

COLDEN FIRE DISTRICT

Board of Fire Commissioners

Minutes – July 14, 2009

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 regular monthly meeting of the Commissioners of the Colden Fire District was called to order by the Chairman Joseph Murray in compliance with Article 7 - Open Meetings Law.

2. Pledge of Allegiance to the Flag of the United States of America Led by Chairman Joseph Murray.

3. Roll Call and Affirmation of Quorum: Yes

<u>Board Member</u>	<u>Present</u>
Commissioner John Belz	Yes
Chairman Joseph Murray	Yes
Commissioner Jeffrey Shelley	Yes
Commissioner James Walter	Yes
Commissioner Michael Butler	Yes
Treasurer Michael Schneider	Yes

4. Consent Calendar:

a. 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 John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

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

b. Approval of Minutes from Previous Meetings

- Minutes from Regular Meeting held on June 9, 2009
- Minutes from Special Meeting held on July 13, 2009

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

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

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

c. Approval of Treasurer's Report (Monthly Financial Report)

- Treasurer's Report dated July 14, 2009 (As of July 14, 2009)

Commissioner Michael Butler made a motion to approve the Treasurer's Report as printed and Commissioner Jeffrey Shelley seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

A vote was taken and the motion to approve the Treasurer's Report was approved.

d. Refund

Agency	Credit Description	Refund
Motorola	Rebate – Pager – CK # 267361	\$360.00
Motorola	Rebate – Radios – CK # 267375	\$150.00
	Total	\$510.00

WHEREAS, during the month of March, a credit of \$510.00 was reimbursed to the Fire District; and

NOW, THEREFORE, BE IT RESOLVED, by the Colden Fire District that the funds will be deposited into the General Fund.

Commissioner John Belz made a motion to approve the reimbursement of funds in the amount of \$510.00 and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

A vote was taken and the motion was approved.

e. Approval of Bills (Ratification of District Accounts Payable)

- Ratification of Accounts from the meeting held on July 14, 2009

WHEREAS, the Colden Fire District received certain invoices against it by way of vouchers received during the period ending July 14, 2009; and

WHEREAS, the Colden Fire District has reviewed said claims,

NOW, THEREFORE, BE IT RESOLVED, by the Colden Fire District that the following claims be certified by the Treasurer for approval and payment.

Commissioner John Belz made a motion to approve the All Accounts Payable and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

A vote was taken and the motion to approve payment of bills was approved.

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2009	2743	6/20/2009	EC Commissioner of Admin & Finance (Poll Books)	\$20.00	A400-01
2009	2744	7/1/2009	DIVAL Safety	\$31,384.25	ISO Acct
2009	2745	7/1/2009	Metro Group	\$51.57	A400-06
2009	2746	7/5/2009	National Fuel - Station # 2	\$73.69	A400-07
2009	2747	7/5/2009	National Fuel - District Office Building	\$41.28	A400-07
2009	2748	7/14/2009	OCCUMED of WNY (Kramer, Feuz, & Ruminski)	\$228.00	A636
2009	2749	7/14/2009	Verizon	\$29.14	A400-07
2009	2750	7/10/2009	M&T Bank Statement (\$1,332.43)	\$-	n/a
2009	2750	7/10/2009	Office Max (Office Supplies)	\$41.27	A400-01
2009	2750	7/10/2009	Quality Inn - Fire Expo Convention (PA)	\$680.00	A400-03b
2009	2750	7/10/2009	ZMAG Rescue (Extrication Gloves)	\$360.00	A200-2
2009	2750	7/10/2009	Safety 1st Products (Tape "Do not Cross")	\$35.80	A200-2
2009	2750	7/10/2009	Batteries Express (Dewalt 24 Volt Battery – 2 each)	\$171.90	A400-09
2009	2750	7/10/2009	Holland Hardware (Paint for Bollards & Hydrant)	\$43.46	A400-08a
2009	2751	n/a	VOID	\$-	n/a
2009	2752	7/10/2009	SAIA Communication	\$2,289.50	A200-4 (\$1,000.00) & A400-19 (\$1,289.50)
2009	2753	n/a	VOID	\$-	n/a
2009	2754	n/a	VOID	\$-	n/a
2009	2755	n/a	VOID	\$-	n/a
2009	2756	n/a	VOID	\$-	n/a
2009	2757	7/10/2009	Verizon Wireless	\$9.68	A400-07d
2009	2758	7/14/2009	Colden Fire Company - Lease	\$3,000.00	A400-16
2009	2759	7/14/2009	NYSEG	\$1.90	A400-07a
2009	2760	6/30/2009	SAIA Communication	\$2,116.27	Unrestricted Funds (\$1,675.35), A200-2 (\$335.07) & A400-09 (\$105.85)

