

Lyons Fire District
Board of Fire Commissioners
Organizational Meeting Minutes- January 14, 2026

Call to Order at 6:30 p.m.- The Organizational Meeting of the Commissioners of the Lyons Fire District was called to order by the Chair, Treasurer Nagel, in compliance with Article 7-Open Meetings Law.

The **Pledge of Allegiance** was led by Chair, Treasurer Nagel.

Roll Call and Affirmation of Quorum:

<u>Board Members</u>	<u>Present</u>
Commissioner Barnes	Yes
Commissioner Engels	Yes
Commissioner Quinn	Yes
Commissioner Wadhams	Yes

The **Oath of Office for elected Fire Commissioner**, Crystal Wadhams, elected to a five-year term effective January 1, 2026, administered by Megan Nagel-notary.

Resolution #2025-001-Election of Chairman Commissioner for Calendar Year 2026:

The Temporary Chair called for nominations for Chairman of the Board of Fire Commissioners. Commissioner Barnes made a motion to elect Commissioner Engels as Chairman of the Board of Fire Commissioners and Commissioner Quinn seconded the motion.

AYES: Commissioners Barnes, Quinn, and Wadhams

Resolution #2025-002- Appointment of Fire District Treasurer:

Commissioner Engels made a motion to appoint Meghan Nagel as the Treasurer of the Lyons Fire District and Commissioner Quinn seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels, and Wadhams

A vote was taken and the motion to appoint Meghan Nagel as the Treasurer of the Lyons Fire District was approved.

Now THEREFORE, BE IT RESOLVED that Meghan Nagel is hereby appointed as the Treasurer of the Lyons Fire District for a term ending December 31, 2026.

The **Oath of Office for the Fire District Treasurer** was administered by Janette Rogers-notary.

Resolution #2025-003- Appointment of Deputy Fire District Treasurer:

Commissioner Wadhams made a motion to appoint _Denise Darcangelis as the Deputy Treasurer of the Lyons Fire District and Commissioner Engels seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels, and Wadhams

The **Oath of Office for the Fire District Deputy Treasurer** was administered by Janette Rogers notary

Resolution #2026-004- Appointment of Secretary:

Commissioner Quinn made a motion to appoint Janette Rogers as the Secretary of the Lyons Fire District and Commissioner Barnes seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels and Wadhams

A vote was taken and the motion to appoint Janette Rogers as the Secretary of the Lyons Fire District was approved.

Now THEREFORE, BE IT RESOLVED that Janette Rogers is hereby appointed as the Secretary of the Lyons Fire District for a term ending December 31, 2026.

The **Oath of Office for the Fire District Secretary** was administered by Denise Darcangelis-notary.

Resolution #2026-005- Authorizing Appointment of Fire District Attorney for Calendar Year 2026:

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of the Lyons Fire District, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for calendar year 2026; and

WHEREAS, General Municipal Law §103, provides that a governing body may award a Contract without public advertising for competitive bidding where the nature of said Contract is in the form of a professional service; and,

Commissioner Wadhams made a motion to appoint Matthew St. Martin, Esq. as the Fire District Attorney for the 2026 calendar year and Commissioner Barnes seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels and Wadhams

The motion to appoint Matthew St. Martin, Esq. as Fire District Attorney was approved.

Now, THEREFORE, BE IT RESOLVED as follows:

Matthew St. Martin, Esq. is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities.

The compensation for this position is fixed pursuant to the retainer correspondence of such attorney.

Resolution #2026-006- Designating Official Undertaking for the Treasurer:

WHEREAS, Town Law §176(4) requires that the Board of Fire Commissioners shall, by Resolution, designate the Treasurer of the Lyons Fire District to have an official undertaking; and

WHEREAS, the Commissioners of the Lyons Fire District deem it necessary to provide an official undertaking for the Treasurer of the Lyons Fire District for the calendar year 2026.

Commissioner Engels made a motion to acquire Meghan Nagel as the Treasurer and Denise D’Arcangelis as Deputy Treasurer of the Lyons Fire District and Commissioner Barnes seconded the motion.

AYES: Commissioner Barnes, Quinn, Engels and Wadhams

A vote was taken and the motion to acquire an official undertaking for the Treasurer and Deputy Treasurer of the Lyons Fire District was approved.

