

The Organizational meeting for the Board of Fire Commissioners of the Belgium Cold Springs Fire District for 2025 was convened on January 5, 2025 at 7:00 P.M. Proof of publication was provided.

Present: M. Malone, M. Chura, K. Thompson, C. LaPrease, M. Harrison, A. Speech, W. Dwyer, T. Gleeson, B. Raymond-LaPrease, D. Rafkis, Michele Malone

W. Dwyer was appointed temporary Chairman.

Commissioner M. Malone, Treasurer Dwyer and Secretary & Deputy Treasurer Speech signed their oaths of office and will be forwarded to the Lysander Town Clerk. The newly elected Fire Commissioner M. Malone must attend mandatory Fire Commissioner training within 270 days of the date of such election.

M. Malone nominated C. LaPrease for the position of Chairperson and M. Harrison seconded the motion. There being no further nominations, the polls were closed. All voted in favor. C. LaPrease was elected Chairperson.

C. LaPrease made the motion to approve the salary of Chief Tim Gleeson per his contract and M. Malone seconded the motion. Carried.

C. LaPrease made the motion to approve the rate of \$25/hour for the paid FF/EMTs and M. Harrison seconded the motion. Carried.

C. LaPrease made the motion to appoint Amy Speech as Secretary of the Fire District with provision for salary as budgeted at \$59,918 and M. Harrison 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 \$20,624 and K. Thompson seconded the motion. Carried.

C. LaPrease made the motion to appoint Amy Speech as Deputy Treasurer at salary of zero, and M. Malone seconded the motion. Carried.

C. LaPrease made the motion to appoint Luke Harrison as Caretaker with a provision for salary as budgeted at \$38,234 to be adjusted hourly as approved and M. Chura seconded the motion. M. Chura noted that the personnel committee did not have the opportunity to complete L. Harrison's annual performance review. LaPrease, Malone and Thompson voted in favor. Harrison and Chura abstained. Carried.

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

C. LaPrease made the motion to adopt the 2025 Legal holidays as per proposed schedule and K. Thompson seconded the motion. Carried.

C. LaPrease 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 and M. Chura seconded the motion. Carried.

C. LaPrease 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 district's liability insurance. Motion to approve made by C. LaPrease and seconded by M. Harrison. Carried.

C. LaPrease made the motion to designate the Syracuse Post Standard (Advance Media New York) as the official newspaper for the District for 2025 and M. Harrison seconded the motion. Carried.

C. LaPrease made the motion to set the following dates for official monthly meetings of the Fire District Board of Fire Commissioners for 2025: January 28 and February 24, due to Federal holidays and all other meetings on the 3rd Monday of each month at 7:00 P.M. at Station #1 and M. Chura seconded the motion. Carried.

C. LaPrease made the motion to appoint Steven Shahan as attorney for the Fire District for 2025, and M. Malone seconded the motion. Carried.

C. LaPrease 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 and 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 reserves accounts listed below, and M. Malone seconded the motion. Carried.

- 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.
- 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.

- 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.
- Reserve Fund for Equipment, which was established on October 16, 2006. Being established by resolution, expenditure is by permissive referendum.
- Reserve Fund for Retirement Contributions, which was established on December 30, 2024 by resolution.

C. LaPrease made the motion to adopt the following procedure regarding the 2024 Treasurer's report: The annual Treasurer's Report will be given as the Annual Report to the Comptroller and is due on March 1, 2025. K. Thompson 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. M. Malone seconded the motion. Carried

C. LaPrease made the motion to set the reimbursement for mileage to the current IRS rate at the time of travel, currently at the rate of 70 cents per mile and M. Harrison 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 with the following preliminary activities planned for 2025 with full roster participating in each event: **Indicates fund-raising activities.

Installation Banquet – February 1

Super Bowl Party – February 9

Pancake Breakfast April 13**

Recruitment & Retention activities and open houses

Chicken BBQ and/or Hot Dog Sale **

Little Kids Big Trucks

Family event

Wine Tour
Golf Tournament**
Parade of Lights
Holiday Parties – December 6
Santa Run – December 13
Parades
Founders Day @ Radisson
Fire Prevention

The FD would also like to request approval for alcohol consumption with the exception of the following events: Recruitment & Retention activities and open houses, Little Kids Big Trucks, Parade of lights, Santa Run (all parades), fire prevention and Pancake Breakfast.

C. LaPrease made the motion to approve the above preliminary fund raising and department activities, the use of alcohol at indicated events and acknowledge receipt of same. M. Chura seconded the motion. Carried.

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

C. LaPrease 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. Malone 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. Malone seconded the motion. Carried

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

C. LaPrease made the motion to approve John Melchior as 1st Assistant Chief. M. Harrison seconded the motion. Carried.

Committee assignments were discussed. M. Chura wanted to remove the steering committee. Brief discussion. C. LaPrease suggested that the department executive board could continue and manage the meetings. Committee assignments will be determined at a later date.

Any additional Business:

- Chief Gleeson explained a maintenance issue with the plow truck and the need to purchase a new one. Discussion regarding options. M. Chura made the motion to declare M6 and M7 surplus upon receipt of a new maintenance truck and to sell both and the plows after researching the best option to sell with the plows or separately. In addition to this motion a new truck is to be purchased under the county contract pending the following permissive referendum and C. LaPrease seconded the motion. Carried.

LEGAL NOTICE
NOTICE OF SPENDING
OF FIRE DISTRICT FUNDS OF THE
BELGIUM COLD SPRINGS FIRE DISTRICT
TOWN OF LYSANDER

Notice to all residents of the Belgium Cold Springs Fire District that the Board of Fire Commissioners of said Fire District, pursuant to the following resolution, which is SUBJECT TO PERMISSIVE REFERENDUM, intend to expend funds on hand in the Reserve Fund for Capital Improvement to purchase a One Ton Pick-up truck and Snowplow for the Fire District.

Whereas, at a special meeting of said Board of Fire Commissioners on January 6, 2025 it was resolved to use said funds as follows:

RESOLVED, THAT THE FIRE DISTRICT EXPEND FUNDS ALREADY ON HAND IN THE RESERVE FUND FOR CAPITAL IMPROVEMENT FOR UP TO \$80,000 TO BE USED TO PURCHASE A ONE TON PICK UP TRUCK AND SNOW PLOW FOR THE FIRE DISTRICT, TOWN OF LYSANDER, PLUS INTEREST ACCRUED ON THAT AMOUNT, INCLUDING LEGAL AND ADVERTISING COSTS.

BY ORDER OF THE BOARD OF
FIRE COMMISSIONERS OF THE
BELGIUM COLD SPRINGS FIRE DISTRICT

Amy Speach
Fire District Secretary

- C. LaPrease 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.

At 7:43 PM K. Thompson made the motion to go into an executive session to discuss the resume and employment history of an individual that may lead to their employment and M. Malone seconded the motion. Carried.

At 9:16 PM the regular meeting resumed.

M. Chura made the motion to extend an offer for employment for a Deputy Chief to an individual with an undetermined compensation package at this time and C. LaPrease seconded the motion. Carried.

Next Meeting: January 28th at 7pm at Station #1

M. Malone made the motion to adjourn the meeting at 9:18 pm and C. LaPrease seconded the motion. Carried.

Respectfully submitted,
Amy Speach
Fire District Secretary