

COLDEN FIRE DISTRICT

Board of Fire Commissioners

Minutes - Organizational Meeting – January 7, 2010

Regular Meeting of the Colden Fire District Board at 7:00 pm,
District Office Building, 8511 Center Road, Colden, New York 14033

1. Call to Order @ 7:00 P.M. The Organizational Meeting of the Commissioners of the Colden Fire District was called to order by the Acting Chairman Michael Schneider in compliance with Article 7 - Open Meetings Law.

2. Pledge of Allegiance to the Flag of the United States of America Led by Acting Chairman Michael Schneider.

3. Roll Call and Affirmation of Quorum - Yes

<u>Board Member</u>	<u>Present</u>
Commissioner Jeffrey Shelley	Yes
Commissioner Joseph Murray	Exc
Commissioner James Walter	Yes
Commissioner Michael Butler	Yes

4. Board of Fire Commissioners Election Results (Open)– Commissioner Joseph Murray was elected to serve a five year term by total voting count of 20.

Results of Election held on December 8, 2009:

Joseph Murray	20
Write-Ins	2
Total Votes	22

Oath of Office for newly elected Member (Joseph Murray) to the Board of Fire Commissioners.

I (Joseph Murray), due solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and that I will faithfully discharge the duties of Fire Commissioner of the Colden Fire District, to the best of my ability, so help me God.

Oath of Office was administered by _____.

The Terms of the Fire Commissioners shall be as follows:

Board Member	Term Expires
Commissioner Jeffrey Shelley	2010
Commissioner James Walter	2011
Commissioner Michael Butler	2012
Commissioner John Belz	2013
Commissioner Joseph Murray	2014

Notification information for Fire Commissioners:

Board Member	Email Address	Telephone
Commissioner Jeffrey Shelley	jeffrey_shelley@eur.wnyric.org	716-941-3676
Commissioner James Walter		716-462-3945
Commissioner Michael Butler	mikebutler42@roadrunner.com	716-860-1173
Commissioner Joseph Murray	joseph.p.murray@us.army.mil	716-888-5683

5. Resolution # 2010- 001 - Appointment of Chairman for Calendar Year 2010

Commissioner James Walter made a motion to appoint Commissioner Jeffrey Shelley as Chairman of the Board of Fire Commissioners and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to appoint Commissioner Jeffrey Shelley as Chairman of the Board of Fire Commissioners was approved.

At this time, the Chairman Jeffrey Shelley presided over the meeting.

6. Resolution # 2010- 002 - Appointment of Vice-Chairman for Calendar Year 2010

Commissioner Jeffrey Shelley made a motion to appoint Commissioner James Walter as Vice-Chairman of the Board of Fire Commissioners and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to appoint Commissioner James Walter as the Vice-Chairman of the Board of Fire Commissioners was approved.

7. Resolution # 2010- 003 - Adoption of Agenda

Commissioner Michael Butler made a motion to approve the agenda as printed and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to accept the agenda was approved.

8. Resolution # 2010- 004 - Adoption of Robert's Rules of Order

Commissioner James Walter made a motion that all meetings of the Colden Fire District be governed by the rules of procedure set forth in Robert's Rules of Order and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion that all meetings of the Colden Fire District be governed by the rules of procedure set forth in Robert's Rules of Order was approved.

9. Legal Publication of Meeting: The following Legal Notice was published in the Springville Journal notifying the public of this meeting.

Legal Notice

Colden Fire District Meeting Notice

Notice is hereby given that an Organizational Meeting of the Colden Fire District will be held at the Colden Fire District Office Building, 8511 Center Road, Colden, New York on Thursday, January 7, 2010 at 7:00 P.M. concerning the organization and operations of the Fire District for Calendar Year 2010.

Secretary, Colden Fire District

10. Resolution # 2010- 005 - Appointment of Treasurer / Secretary

Commissioner Michael Butler made a motion to appoint Michael Schneider as the Treasurer / Secretary of the Colden Fire District and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to appoint Michael Schneider as the Treasurer / Secretary of the Colden Fire District was approved.

BE IT RESOLVED that Michael Schneider is hereby appointed as the Treasurer / Secretary of the Colden Fire District. The annual salary for this position is fixed at \$4,120.00 (\$1,030.00 quarterly allocation).