Now THEREFORE, BE IT RESOLVED that the Treasurer and Deputy Treasurer of the Lyons Fire District shall be bonded/insured in the amount of **\$557,712** and the Secretary is directed to file a copy of such official undertaking in the Town Clerk’s Office as required by Town Law §176(4)

Resolution #2026-007- Authorizing Regular Meeting Schedule for Calendar Year 2026:

WHEREAS, Public Officer’s Law §104, requires a public body to post and maintain posted, to distribute to designated newspapers, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting to the extent that it is known, and the time and date of each meeting;

Commissioner Engels made a motion to approve the meeting schedule for Calendar Year 2026 and Commissioner Quinn seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels and Wadhams

A vote was taken and the motion to approve the meeting schedule for Calendar Year 2026 was approved.

Now THEREFORE, BE IT RESOLVED as follows; all regular meetings of the Board of Fire Commissioners shall take place at the Lyons Fire District, 23 Water St, Lyons, NY at 6:30 p.m. on the Second Wednesday of each month.

Resolution #2026-008- Designation of one or more Public Places for Posting of Meetings or Hearings:

The Board discussed the designation of one or more public places for posting notices of meetings or hearings pursuant to Public Officers Law §104 and on motion by Commissioner Barnes and seconded by Commissioner Wadhams. The Board of Fire Commissioners designated the bulletin board of the Lyons Town Clerk Office and posting in the Lyons Fire Station as the one or more public places for posting of the Fire District meetings or hearings and directing the Secretary to post such notices at such designated places.

The vote on such motion was:

AYES: Commissioners Barnes, Quinn, Engels and Wadhams

A vote was taken, and the motion for designation of the Public Places for Postings of Meetings for calendar year 2026 was approved.

Now THEREFORE, BE IT RESOLVED as follows; all public postings of the Board of Fire Commissioners shall take place at the Lyons Fire Station and Lyons Town Hall bulletin boards.

Resolution #2026-009- Designation of Newspapers for Publications for Calendar Year 2026:

WHEREAS, the Commissioners of the Lyons Fire District are required to publish various items in order to comply with requirements of statutory law; and

WHEREAS, the Commissioners desire to designate a newspaper or newspapers with a general circulation within the Lyons Fire District in which the Fire District may publish its various items during the calendar year 2026.

Commissioner Quinn made a motion to designate the Times of Wayne as the main official newspaper of the Lyons Fire District and the Finger Lakes Times as a secondary newspaper as needed of the Lyons Fire District and Commissioner Barnes seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels, DeSain and Wadhams

A vote was taken, and the motion was approved.

Now THEREFORE BE IT RESOLVED that the main official newspaper in which the Fire District will publish all required notices or other items during calendar year 2026 will be The Times of Wayne and the Finger Lakes Times will be as a secondary newspaper as needed.

Resolution #2026-010 Authorizing Per Diem and Mileage Reimbursements:

WHEREAS, it is necessary that officers, employees and personnel of the Fire District maybe required by their duties to travel on official business of the Fire District and, when authorized, that such officers, employees and personnel be adequately reimbursed for such expenses; and,

WHEREAS, the Board of Fire Commissioners has reviewed the necessity for establishing a travel reimbursement program to ensure that all allocations of funds are for actual, necessary and reasonable expenses in the performance of official duties;

Commissioner Barnes made a motion to utilize the mileage reimbursement rate as set by the Internal Revenue Service which is currently \$0.725 cents per mile, then in effect at the time of travel for the purpose of mileage reimbursement, and further that the per diem rates established by the Office of General Services (NYS OGS) then in effect at the time of travel for as the reimbursement standard for the actual, necessary and reasonable travel expenses when authorized for Fire District purposes, and Commissioner Wadhams seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels, DeSain and Wadhams

A vote was taken, and the motion was approved.

Now THEREFORE IT BE RESOLVED, that the following reimbursement rates are hereby adopted:

1. The mileage rate shall be the mileage reimbursement rate as set by the Internal Revenue Services, then in effect at the time of travel. By adhering to this allowance, reimbursements for mileage are not taxable to the employee. Beginning January 1, 2026, the standard mileage rate for the use of a privately owned vehicles (including vans, pickups or panel trucks) will be the mileage reimbursement rates as set by the Internal Revenue Service, then in effect at the time of travel; and
2. The per diem reimbursement rate shall be in accordance with the New York State OGS Reimbursement Rate, then in effect at the time of travel.

