

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 November 18, 2024, by K. Thompson.

Pledge to the Flag

Present: K. Thompson, M. Chura, M. Harrison, C. LaPrease, D. Rafkis, W. Dwyer, A. Speech, T. Gleeson, M. Speech, J. Melchior, Janelle Melchior, M. Malone, B. Raymond-LaPrease, T. Eckel, C. Curtis, J. Peet, M. Karasek

M. Harrison made the motion to approve the minutes of the October 15, 2024 Budget Hearing and M. Chura seconded the motion. Carried.

C. LaPrease made the motion to approve the minutes of the October 15, 2024 meeting and M. Chura seconded the motion. Carried.

<u>Treasurer's Report:</u>	Checking	164,793.05
	Savings	236,980.70
	NY Class General Fund	613,691.07
	Payroll account	73,357.80
	Capital Imp. Reserve	175,851.58
	NY Class Capital Imp.	833,255.85
	Apparatus Reserve	71,300.43
	NY Class Fire Apparatus	652,342.28
	Cont. Tax. Stab. Res.	3,603.42
	NY Class Contin. & Tax	42,220.61
	Equipment Reserve	63,500.33
	NY Class Equipment	221,771.14
	Vouchers	104,053.70
	CODES Checking	2,297.95
	CODES Savings	23,529.37
	NY Class CODES bequests	60,898.96
	Vouchers	00.00

W. Dwyer reviewed the treasurer's report. Reviewed the CODES report. Reviewed the district report. He provided the fixed asset report for review for next month's meeting. He provided a worksheet to adjust for overages/shortfalls in budget categories within the contractual expenses. Discussion. If the changes are

all within the contractual expenses categories, they can be changed, if it involves moving funds from another budget category and it requires a motion from the board. OK to make the changes within the contractual budget categories. C. LaPrease asked about moving some of the service awards funds into NY Class. Discussion. We are getting a better rate with the current investments. W. Dwyer will set up a meeting with D. Rutowski to discuss the service awards investments; K. Thompson and C. LaPrease will also attend.

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

Correspondence:

- Excellus notice of renewal and 2025 premium rates with an increase of \$89.20 a month
- Letters were received from Michael Malone and Jonathan Hagenmayer to be placed on the ballot for the Commissioner elections. The deadline is 11/20 at 5pm.

Chief's Report:

T. Gleeson:

Purchase Requests:

- Request approval for up to \$18,500 for (4) four FLIR K55 Thermal Imaging cameras. It is not economical to repair our current camera that has failed. This replacement was discussed at the Line Officers meeting. M. Chura made the motion to approve up to \$19,000 for 4 thermal imaging cameras and M. Harrison seconded the motion. Carried.
- Request approval for up to \$2,500 for EMS Bags and equipment. This will standardize the equipment sets across the fleet according to the EMS deployment plan sent to commissioners. There are also changes from the DOH and this will get us into compliance. We are required to certify 3 vehicles, and these 3 vehicles will need additional equipment. Discussion. The equipment was outlined by the Chief. This is a self-certification unless the DOH decides to inspect and there is no cost to us. We could donate the excess bags and some just need to be thrown away as there is not much value in them. D. Rafkis made the motion to declare the old medical bags surplus

- & donate and to spend up to \$2500 to purchase the EMS bags and equipment as outlined by Chief Gleeson and M. Chura seconded the motion. Carried.
- Request approval for \$2500 for a “Battle Fogger” smoke machine and fluid. M. Harrison made the motion to spend up to \$2500 to purchase a new fogger and surplus the old fogger and M. Chura seconded the motion. Carried.
 - Request approval for \$1500 for 5 cars for extrication training. One car will remain clean for EMS training. The fee includes delivery and removal. M. Chura made the motion to spend \$1500 for the 5 vehicles for training and C. LaPrease seconded the motion. Carried.

Communications:

- Participated in a Fire Alarm Drill with Agrana Fruits and provided observations.
- Email out to County Haz-Mat Rep with request for them to share their current guidance on Natural Gas and CO incident management.
- Opportunity to meet with personnel committee today and discussed meeting quarterly with the chief, personnel committee and the career staff to create a mechanism for regular communication. No objection, it is ok to move forward.

Projects:

- PPE that was ordered is continuing to arrive. Belts and Bailout extensions continue to be issued.
- Working to develop and formalize our Incident Response and Command structures.
- Working to develop and formalize our Incident Communications model.
- Coordinating with Dave Effie to schedule a session to facilitate the writing of the Mission Vision Value statements. Looking to schedule in January. The Line Officers presented their Mission, Vision and Values priorities and draft statements. They were very well thought out. I have asked Captain LaPrease to share his and work with the commissioners and Lt. Mark Harrison to share his and work with the Department Exec Board. Discussion. C. LaPrease shared his with the board. The board of fire commissioners will work on putting together theirs and it will be added to the agenda for December.

Policy:

- Development of Natural Gas & CO guidance has begun. Development of standard incident management and communication structures is on deck.