I (Michael Schneider), due solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and that I will faithfully discharge the duties of Treasurer of the Colden Fire District, to the best of my ability, so help me God.

Oath of Office was administered by Judge William Montgomery.

11. Resolution # 2010- 006 - Appointment of Records Managers

Commissioner Michael Butler made a motion to appoint James Walter as the Administrative Record Managers of the Colden Fire District and Commissioner Jeffery Shelley seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to appoint James Walter (Primary) and Joseph Murray (Alternate) as the Records Managers of the Colden Fire District was approved.

BE IT RESOLVED that James Walter and Joseph Murray are hereby appointed as the Records Managers of the Colden Fire District. Said Managers are also appointed as the Public Information Officers of the Colden Fire District. There is no monetary compensation for this duty position.

12. Resolution # 2010- 007 - Appointment of District Custodian

Commissioner Jeffery Shelley made a motion to appoint Robert Chilson as the District Custodian of the Colden Fire District and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to appoint Robert Chilson as the District Custodian of the Colden Fire District was approved.

BE IT RESOLVED that Robert Chilson is hereby appointed as the District Custodian of the Colden Fire District. The salary for this position is fixed at \$360.00 per quarter and \$180.00 for annual floor stripping and waxing.

13. Resolution # 2010- 008 - Authorizing Appointment of Attorney for Calendar Year 2010

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, 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 2010; 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,

WHEREAS, the subject Resolution providing for the awarding of this Contract relative to professional services, and the Notice of Award of said Contract shall be made available for public inspection; and,

Commissioner Jeffery Shelley made a motion to appoint Mr. Michael Chelus as the Fire District Attorney and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to appoint Mr. Michael Chelus as the Fire District Attorney was approved.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows:

1. Mr. Michael Chelus, 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.
2. This resolution and the Notice of Award of Contract shall be available for public inspection.
3. The salary for this position is fixed at \$325.00 per hour.

14. Resolution # 2010- 009 - Designating Surety Bonding for the Treasurer of the Colden Fire District

WHEREAS, Town Law §176 (Powers and Duties of Fire Commissioners), Paragraph 4, provides that the Fire District shall, by Resolution, designate the Treasurer of the Colden Fire District to have a surety bond; and

WHEREAS, the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, deem it necessary to provide bonding for the Treasurer of the Colden Fire District.

Commissioner Michael Butler made a motion to acquire Surety Bonding for Treasurer of the Colden Fire District and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to acquire Surety Bonding for the Treasurer of the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie that the Treasurer of the Colden Fire District shall be bonded in the amount of \$40,000.00.

15. Resolution # 2010- 010 - Authorizing Regular Meeting Schedule for Calendar Year 2010

WHEREAS, Public Officer’s Law §104, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Town Clerk for the purpose of public inspections, 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; and,

WHEREAS, Public Officer’s Law §104, provides that where the Annual Notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

Commissioner Jeffery Shelley made a motion to approve the meeting schedule for Calendar Year 2010 and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to approve the meeting schedule for Calendar Year 2010 was approved.

NOW THEREFORE, be it RESOLVED by Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows: All regular meetings of the Board of Fire Commissioners shall take place at the District Office Building, 8511 Center Road, Colden, New York 14033 at 7:00 p.m. on the second Tuesday of each month.

Treasurer will publish the following Legal Notice in the Springville Journal.

Legal Notice

Colden Fire District Meeting Notice

Notice is hereby given that Regular Meetings of the Colden Fire District will be held at the Colden Fire District Office Building, 8511 Center Road, Colden, New York on the second Tuesday of each month at 7:00 P.M. Please join us as we address issues concerning the Fire District and our citizens. We value your input and encourage your attendance. Regular Meetings of the Fire District will be conducted on the dates indicated below:

2010 Schedule

Jan 12th, Tuesday
Feb 9th, Tuesday
Mar 9th, Tuesday
Apr 13th, Tuesday
May 11th, Tuesday
Jun 8th, Tuesday
Jul 13th, Tuesday
Aug 10th, Tuesday
Sep 14th, Tuesday
Oct 12th, Tuesday
Nov 9th, Tuesday
Dec 14th, Tuesday (At Station #1, 8448 Gutekunst Road)
Secretary, Colden Fire District

16. Resolution # 2010- 011 - Designation of Official Newspaper for Publications for Calendar Year 2010

WHEREAS, the Commissioners of the Colden Fire District in the Town of Colden, County of Erie, must, by statutory law (Town Law §176), publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating an official newspaper in which the Commissioners may publish its various items during the calendar year 2010.