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2009	2761	7/14/2009	Emergency Equipment Service	\$215.28	A400-09
2009	2762	7/14/2009	DIVAL Safety (Five Epic Voice & clips)	\$1,710.75	A200-2
2009	2763	7/14/2009	DIVAL Safety (Mounting Brackets for Scott Paks)	\$240.00	A200-2
2009	2764	7/14/2009	Suburban Oxygen Supply	\$117.00	A200-3
2009	2765	7/14/2009	Emergency Medical Products	\$48.63	A200-03
2009	2766	7/14/2009	Professional Underwriters	\$3,174.00	A630
2009	2767	7/14/2009	Professional Underwriters	\$65.50	A630
2009	2768	6/24/2009	Colden Fire Company (2% Funds)	\$6,716.14	General Fund
2009	2769	7/14/2009	Southtowns Tireman (Rotate Snow Tires - Colden 8)	\$65.00	A400-09
2009	2770	7/14/09	Erie County Comptroller	\$103.10	A400-01
Total				\$53,033.11	

5. Correspondence and communications received:

- a. NYS Fire District Affairs Bulletin, May-June 2009 edition, Vol. 50 No. 38.
- b. Letter, County of Erie, dated June 12, 2009, Subject: 2007 Tax Adjustment in the amount of \$103.10.
- c. Letter, NYS Public Entities Safety Group 497, Safety Bulletin, June 2009 edition, Vol. 16, Issue 3.

6. Committee Reports

- Personnel Committee – No report.
- Finance Committee – 2008 audit to start on July 27, 2009.
- Capital Improvement Committee – Commissioner Belz will investigate the drainage problem at the District Office Building and report back to the Board as to the scope of the project.
- Insurance Committee – No report.
- Legal Committee – No report.

- Apparatus, Driver Certification, Communications, and Maintenance Committee – With 195 days into the 2009, we spent \$5,467.19 on unscheduled repairs (51% of our maintenance budget for 2009). Maintenance report for June follows:

Colden 1 (Engine) – Mission Capable
Colden 2 (Engine) – Mission Capable
Colden 3 (Engine) – Mission Capable
Colden 7 (Rescue) – Mission Capable
Colden 8 (Ambulance) – Oxygen leak on main tank. Commissioner Belz will coordinate repairs.

- Executive Board Committee – No report.
- Service Award Committee – No report.
- Hazardous Materials Committee – No report.
- Training Committee – Commissioner Walter indicated that there is an improvement to the readiness of firefighters due to the increase focus on training operations.
- Foreign Fire Insurance Monies 2% Funds Committee – Funds were received and dispensed to the Fire Company.
- Grants Committee – The Department of Homeland Security's Assistance to Firefighters Fire Station Construction Grant application was submitted by Commissioner Walter.
- Public Protection Classification (PPC) Committee – No report.
- Medical Readiness – A medical profile on one firefighter expired on 6/1/09; firefighter has ten days to provide medical documentation to our provider (OCCUMED). If the firefighter is not cleared for duty by July 24, 2009, he will be suspended. Fire Chief was tasked with notifying the firefighter.

7. Reports

- a. Fire Chief - Number of Fire Calls: 2

Comments: Fire Chief will coordinate with Colden Elementary on Fire Prevention activities involving the students (Fall 2009). Fire Chief will report back to the District for approval and resourcing of the public training event.

- b. EMS Chief - Number of First Aid Calls: 10

- c. Safety Officer – No report.

- d. President of the Auxiliary (Mrs. Joyce Strauss) – No report.

- e. Fire Police – No report.

f. President of the Fire Company – Vice President Patrick Murphy presented the District with a lease proposal that was immediately rejected.

