

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 December 16, 2024, by K. Thompson.

Pledge to the Flag

Moment of silence to honor the passing of Chief Emeritus Irving Candee.

Present: K. Thompson, M. Chura, M. Harrison, C. LaPrease, D. Rafkis, W. Dwyer, A. Speach, J. Melchior, M. Malone, Michele Malone, B. Raymond-LaPrease, C. Curtis, Pac B.

C. LaPrease made the motion to approve the minutes of the November 18, 2024 meeting and M. Chura seconded the motion. Carried.

<u>Treasurer's Report:</u>	Checking	21,766.03
	Savings	237,703.47
	NY Class General Fund	613,691.07
	Payroll account	102,568.74
	Capital Imp. Reserve	176,257.94
	NY Class Capital Imp.	833,255.85
	Apparatus Reserve	71,465.19
	NY Class Fire Apparatus	652,342.28
	Cont. Tax. Stab. Res.	3,611.75
	NY Class Contin. & Tax	42,220.61
	Equipment Reserve	63,647.06
	NY Class Equipment	221,771.14
	Vouchers	168,812.07
	CODES Checking	2,297.95
	CODES Savings	25,776.86
	NY Class CODES bequests	490.91
	CODES bequests- other	60,636.30
	Vouchers	500.00

W. Dwyer reviewed the treasurer's report. Reviewed the CODES report. Reviewed the district report. We will be switching to Firehouse Payroll in January. The dates are scheduled for the QuickBooks conversion. The budget vs. Actual report shows the changes in the budget line items from last month. Discussion on

closing out the permissive referendum for the rescue pumper if we are done equipping it. We will wait until Chief Gleeson can weigh in.

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

#### Correspondence:

- Fire District Election results: 70 votes cast – 20 for Jonathan Hagenmayer and 49 for Michael Malone and 1 write in. Michael Malone was elected commissioner 1/1/2025-12/31/2029.
- Holiday cards from Auctions International, Shaffer Building Services, and Firehouse Payroll.
- Received a letter from the DEC that we were awarded the grant from \$2500; it is a matching grant that we have until December 2025 to fulfill.

#### Chief's Report:

J. Melchior reported for T. Gleeson

#### Purchase Requests:

- The 4" supply hose order has an expected Ship date of May 2025. The vendor is asking if there is any expediting of the order.
- The two wear trial sets of Lion turnout gear have an expected ship date of April 2025. The vendor is asking if there is any expediting of the order.
- EMS bags ordered. A. Speach reported that they came in today.
- Smoke machine yet to be ordered, determining vendor with best price/value.

#### Communications:

- Met with Chief McIntyre from Northwest Fire District. Discussed areas for cooperation, specifically conducting joint training, joint Officer Development and working towards a shared or similar Incident Command and Communications model. J. Melchior spoke with Chief Belzack on their new member orientation, and we are welcome to come and see their process.

### Projects:

- Request approval of the EMS Coordinator position description. Once approved it will be advertised to the department to solicit applications. Lengthy Discussion. K. Thompson made the motion to approve the position description with the understanding that there may be further revisions and M. Chura seconded the motion. Thompson, LaPrease and Chura voted in favor, Harrison opposed and Rafkis abstained. Carried.
- Working on fire reporting portion of Image Trend. Discussion with the officers on changes in the process for officers and paid staff to complete the reports.
- Next Meeting with Dave Effie scheduled for January 16<sup>th</sup>. This session will facilitate the writing of the Mission Vision Value statements.

### Officer Meeting:

- Scheduled for the day before the commissioner's meeting. Report TBD. Fire side of image trend coming out soon and notes to be published on Power DMS.

### Policy:

- Development of Natural Gas & CO guidance is in progress. Development of standard incident management and communication structures is on deck. M. Chura suggested that when talking with Northwest Fire District we may want to talk to Seneca River FD.

### Speech:

- Setup and deployment of new thermal image cameras. J. Melchior stated they have been used twice already.

