

TO: Village of Castleton Board of Trustees
FROM: Castleton Fire Company
DATE: 3/4/2024
RE: Calendar Year 2023 LOSAP Points Certification

In accordance with New York State General Municipal Law § 219-a(2)(c), the Fire Company is required to submit to the Board of Trustees a list of all volunteer firefighters identifying those who have earned a year of service credit during calendar year 2023 by **March 31, 2024**. This list of volunteers is to be certified under oath.

The Castleton Fire Company hereby submits the attached list of volunteer firefighters of the Fire Company, indicating those volunteers who earned at least 50 points during 2023 to qualify for service credit. The Fire Company certifies that, to the best of our knowledge, the total points earned by each volunteer firefighter was compiled in accordance with the current version of the LOSAP Point System adopted by the Village.

The Fire Company is not aware of any errors in the points; however, if errors are discovered by the Board or during the 30-day posting period, we will work with the Board to address and correct those errors.

Oath to be administered:

The undersigned is authorized by the Fire Company to, on behalf of the Fire Company, certify under oath the accuracy of the attached listing as well as the statements made above.

Matthew Metzger
Name of Authorized Person

Matthew Metzger
Signature

3/5/24
Title

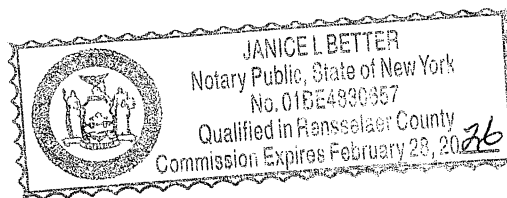
Oath administered by the following Village officer in accordance with Village Law §4-404:

Janice L. Better
Name of Village Officer

Janice L. Better
Signature

Deputy Clerk
Title

Note: The Board of Trustees must now review and approve the attached listing at an upcoming Board Meeting. After it is approved, please return the listing to the Fire Company so it can be posted for 30 days for review by the membership.



STEP 1

Village of Castleton
Resolution of the Board of Trustees
Resolution Number: _____

In the matter of approving the 2023 certified points

WHEREAS, the Village is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the Castleton Fire Company in accordance with Article 11-A of the New York State General Municipal Law (GML);

WHEREAS, as required by GML § 219-a(2)(c), the Castleton Fire Company has submitted the attached list, certified under oath, of active members of the Fire Company, indicating those volunteers who earned at least fifty (50) points during 2023 to qualify for service credit;

WHEREAS, the certification made by the Fire Company includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Village to be in effect during calendar year 2023, and to the best of the knowledge of the Fire Company, is a true and accurate reflection of the activities performed by the active members;

WHEREAS, GML § 219-a(2)(d) requires the Board of Trustees (Board) to review and approve the attached list, then return it to the Fire Company to be posted for thirty (30) days; and

WHEREAS, the Board has completed its review of the attached list; NOW, THEREFORE BE IT

RESOLVED, that the Board of Trustees approves the attached list of volunteer firefighters of the Castleton Fire Company and the points earned by these firefighters during calendar year 2023; and be it further

RESOLVED, that a copy of this adopted resolution and the attached list shall be returned to the Fire Company for posting for a minimum of thirty (30) days.

Trustee _____ raised the motion to approve, Trustee _____ seconded the motion, and upon roll call the vote of the Board was as follows:

Mayor	_____	Aye / Nay / Absent
Trustee	_____	Aye / Nay / Absent
Trustee	_____	Aye / Nay / Absent
Trustee	_____	Aye / Nay / Absent
Trustee	_____	Aye / Nay / Absent

The resolution was thereupon declared duly adopted.

Dated: _____

Certified by Village Clerk (signature or seal): _____

STEP 2

**NOTICE TO FIREFIGHTERS
OF THE
CASTLETON FIRE COMPANY**

POSTING OF 2023 SERVICE AWARD PROGRAM POINTS

Any firefighter who is noted as having earned fifty (50) or more points during 2023 will qualify for service credit, provided the minimum age requirement and/or other participation requirements as stipulated in the Plan Document are met.

If you are listed as not earning at least fifty (50) points, but your records indicate that you attended enough activities to earn at least fifty (50) points during 2023, you have the right to appeal within thirty (30) days of the date on which the list was originally posted.

If you wish to submit an appeal, in accordance with the New York State General Municipal Law Section 217(g), the appeal must be in writing and mailed to the Village Clerk. You should formally file this appeal to ensure it is officially recorded. However, we also ask that you contact the Fire Company representative noted below, who will perform an initial review of your appeal and work with the Board of Trustees to make any adjustment that may be required.

The person to contact regarding the 2023 points is:

Name: Matt Metzger Title: Chief

Email: Matt0644@gmail.com Phone: (518) 810-7885

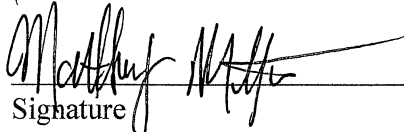
The approved 2023 points list was posted beginning 1/24/2024 and removed on 3/4/24.

Acknowledgement and Certification of Posting

On behalf of the Castleton Fire Company, I certify that the Board-approved 2023 points listing was posted for a minimum of thirty (30) days, as indicated by the posting dates noted above. Furthermore, by making the appropriate selection below, I certify any changes made to the listing.

Were any changes made to the Board-approved listing? YES ✓ NO

(Please check one and attach an explanation if you have marked "YES")


Signature

3/4/24
Date

STEP 3

TO: Firefly Admin Inc.

FROM: Village of Castleton Board of Trustees

DATE: _____

RE: Submission of Calendar Year 2023 LOSAP Points & Service Credit

The Board of Trustees has overseen and completed the annual process of certifying, approving, and posting the 2023 LOSAP points and service credit as required by Article 11-A of the New York State General Municipal Law.

In addition, the Board has ensured the accuracy of the transcription of points earned from the internal points-tracking system to the Firefly roster.

The Board releases the 2023 LOSAP points and service credit listing to Firefly Admin Inc. for use in assisting the Board to administer the LOSAP in accordance with the terms of the Firefly Admin Inc. Engagement Letter.

We understand that Firefly Admin Inc. will be relying on the accuracy and reliability of the information now submitted by the Board on the Firefly-provided roster, and Firefly Admin Inc. will use this information to determine benefit eligibility and contributions owed by the Village to fund the benefits accrued by the participating volunteers. We acknowledge that Firefly Admin Inc. is not responsible for verifying the transcription of the points from the internal points-tracking system to the Firefly roster, audit the information, or to uncover errors that may exist.

Respectfully submitted by the Mayor:

Signature

STEP 4