Commissioner Jeffery Shelley made a motion to designate the Springville Journal as the official newspaper of the Colden Fire District and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to designate the Springville Journal as the official newspaper of the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows: The official newspaper in which the Commissioners will publish all required notices or other items during calendar year 2010 will be the **Springville Journal**.

17. Resolution # 2010- 012 - Authorizing Per Diem and Mileage Reimbursements

WHEREAS, it is necessary that officers and employees of the District be adequately reimbursed for such expenses; and,

WHEREAS, State Finance Law, Section 109 authorizes expenses for the purposes outlined; 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 Jeffery Shelley made a motion to utilize the per diem rates established by the Office of General Services (NYS OGS) and a mileage reimbursement rate of 0.40 cent per mile and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to utilize the per diem rates established by the Office of General Services (NYS OGS) and a mileage reimbursement rate of 40 cents per mile was approved.

NOW, THEREFORE BE IT RESOLVED, that the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, hereby adopt the following reimbursement rates:

1. The mileage rate shall be **40 cents**. By adhering to this allowance, reimbursements for mileage are not taxable to the employee. Beginning January 1, 2010, the standard mileage rate for the use of a privately owned vehicle (including vans, pickups or panel trucks) will be 40 cents per mile.

2. The per diem reimbursement rate shall be in accordance with the New York State Reimbursement Rate (<http://www.osc.state.ny.us/agencies/travel/reimbrate.htm>) – New York State uses the per diem rates established by the Federal Government (First and last day of travel = 75% of the per diem rate).

3. AC 132-A (State of New York Travel Vouchers) will be utilized for all travel claims and reimbursements.

18. Resolution # 2010- 013 - Authorizing Advance Travel Payments

WHEREAS, it is necessary at times for officers and employees of the District to incur expenses while traveling on District business; and,

WHEREAS, it is necessary that funds be advanced to such officers and employees to cover such expenses; and,

WHEREAS, the Board of Commissioners has reviewed the necessity for and feasibility that making advanced travel payments would be advantageous to the District and it's officers and employees to have the ability to pay for travel expenses without utilizing out-of-pocket funds.

Commissioner James Walter made a motion to authorize Advance Travel Payments to District officers and employees and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to authorize Advance Travel Payments to District officers and employees was approved.

NOW, THEREFORE BE IT RESOLVED, that the Commissioners of Colden Fire District, in the Town of Colden, County of Erie hereby adopt this resolution.

20. Resolution # 2010- 015 – Fire District Memberships

Commissioner James Walter made a motion to continue memberships with organizations that benefit the Colden Fire District and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to continue memberships with organizations that benefit the Colden Fire District was approved.

BE IT RESOLVED that the Colden Fire District will maintain membership in the following organizations:

Association of Fire Districts of the State of New York
 Firemen's Association of the State of New York (F.A.S.N.Y.)
 Erie County Association of Fire District Officers
 New York State Association of Fire Chiefs
 Boston, Colden, Fire Chiefs Association

21. Resolution # 2010- 016 – Renewals of all Fire District Leases and Recurring Contractual Agreements

Commissioner James Walter made a motion to continue all Fire District Leases and Recurring Contractual Agreements for the Colden Fire District and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to continue all Fire District Leases and Recurring Contractual Agreements for the Colden Fire District was approved.