8. Purchase Requests (Equipment / Services):

- a. **Fire Service Purchases:** None for the month of July.

b. **Emergency Medical Services Purchases:** Essential Items needed to support Emergency Medical Services provided by the Colden Fire Company.

Description of Items	Account	Quantity	Cost
Snap-locks (25/pkg) red	A200-3	1	\$4.29
Kendall 2" Curity clear tape - 6/bx	A200-3	1	\$14.79
Dukal 6" sterile conforming gauze - 6/bag	A200-3	1	\$5.11
Littman classic ii s.e. stethoscope - orange	A200-3	1	\$77.25
Laerdal Stifneck select adjustable c-collar, adult	A200-3	20	\$183.60
Bemis 3 quart wall safe sharps container, red	A200-3	2	\$8.78
Dey labs Epi-pen junior auto injector, 2-pak	A200-3	1	\$139.95
White duct tape - 2" x 60 yard roll	A200-3	5	\$29.75
Kendall 2.5 quart container, almond	A200-3	1	\$2.59
Total Cost			\$466.11

Resolution # 2009- 067 – Purchase of Emergency Medical Equipment / Supplies

Commissioner James Walter made a motion to approve the purchases and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

BE IT FURTHER RESOLVED, that the Colden Fire District will acquire the above listed items pursuant to the Fire District’s Procurement Policy and in accordance with New York State Purchasing Guidelines.

A vote was taken and the motion to authorize the purchases was approved.

c. **Fire Police Purchases:** None for the month of July.

d. **Fire District Purchases:** : None for the month of July.

9. Unfinished Business:

a. Sale of Scott Air Paks (2.2): Commissioner Belz will provide the District with a list of excess Scott Air Paks that are no longer needed for firematic operations. District will attempt to sell these assets in a serviceable as is condition with no implied warranty.

b. Wearing of the High Visibility Vest: Federal Highway Administration (FHWA) Rule 634.3 states "All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel. Firefighters or other emergency responders working within the right-of-way of a Federal-aid highway and engaged in emergency operations that directly expose them to flame, fire, heat, and/or hazardous materials may wear retro reflective turn-out gear that is specified and regulated by other organizations, such as the National Fire Protection Association. Firefighters or other emergency responders working within the right-of-way of a Federal-aid highway and engaged in any other types of operations shall wear high-visibility safety apparel."

10. New Business:

Discussion item # 1 – A competitive proposal process was followed that solicited proposals from the private insurance sector. The District received two (2) bid responses. Bids were received from the Emergency Services Insurance Program (ESIP) and VFIS – A Division of Glatfelter Insurance Group. All Bids were from financially stable and highly qualified professional agencies. The Bid Selection Committee evaluated and ranked the proposals. ESIP was selected as the most cost effective coverage for the Colden Fire District.

Resolution # 2009- 068 – A Resolution Accepting Offers for Insurance Coverage for the Fire District for the Period July 1, 2009 to June 30, 2010

WHEREAS, the Colden Fire District has elected to procure property insurance to ensure against all risks of physical loss to structures and personal property of the District; and,

WHEREAS, the Brown-Stromecki Insurance Agency has submitted two insurance proposals that were reviewed and ranked, and

WHEREAS, it appears that ESIP has the lowest rates for our Property Coverage; and

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie that the contract by and between the Colden Fire District and Brown-Stromecki Insurance Agency, Agent for ESIP, for a property insurance policy for the District for an annual premium of \$15,920.00, and for a term of one (1) year, commencing on July 1, 2009, and extending through June 30, 2010, which contract is attached hereto, be and the same is hereby approved.

Commissioner James Walter made a motion to the above Resolution and Commissioner Jeffrey Shelley seconded the motion

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

A vote was taken and the motion was approved

Discussion item # 2 – Purchase of a new Type III Ambulance. The two bids received were rejected as they did not conform to the specifications. All vendors will be given the opportunity to provide new proposals pursuant to the specifications stated in our RFP.

