building Maintenance: Chair C. LaPrease reported that the roof leaks have slowed down.

Steering Committee: Chair D. Rafkis reported that the next meeting is October 26<sup>th</sup> at 9:30am at Station #2.

Fire Prevention: Chair M. Harrison reported that VanBuren School is scheduled for October 10<sup>th</sup>. The Palmer School evacuation drill is scheduled for Friday, September 20.

Old Business:

- Policy review. Nothing at this time.

- C. LaPrease made the motion for any fire district official present at the AFDSNY Conference to vote in favor of the AFDSNY bylaws amendment on behalf of the district and M. Harrison seconded the motion. Carried.

New Business:

- C. LaPrease made the motion to table the Group life renewal until next month and D. Rafkis seconded the motion. Carried.

Public comments:

- B. Raymond-LaPrease asked if we had a spreadsheet of all of the contracts and costs for building maintenance and a list of preferred vendors. C. LaPrease stated that this is in the process of being prepared.
- J. Melchior asked if there has been discussion of additional testing for physicals. Discussion. If there is interest in specific tests, please provide that information to A. Speach.
- Janelle Melchior asked about the reduction in the medical line item in the proposed budget. Lengthy discussion. The Rad 57 devices were removed from the budget at this time; more information is needed.

Meeting dates:

2025 Budget Hearing- Tuesday, October 15<sup>th</sup> at 6:30pm

Commissioner's meeting – Tuesday October 15th at 7pm

(All meetings at station #1 until further notice or unless specified)

C. LaPrease made the motion to adjourn at 8:16 PM and D. Rafkis seconded the motion. Carried.

Respectfully submitted,  
Amy Speach  
District Secretary