BE IT RESOLVED that upon review, the Colden Fire District approves the following yearly contracts and leases:

- Lease with the Colden Fire Company for use of Station Number 1
- Service contract with Red Alert for the District Fire Reporting System
- Brown & Stromecki Insurance Agency
- Water Supply contract with the Town of Colden
- Dispatching Services – Hamburg
- Air Bank (Boston, Colden, Fire Chiefs Association)
- Apparatus Maintenance Contract – Emergency Equipment
- Medical Services provided by OCCUSTAR
- Suburban Oxygen
- Advance Safety (Fire Alarm Panel)
- DIVAL (SCBAs and Fire Extinguishers)

22. Resolution # 2010- 017 – Authorizing Approval and Payment of Claims

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

WHEREAS, Town Law §176, further provides that the Commissioners, at their reorganization meeting, designate, by Resolution, the individuals whose signatures shall appear on checks drawn upon the Treasury of the Commissioners; and

Commissioner Jeffery Shelley made a motion to authorizing the approval and payment of claims for the Colden Fire District and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to authorize the approval and payment of claims for the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows:

1. The checks as issued by the Commissioners for payment of claims shall be signed by the Treasurer and countersigned by a Commissioner 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 Colden Fire District are:

Michael Schneider, Treasurer
Joseph Murray, Fire Commissioner
Jeffrey Shelley, Fire Commissioner
James Walter, Fire Commissioner

2. A Fire District Credit Card will be issued to Commissioner Michael Butler. His name will be placed on all Fire District Purchasing Accounts. Commissioner Butler will become familiar with the Fire District's Credit Card policy.

3. Electronic signatures on checks will not be utilized in place of handwritten signatures.

4. The manner and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. Social Security and Federal Insurance Contributions Act (FICA) will be withheld for all employees.

5. A General Fund Voucher will be prepared for all claims pursuant to State Finance Law.

BE IT FURTHER RESOLVED that the Treasurer of the Colden Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Colden Fire District the following claims:

National Fuel
NYSEG
Verizon Telephone and Wireless
U.S. Post Office (Supplies)
Filing of Legal Notices
Any delivery or freight charges
Fuel (Unleaded gas and Diesel) for Apparatus
M&T Bank Credit Card

All such claims must be presented at the next scheduled meeting of the Board of Fire Commissioners of the Colden Fire District for audit.

23. Resolution # 2010- 018 – Designation of Fire District Bank

Commissioner Jeffery Shelley made a motion to designate M&T Bank as the official depository of Fire District funds for Calendar Year 2010 and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to designate M&T Bank as the official depository of Fire District funds for Calendar Year 2010 was approved

M&T Bank will guarantee all District Funds through the FDIC program (\$250,000) and Collateral Accounts with the Bank of New York for the remaining funds.

Investment Policy for Colden Fire District

1. This investment policy applies to all moneys and other financial resources available for investment on its own behalf.
2. The primary objectives of this fire district's investment activities are, in priority order:
 - To conform with all applicable federal, state and other legal requirements;
 - To adequately safeguard principal;
 - To provide sufficient liquidity to meet all operating requirements; and
 - To obtain a reasonable rate of return.
3. The Board of Fire Commissioners' responsibility for administration of the investment program is delegated to the Fire District Treasurer.
4. The fire district treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Colden Fire District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

The fire district treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair his or her ability to make impartial investment decisions.

5. It is the policy of the Colden Fire District to diversify its deposits and investments by financial institution, by investment instrument and by mature scheduling.

It is the policy of the Colden Fire District for all funds coming into the hands of the fire district treasurer to be deposited or invested within five days of receipt.

The banks and trust companies authorized for the deposit of moneys up to the maximum amount are:

Depository Name	Maximum Amount
M&T Bank	\$600,000

6. Eligible securities used for collateralizing deposits shall be held by the depository named by the Board of Fire Commissioners subject to security and custodial agreements, all in accord with the applicable provisions of General Municipal Law Section 10.

7. The Board of Fire Commissioners of the Colden Fire District authorizes the fire district treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts;
- b. Certificates of Deposit;
- c. Obligations of the United States of America;
- d. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- e. Obligations of the State of New York; and
- f. Obligations issued by a municipality, school district or fire district other than the Colden Fire District

All investment obligations shall be payable or redeemable at the option of the Colden Fire District within such times as the proceeds for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Colden Fire District within 2 years of the date of purchase.

24. Resolution # 2010- 019 – Review of Expenditures (Calendar Year 2009)

Accounting of all monies received and disbursed during the preceding year; and availability of all books, records, receipts, orders, vouchers and cancelled checks or check images.