Officer Meeting:

- Discussed the TIC and smoke machine needs as presented above in purchase requests. Training was an exercise in “Is your department ready for the Victims Trapped Fire”. Discussion of relevant policy and procedure for that scenario. Areas for improvement were identified. Introduced the “NIOSH 5” and how they tie to the exercise we completed.
 - NIOSH 5 – The 5 most frequently cited factors in firefighter LODD:
 1. Improper Risk Assessment
 2. Lack of Incident Command
 3. Lack of Accountability
 4. Inadequate Communications
 5. Lack of SOPs or failure to follow SOPs

Speech: Nothing to report.

Melchior:

- Training Calendar 2025
 - EMS training, we will continue working through EMS protocols and working with Brian Falise.
 - January- the Mandatory training will be scheduled.
 - The training for the 1st quarter of the year has been built out and will consist of mostly required training. We will be scheduling regular Thursday drills and some Saturday mornings.
 - Discussion on using the IaR Calendar. It does have a limit of posting 45 days out. A calendar can be placed in each dispatch, we can also utilize SharePoint or teams. J. Melchior will investigate IaR and the limit. There is an option to indicate if you will be attending, this would help with planning for drill and food. Discussion on food, this needs to be discussed at the department level.

Committee Reports

Long Term Planning: Chair M. Chura reported the meetings are continuing to go well and are productive. He will put together some information to share. Much of

the discussion has been regarding our aging buildings, what our needs are and what is feasible going forward.

New Truck Committee: Chair D. Rafkis reported on the sale of the apparatus. Both trucks are listed with Brindlee Mountain and DMA. We have provided more information on each listing. The vendor has recommended reducing the price. Discussion. C. LaPrease made the motion to reduce the price to \$50,000 for the rescue and to \$70,000 for the engine and M. Chura seconded the motion. Carried.

Lysander Public Safety: Chair C. LaPrease reported that the next meeting is Tuesday, November 19th at 7pm at Seneca Rover FD. Last month they started working on updating the SOG/SOP for S91 and E91 and they will continue to work on the update.

Budget & Finance: Chair K. Thompson reported that the budget has been delivered to the town.

IT Committee: Chair M. Chura reported that work continues on the computers and the new reporting program.

Personnel: Chair K. Thompson reported:

- The committee met with Chief Gleeson regarding communication with the paid staff.
- W. Dwyer, K. Thompson and A. Speach spoke with a payroll vendor at the AFDSNY conference. Firehouse payroll was very responsive to our questions, they provided references that all came back with no issues and the price is extremely competitive. They are smaller and will be able to provide us with someone that is available to us to answer questions. We do need to give Paychex 30 days' notice. D. Rafkis made the motion to move from Paychex to Firehouse Payroll and M. Harrison seconded the motion. Carried.
- M. Chura reported that we are listed for the next Firefighter/EMT exam offered in the county by civil service. We were added to the list by civil service as a few other departments asked for a test. The Deputy Chief test will be in April. If necessary, we can hire provisionally if the first list we had is no longer active.

Truck Maintenance: Chair M. Chura reported that the door latch on S2 and the charger on S1 have both been fixed.

Building Maintenance: Chair C. LaPrease had nothing to report.

Steering Committee: Chair D. Rafkis reported that at the last meeting there was discussion regarding the fitness reimbursement. The fire department has no way to pay members directly. Lengthy discussion. There was discussion on the YMCA discount program, the possibility of buying equipment, changes with OSHA 1910.156. This topic needs further discussion and investigation. The next meeting is November 30th at 9:30am at Station #2.

Fire Prevention: Chair M. Harrison had nothing to report.

Old Business:

- Policy review. Nothing at this time.

New Business:

- D. Rafkis made the motion to renew the Cancer Insurance for \$10,783.80 for the extended coverage for more type of cancer and for interior and exterior members and M. Chura seconded the motion. Carried.
- Scheduled the following meetings:
 - Chief's Interviews- December 23rd at 4PM at the District Office.
 - Year-end Meeting- December 30th at 1PM at the District Office
 - Organizational Meeting – Monday, January 6th at 7PM at Station 1
 - January Meeting on the 27th at 7pm at Station 1
 - February Meeting on the 18th at 7pm at Station 1
- February 1st is the Inspection Dinner. K. Thomson reminded the executive board members present that the department will need to send a list of all their events.

Public comments: none.

At 8:55PM K. Thompson made the motion to go into Executive session to discuss the resume and employment history of an individual for their continued employment with the district and M. Chura seconded the motion. Carried. Chief Gleeson joined the board in executive session

At 10:09PM the regular meeting resumed.

M. Chura made the motion that Chief Gleeson will investigate and establish a position of EMS Coordinator and M. Harrison seconded the motion. Carried.

Chief Gleeson added that the burden of managing EMS is increasing. Chief Speech did an excellent job of keeping us in compliance but with him no longer in the Chiefs ranks in 2025 we will need someone to manage EMS.

Meeting dates:

Fire District Election – December 10th 6-9PM

Commissioner's meeting – Monday, December 16th at 7PM

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

M. Chura made the motion to adjourn at 10:11PM and M. Harrison seconded the motion. Carried.

Respectfully submitted,

Amy Speech

District Secretary