11. Public Comments: None

12. Next Regular Board Meeting: Tuesday, August 11, 2009 at 7:00 PM

13. Adjournment @ 8:58 P.M. With no further business to conduct, Commissioner Joseph Murray made a motion to adjourn the meeting and Commissioner John Belz seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner John Belz	X			
Chairman Joseph Murray	X			
Commissioner Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Vote Tally	5			

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

COLDEN FIRE DISTRICT

MEETING AGENDA

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. Consent Calendar
 - Adoption of Agenda
 - Approval of Minutes from Previous Meetings
 - Approval of Treasurer's Report (Monthly Financial Report)
 - Approval of Bills (Ratification of District Accounts Payable)
5. Correspondence
6. Committee Reports
7. Reports (Fire Company)
8. Purchase Requests (Fire Company/District)
9. Unfinished Business (Open Issues):
10. New Business
11. Executive Session (If Required)
12. General Counsel's Report (If Required)
13. Public Comment
14. Adjournment

PUBLIC MEETING RULES

Order of Agenda - Items listed on the Agenda may be taken out of order.

Accommodations – Colden Fire District Office Building is accessible to individuals with disabilities. Reasonable efforts will be made to accommodate persons with special needs. Please contact the Fire Board one week in advance of the meeting.

Manner of Addressing the Fire Board - In order to conduct orderly, efficient, effective and dignified meetings that promote a governmental purpose with a governmental process, public comment may address any agenda item or other public issue that the Fire Board has the authority to effectuate or exercise control over. Public comment on matters beyond the Fire District's scope of authority is not relevant, does not invoke a governmental process nor serve a governmental purpose and is contrary to the effective, efficient and orderly business conducted by the Colden Fire District. Each person addressing the Fire Board shall stand up, shall give his/her name and shall limit the time of his/her presentation to three (3) minutes. All public comment remarks shall be addressed to the Fire Board as a body, and not to any member thereof. No person, other than members of the Fire Board and the person having the floor shall be permitted to enter into any discussion. No questions shall be asked of the Board Members, except through the presiding chairman. Speakers shall avoid undue repetition of points previously presented to the Fire Board.

Disruptive Conduct - Any person who willfully disrupts a meeting to the extent that it's orderly conduct is made impractical may be removed from the meeting by order of the presiding chairman. A person willfully disrupts a meeting when he/she (1) uses physical violence, threatens the use of physical violence or provides the use of physical violence or (2) continues to use loud, boisterous, unruly or provocative behavior after being asked to stop, which behavior is determined by the presiding Chairman, or a majority of the Fire Board present, to be disruptive to the orderly conduct of the meeting or (3) fails to comply with any lawful decision or order of the presiding Chairman or of a majority of the Fire Board relating to the orderly conduct of the meeting.

Use of Recording Equipment - All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording (tape/video) is permissible as long as the device is unobtrusive and will not distract from the true deliberative process of the Board.

Register of 2009 Resolutions		
Resolution Number	Date	Description of Resolution
2009-001	Jan 8, 09	Appointment of Chairman for Calendar Year 2009
2009-002	Jan 8, 09	Appointment of Vice-Chairman for Calendar Year 2009
2009-003	Jan 8, 09	Adoption of Agenda
2009-004	Jan 8, 09	Adoption of Robert's Rules of Order
2009-005	Jan 8, 09	Appointment of Records Managers
2009-006	Jan 8, 09	Appointment of District Custodian
2009-007	Jan 8, 09	Authorizing Appointment of Attorney for Calendar Year 2009
2009-008	Jan 8, 09	Designating Surety Bonding for the Treasurer of the Colden Fire District
2009-009	Jan 8, 09	Authorizing Regular Meeting Schedule for Calendar Year 2009
2009-010	Jan 8, 09	Designation of Official Newspaper for Publications for Calendar Year 2009
2009-011	Jan 8, 09	Authorizing Per Diem and Mileage Reimbursements
2009-012	Jan 8, 09	Authorizing Advance Travel Payments
2009-013	Jan 8, 08	Appointment of Fire District Purchasing Agents
2009-014	Jan 8, 09	Fire District Memberships
2009-015	Jan 8, 09	Renewals of All Fire District Leases and Recurring Contractual Agreements
2009-016	Jan 8, 09	Authorizing Approval and Payment of Claims
2009-017	Jan 8, 09	Designation of Fire District Bank
2009-018	Jan 8, 09	Review of Expenditures (Calendar Year 2008)
2009-019	Jan 8, 09	Fire District Committee Appointments
2009-020	Jan 8, 09	Appointment of Independent Auditor for Calendar Year 2009
2009-021	Jan 8, 09	Open Government Resolution
2009-022	Jan 13, 09	Approval of Fire Company Events for 2009
2009-023	Jan 13, 09	EMS Equipment/Supplies Purchases
2009-024	Jan 13, 09	Fire District Purchases
2009-025	Jan 13, 09	Attendance at the Harrisburg Fire Expo
2009-026	Jan 13, 09	Appointment of Treasurer / Secretary
2009-027	Jan 13, 09	Annual Inspection Dinner
2009-028	Jan 13, 09	2009 Achievement Awards
2009-029	Jan 13, 09	Entitlement to 2008 Service Award Program
2009-030	Jan 8, 09	Proclamation Honoring Mary Spagnola as Treasurer of the Colden Fire District
2009-031	Feb 7, 09	Resolution Authorizing the Transfer of Funds
2009-032	Feb 10, 09	Approval of Active Roster for Calendar Year 2009
2009-033	Feb 10, 09	Transfer of Funds to the Colden Fire Company (Foreign Fire Insurance Monies 2% Funds)
2009-034	Feb 10, 09	EMS Equipment/Supplies Purchases
2009-035	Feb 10, 09	Fire District Purchases
2009-036	Feb 10, 09	Job Descriptions
2009-037	Feb 10, 09	2009 Achievement Awards (Amended Resolution)
2009-038	Feb 10, 09	Notice of Special Election
2009-039	Feb 10, 09	Purchase of Ambulance
2009-040	Feb 10, 09	Purchase of SCBA Units
2009-041	Feb 10, 09	Purchase of Motorola Minitor Pagers