Commissioner Jeffery Shelley made a motion to approve Calendar Year 2009 expenditures and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to sanctioned Calendar Year 2009 expenditures was approved

BE IT RESOLVED that the Fire District Treasurer will submit to the Board of Fire Commissioners a copy of the annual report required by General Municipal Law Section 30 within the next sixty days.

25. Resolution # 2010- 020 – Fire District Committee Appointments

Commissioner Jeffery Shelley made a motion to approve all committee appointments for the Colden Fire District and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to approve all committee appointments for the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, the following appointments are as follows:

- **Personnel Committee** - The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation, Worker Compensation Claims, negotiations, and membership applications from Fire Company, and the welfare of District personnel.

Primary: Commissioner James Walter, Alternate: Commissioner Michael Butler

*Active Status is when a firefighter attends 10 percent of the calls and completes all mandatory training requirements (i.e. 24 hours of OSHA, etc.)

*If an Active Firefighter is in default of the minimum requirements for maintaining an active membership, they will be notified by the Board of Fire Commissioners. Member will be placed in a probationary status and a supervision program will be established by the Fire Chief for that member. Loss of active status will result if the member defaults in the remedial program.

*Entitlement to the Life Insurance Program is restricted to Active Firefighters.

*All injuries will be reported to the Board of Fire Commissioners immediately and on a monthly basis whether or not there were any injuries. Fire Chief will prepare an Incident Report for each injury and submit to the Fire District.

- **Finance Committee** - The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an Annual Budget, purchasing policies, annual audit and review of major expenditures.

Primary: Commissioner Joseph Murray, Alternate: Commissioner James Walter, and the Treasurer

- **Capital Improvement Committee** – The Board's standing Capital Improvement Committee shall be concerned with the planning of facilities, facility repairs, acquisition of new fire apparatus and equipment to protect the Fire District.

Primary: Commissioner James Walter, Alternate: Commissioner Jeffery Shelley

- **Insurance Committee** – The Board's standing Insurance Committee shall be concerned with the insurance coverage of the Fire District and its employees. The District shall carry all types of insurance to prevent losses due to adverse judgments for death or personal injury and damage or destruction of District property, or property of others, by fire or other casualty.

Primary: Commissioner Michael Butler, Alternate: Commissioner Joseph Murray

- **Legal Committee** – The Board’s standing Legal Committee shall be concerned with all legal issues that affect the Fire District.

Primary: Commissioner Joseph Murray, Alternate: Commissioner Jeffrey Shelley

- **Apparatus, Driver Certification, Communications, and Maintenance Committee** – The Board’s standing Committee shall be concerned with the maintenance of fire fighter equipment and driver selection and testing that will ensure that only the safest drivers operate District equipment.

Primary: Commissioner Jeffery Shelley, Alternate: Commissioner Michael Butler

Fire District Driving Certification Official is Commissioner Jeffery Shelley – All Truck and Pumper Drivers will be tested on an annual basis by Commissioner Jeffery Shelley, All Ambulance Drivers will be tested annually by Commissioner Michael Butler.

- **Executive Board Committee** – The Board’s standing Executive Board Committee shall be concerned with acting as a liaison between the Fire Company and the Fire Board. Committee will attend all meetings of the Executive Board of the Fire Company.

Commissioner Michael Butler

- **Service Award Committee** – The Board’s standing Service Award Committee shall be concerned with maintaining the program and shall coordinate all contributions to the service provider and includes the management of the Life Insurance program.

Primary: Commissioner James Walter, Alternate: Commissioner Joseph Murray

*January 1st to December 31st will be the yearly dates for maintaining the attendance records for the Service Award Program.

*Entitlement to the Service Award Program is when a firefighter achieves 50 points and meets the minimum requirements of §217 General Municipal Law.

- **Hazardous Materials Committee** – The Board’s standing Hazardous Materials Committee shall be concerned with any hazardous materials introduced into the Colden Fire District and locations of known hazards within the District. Attends meetings at the Erie County HazMat Organization (ECHO) when requested.

Primary: Commissioner Michael Butler, Alternate: Commissioner James Walter.