Resolution #2026-011- Authorizing Signatories for Checks:

WHEREAS, Town Law §176, provides that payment of claims by the Fire District shall be by check and it is the policy of the Lyons Fire District that all checks be signed by the Treasurer and countersigned by a Fire Commissioner as designated; and

WHEREAS, it is the policy of the Lyons Fire District that the Board of Fire Commissioners, at its organizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the Treasury of the Commissioners; and

Commissioner Barnes made a motion to authorizing the approval and payment of claims for the Lyons Fire District and Commissioner Quinn seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels, DeSain and Wadhams

A vote was taken, and the motion was approved.

Now THEREFORE BE IT RESOLVED that the checks as issued by the Board of Fire Commissioners for payment of claims shall be signed only by one of the District Treasurers and countersigned by only one of the Commissioners in order that the Commissioners comply with the rules and regulations as Promulgated by State Finance Law and as set forth herein. Authorized signatories for the Lyons Fire District shall be Treasurer Nagel, Commissioner Engels and Commissioner Wadhams. Electronic signatures on checks will not be utilized in place of handwritten signatures.

Resolution #2026-012- Designation of Fire District Bank(s):

Commissioner Wadhams made a motion to designate Lyons National Bank (LNB) as the official depository of the Fire District funds for the 2025 calendar year. Commissioner Barnes seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels, *DeSain* and Wadhams

A vote was taken, and the motion was approved.

Now THEREFORE BE IT RESOLVED that the Lyons National Bank is designated as the official depository of Fire District funds for the 2026 Calendar Year.

Review of Expenditures (Prior Calendar Year-2025):

An accounting of all monies received and disbursed during the preceding year was presented by the Treasurer, which included the availability of all books, records, receipts, orders, vouchers and canceled checks or check images for review by the Board of Fire Commissioners.

Commissioner Barnes made a motion to approve the accounting of Calendar Year 2025 (prior year) expenditures and directing the Treasurer to prepare and file with NYS Office of the Comptroller the annual update document (AUD) report required by General Municipal Law Section 30 within the first 60 days of 2025, and Commissioner Wadhams seconded the motion.

AYES: Commissioners Barnes, Quinn, Engels, and Wadhams

A vote was taken, and the motion was approved.

January 1, 2025 through December 31, 2025

The district received in taxes	\$557,712.00
Interest earned on all accounts:	\$ 1,898.64
Grants	\$ 0.00
NYSRL Refund	\$ 25.00

Balances as of December 31, 2025:

Operating:	\$261,905.50
Year End Contingency	\$ 6371.61
Unemployment Insurance	\$ 8076.67
Payroll	\$ 0.00

Reserve Accounts:

Apparatus:	\$ 17,064.10
Building:	\$ 12,763.18
Equipment:	\$ 17,294.45
Truck Payment Account	\$ 2537.50

2025 Expenditures:

Payroll:	\$175,301.58
Social Security Taxes:	\$ 13,160.21
Workers Compensation:	\$ 6,174.78
Medical Insurance:	\$ 27,889.87
Bills:	\$148,895.61
Capital Outlay/Equipment:	\$ 65,206.07
Retirement	\$ 50,718.00
Truck Payment	\$ 63,225.00

Review of Fire District Policies (SOGs):

Motion made by Commissioner Quinn and seconded by Commissioner Barnes, that the current SOG's of the Fire Department are approved as is for the Lyons Fire District, for the calendar year 2026 unless otherwise modified and approved at a future date by the Board of Fire Commissioners.

AYES: Commissioners Barnes, Quinn, Engels, and Wadhams

A vote was taken, and the motion was approved.

Other Business: None.

Public Comment: No Public Comments

Adjournment: A motion was made by Commissioner Barnes to adjourn the Organizational Meeting at 6:46 p.m. Seconded by Commissioner Engels.

Ayes: Commissioners Barnes, Quinn, Engels, and Wadhams

Submitted by:
Janette Rogers
Fire District Secretary