Register of 2009 Resolutions		
Resolution Number	Date	Description of Resolution
2009-042	Feb 10, 09	Appointment of Fire District Election Inspectors
2009-043	Feb 10, 09	Proclamation commending the Colden Fire Company on its Outstanding Achievements
2009-044	Feb 10, 09	Appointment of Independent Auditor for Calendar Year 2009 (Amended)
2009-045	Feb 10, 09	Appointment of a Financial Consultant
2009-046	Mar 10, 09	Continental Connection Flight 3407
2009-047	Mar 10, 09	EMS Equipment/Supplies Purchases
2009-048	Mar 10, 09	Resolution Commending the Colden Fire Company and Recognizing it's 2008 Awardees
2009-049	Mar 10, 09	Resolution Expressing Appreciation to Calvin Rauch for 45 Years of Service
2009-050	Mar 10, 09	Resolution Expressing Appreciation to Clifford Letson for 40 Years of Service
2009-051	Mar 10, 09	Approval of General Elections – Colden Fire Company
2009-052	Mar 10, 09	Tuition Reimbursement – Jeffrey Ruminski
2009-053	Apr 14, 09	Results of the Special Election
2009-054	Apr 14, 09	Membership to the Colden Fire District – Charles Kramer
2009-055	Apr 14, 09	EMS Equipment/Supplies Purchases
2009-056	Apr 14, 09	Fire District Purchases
2009-057	Apr 14, 09	Purchase of a Fire Rescue 14” Saw
2009-058	Apr 14, 09	Resolution declaring certain fire hoses to be unserviceable property and authorizing disposal thereof
2009-059	May 12, 09	Purchase of Fire Protection Equipment / Supplies
2009-060	May 12, 09	Resolution declaring certain fire hoses to be unserviceable property and authorizing disposal thereof
2009-061	May 12, 09	Commercial Driver’s License Exemption for the Fire Service
2009-062	May 26, 09	Selection of Auditor for Calendar Year 2008
2009-063	Jun 9, 09	Fire Protection Purchases
2009-064	Jun 9, 09	Fire Police Purchases
2009-065	Jun 9, 09	Fire District Purchases
2009-066	Jun 9, 09	Attendance at the NYSAFC 103rd Annual Conference & Expo
2009-067	Jul 14, 09	EMS Equipment/Supplies Purchases
2009-068	Jul 14, 09	A Resolution Accepting Offers for Insurance Coverage for the Fire District for the Period July 1, 2009 to June 30, 2010
2009-069		
2009-070		
2009-071		
2009-072		
2009-073		
2009-074		
2009-075		