- **Training Committee** – The Board’s standing Training Committee shall be concerned the readiness of firefighters and EMS personnel. Ensure that all

mandatory training is scheduled and conducted. Provides assistance to the Fire Chief when requested.

Primary: Commissioner James Walter, Alternate: Commissioner Jeffery Shelley

- **Foreign Fire Insurance Monies 2% Funds Committee** – The Board's standing 2 % Funds Committee shall be concerned with submitting the Annual Report to NYS for the collection of a tax placed on all fire insurance policy premiums paid by foreign (Out of State) fire insurance companies.

Primary: Commissioner Michael Butler, Alternate: Commissioner Joseph Murray

- **Grants Committee** – The Board's standing Grants Committee shall be concerned with acquiring grants from all sources that will benefit the Colden Fire District.

Primary: Commissioner James Walter, Alternate: Commissioner Michael Butler

- **Public Protection Classification (PPC) Committee** - The Board's standing PPC Committee shall be concerned with improving the ISO rating for the Colden Fire District.

Primary: Commissioner Jeffrey Shelley, Alternate: Commissioner Joseph Murray

- **Medical Readiness** - The Board's standing Medical Readiness Committee shall be concerned with maintaining medical records in accordance with HIPPA and NFPA. Ensuring that all active personnel have a current physical and that all physicals are within a 12 month period.

Primary: Commissioner Michael Butler, Alternate: Colden 9-3 Ronald Smith

26. Resolution # 2010- 021 – Appointment of Independent Auditor for Calendar Year 2009

WHEREAS, there exists a need to have yearly independent audits conducted pursuant to General Municipal Law beginning in 2009 for the Colden Fire District, in the Town of Colden, County of Erie, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of appointing a certified public accountant to review 2009 accounts; and

WHEREAS, the Commissioners will have an annual audit of its records by an independent CPA or independent public accountant within 180 days after the end of the fiscal year 2009;

Commissioner Jeffery Shelley made a motion appoint Amato Fox & Company, PC as the Independent Auditor for the Colden Fire District and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to appoint Amato Fox & Company, PC as the Independent Auditor for the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows:

1. Appointed CPA firm will provide auditing services to the Commissioners of the Colden Fire District to ensure that all documentation concerning the proper use of public funds is consistent with the requirements and the regulations of the New York State Statutes
2. Copies of the report shall be filed with both the Town of Colden and with the New York State Comptroller's Office.
3. The Fire District shall file a corrective action plan in response to any findings contained in the annual external audit.

27. Resolution # 2010- 022 – Open Government

Commissioner Jeffery Shelley made a motion to approve the following Open Government Resolution and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the following resolution was approved.

WHEREAS, in an effort to inform the citizens of Colden and the general public at-large of our purpose, function and operation, it is necessary that we regularly update information on the Town of Colden's Website and post of certain documents on the Town's Bulletin Board to promote openness in our operation and to give taxpayers better access to the financial workings of the fire district; and

WHEREAS, openness is a democratic process that provides a clear understanding of the issues affecting the fire district and its residents; and

WHEREAS, the posting of agendas, minutes, financial documents, and schedules of meetings will allow members of the public to be adequately informed of district operations;

BE IT RESOLVED that meeting minutes will be published to Commissioners within five days after a meeting and be posted as indicated herein.

BE IT FURTHER RESOLVED that the Minutes, Abstract of Vouchers, all RFQs/RFPs, and the completed Treasurer's Report will be posted on the Town of Colden's Bulletin Board after approved.

28. Review of Fire District Policies: Fire District Policies / SOGs will be reviewed by each Fire Commissioner. Recommended changes or improvements will be directed to the Chairman of the Board of Fire Commissioners.