### Melchior:

- Definition of an Active Member. Lengthy discussion. The dept worked on the bylaws to get a new definition for alarms and duty shifts, but there are district policies that could also use revision; would it be possible to find middle ground? C. LaPrease reported that he is looking to modify some district policies and hoping to have them updated by January. Discussion regarding the fire department bylaws.
- Training Summary for 2024. Almost 100% of our members have CPR. We were able to get 100% of EMTs covered on Trauma skills. The rest of the harnesses swapped out for belts. Wrapping up activities for the year.

## Committee Reports

Long Term Planning: Chair M. Chura reported that the meeting was cancelled for December, and he is working on scheduling a meeting for January.

New Truck Committee: Chair D. Rafkis reported that she is handing everything over to M. Harrison. M. Harrison reported that they have some interested In the rescue from NJ and TX. The TX department was offering a lower price, so they didn't have to go out to bid. M. Harrison made the motion to accept \$48,500 with the OK to go as low as \$45,000 if needed, the price includes the tools and C. LaPrease seconded the motion. Carried.

Lysander Public Safety: Chair C. LaPrease reported that the next meeting is Tuesday, January 21<sup>st</sup> 7pm at Phoenix FD. The SOG for EMS 91 and E91 have been modified and sent out to dept chiefs for approval.

Budget & Finance: Chair K. Thompson reported that she provided the board with a description of a retirement contribution reserve fund. She is not asking for a decision tonight but asks that it be reviewed for the year end meeting.

IT Committee: Chair M. Chura nothing to report.

Personnel: Chair K. Thompson. M. Chura reported:

- Discussion regarding membership levels and how they are classified; the membership committee needs to let potential members know what is going on. J. Melchior added that is why he wanted to talk about the policies and making updates. The Chief would like to have a chief at every interview. M. Chura asked that the membership committee also provide the application to the BOFC for review before they vote. Discussion
- There are many civil service exams out there if anyone wants to be a paid firefighter.
- M. Chura is in the process of helping to write the battalion chiefs position description.
- The membership provided one less assistant chief after the election and the board will need to consider hiring a deputy chief or possibly two.

Truck Maintenance: Chair M. Chura reported that L1 got new tires today with one having a bad seal and it will be back in service tomorrow. The small vehicles had oil changes and other maintenance completed.

Building Maintenance: Chair C. LaPrease reported that the Station 1 generator had an oil change, a small leak fixed, and seals replaced. The Station #1 heat pump was bad and was replaced. The heat in the truck bays was not turned back on during the PM service.

Steering Committee: Chair D. Rafkis reported that there was no meeting in December.

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

Old Business:

- Policy review. Nothing at this time.

New Business:

- Re-scheduled the following meetings:
  - January Meeting on Tuesday, January 28<sup>th</sup> at 7pm at Station 1
  - February Meeting on Monday, February 24<sup>th</sup> at 7pm at Station 1
- C. LaPrease made the motion to approve the out of district active member application for Donald Della Vella pending his physical and M. Harrison seconded the motion. Carried.
- C. LaPrease made the motion to approve the active member application for John Pickard pending his physical and M. Chura seconded the motion. Carried.
- K. Thompson thanked Diane Rafkis for her service on the board for the last five years.

Public comments: none.

At 8:01PM M. Chura 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 K. Thompson seconded the motion. Carried.

At 8:55PM the regular meeting resumed.

M. Chura made the motion for the personnel committee to pursue hiring one or two Deputy Chiefs; to bring the candidates in for interviews and forward the results to the board for discussion to move forward and C. LaPrease seconded the motion. LaPrease, Chura, Rafkis and Thompson in favor. Harrison Abstained. Carried.

Meeting dates:

Special Meeting – December 23<sup>rd</sup> at 4PM at the District Office.  
Year-end meeting – December 30<sup>th</sup> at 1PM at the District Office.  
Organizational Meeting – January 6, 2024, at Station #1 at 7PM  
Commissioner's meeting – Tuesday, January 28<sup>th</sup> at 7PM

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

D. Rafkis made the motion to adjourn at 8:58PM and M. Chura seconded the motion.  
Carried.

Respectfully submitted,  
Amy Speach  
District Secretary