29. Review of Fire District Boundaries: Fire District Map will be reviewed by each Fire Commissioner.

30. The following reports will be submitted by the Colden Fire Company: (Open)

- Annual Inventory Reports for 2009 (Reports to be provided in February)
- Leadership Assignments for 2010 (March)
- Fire Reports and Call Sheets for 2009 (January)
- Patient Care Reports (PCRs) for 2009 (January)
- Current Membership Roster (January)
- OSHA Training Status Report for 2009 (January)
- Annual Service Point Award Status Report for 2009 (January)

31. Resolution # 2010- 023 – Appointment of Fire Commissioner (Open)

Commissioner _____ made a motion to appoint _____ to fill a vacancy on the Board of Fire Commissioners and Commissioner _____ seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley				
Commissioner James Walter				
Commissioner Michael Butler				
Commissioner Joseph Murray				
Vote Tally				

A vote was taken and the appointment of _____ to the Fire Board and will hold the office of Fire Commissioner until December 31st, 2010 was approved.

WHEREAS, Fire Commissioner John Belz passed away and created a vacancy on the board of Fire Commissioners; and

WHEREAS, _____ wishes to be appointed to the said position; and

RESOLVED, that _____ be appointed to the Board of Fire Commissioners to fill a vacancy with a term to expire on December 31st, 2010.

32. Public Comments:

Doug Hyde – Pleasure working with the Commissioner in 2009, Hopefully 2010 will bring the same.

Chuck Kramer – Request that the Commissioner Replacement selection process described in a public application format.

33. Next Regular Board Meeting: Tuesday, January 12th, 2010 at 7:00 PM

34. Fire District Events:

- Colden Fire District's Public Hearing on the 2010 Budget will be conducted on October 19, 2010 at 7:00 PM at the Fire District Office Building, 8511 Center Street, Colden, New York 14033.
- Fire District Election Day is December 14, 2010 at the Fire District Office Building, 8511 Center Street, Colden, New York 14033

35. Adjournment @ 8:17 P.M. - With no further business to conduct, Commissioner James Walter made a motion to adjourn the meeting and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Vote Tally	3	0	0	1

A vote was taken and the motion to adjourn the meeting was approved.

COLDEN FIRE DISTRICT

AGENDA - Organizational Meeting – January 7, 2010

1. Meeting Call to Order
2. Pledge of Allegiance to the Flag of the United States of America
3. Roll Call and Affirmation of Quorum
4. Board of Fire Commissioners Election Results
5. Resolution # 2010-001 - Appointment of Chairman for Calendar Year 2010
6. Resolution # 2010-002 - Appointment of Vice-Chairman for Calendar Year 2010
7. Resolution # 2010-003 - Adoption of Agenda
8. Resolution # 2010-004 - Adoption of Robert's Rules of Order
9. Legal Publication of Meeting
10. Resolution # 2010-005 - Appointment of Treasurer / Secretary
11. Resolution # 2010-006 - Appointment of Records Managers
12. Resolution # 2010-007 - Appointment of District Custodian
13. Resolution # 2010-008 - Authorizing Appointment of Attorney for Calendar Year 2010
14. Resolution # 2010-009 - Designating Surety Bonding for the Treasurer of the Colden Fire District
15. Resolution # 2010-010 - Authorizing Regular Meeting Schedule for Calendar Year 2010
16. Resolution # 2010-011 - Designation of Official Newspaper for Publications for Calendar Year 2010
17. Resolution # 2010-012 - Authorizing Per Diem and Mileage Reimbursements
18. Resolution # 2010-013 - Authorizing Advance Travel Payments
19. Resolution # 2010-014 – Appointment of Fire District Purchasing Agents
20. Resolution # 2010-015 – Fire District Memberships
21. Resolution # 2010-016 – Renewals of All Fire District Leases and Recurring Contractual Agreements
22. Resolution # 2010-017 – Authorizing Approval and Payment of Claims
23. Resolution # 2010-018 – Designation of Fire District Bank
24. Resolution # 2010-019 – Review of Expenditures (Calendar Year 2009)
25. Resolution # 2010-020 – Fire District Committee Appointments
26. Resolution # 2010-021 – Appointment of Independent Auditor for Calendar Year 2009
27. Resolution # 2010- 022 – Open Government
28. Review of Fire District Policies
29. Review of Fire District Boundaries
30. Submission of the Annual Reports
31. Resolution # 2010- 023 – Appointment of Fire Commissioner
32. Public Comments
33. Next Regular Board Meeting: Tuesday, January 12th, 2010 at 7:00 PM
34. Upcoming Fire District Events
35. Adjournment