

COLDEN FIRE DISTRICT

Board of Fire Commissioners

Minutes - October 12, 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 @ 7:03 P.M. The regular monthly meeting of the Commissioners of the Colden Fire District was called to order by the Chairman Jeffrey Shelley in compliance with Article 7 - Open Meetings Law.

2. Pledge of Allegiance to the Flag of the United States of America Led by Chairman Jeffrey Shelley.

3. Roll Call and Affirmation of Quorum: Yes

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

4. Public Attendance: Fire Chief Douglas Hyde, Assistant Chief Ron Smith, Safety Office and Councilman Gerry Pietraszek, Fire Police Chief Henry Solak, Fire Company President Susanne Pietraszek, Town Councilman Patrick Murphy.

5. Consent Calendar:

a. Adoption of Agenda

Commissioner Charles Kramer made a motion to approve the Agenda as printed and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

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

b. Approval of Minutes from Previous Meetings

- Minutes from meeting held on September 14, 2010

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
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

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 as of October 12, 2010

Commissioner Michael Butler made a motion to approve the Treasurer’s Report as printed and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

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

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

- Ratification of Accounts from the meeting held on October 12, 2010

WHEREAS, the Colden Fire District received certain invoices against it by way of vouchers received during the period ending October 12, 2010; 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 Charles Kramer made a motion to approve the All Accounts Payable and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

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
2010	3038	10/1/2010	Department of Treasury (Quarterly Taxes)	\$ 106.33 27.54 78.80	A633 A100-1 A100-2
2010	3039	10/1/2010	Office of NYS Comptroller (Quarterly Retirement)	30.90	A100-2
2010	3040	10/1/2010	National Fuel (Station 2 and District Office)	56.71	A400-07b
2010	3041	10/12/2010	Suburban Oxygen Supply	36.00	A200-3
2010	3042	10/1/2010	Verizon (District Office)	30.54	A400-07e
2010	3043	10/1/2010	Verizon Wireless (Ambulance Phone)	9.80	A400-07d
2010	3044	10/1/2010	W. S. Darley & Company (Indian Back Pack Tanks)	838.44	A200-2
2010	3045	10/12/2010	NYSEG (District Office & Station 2)	222.50	A400-07
2010	3046	10/12/2010	Zoll Medical Corporation (Electrode Pads)	183.50	A200-3
2010	3047	10/12/2010	Void	-	
2010	3048	10/12/2010	Colden Fire Company (October Lease)	2,000.00	A400-16
2010	3049	10/12/2010	Emergency Medical Products (1 Box of Gloves - \$27.80, Handling Charge - \$10.50, Freight Charge - \$51.04)	89.34	A200-3
2010	3050	10/12/2010	Boston Colden Fire Chief's Assoc (Air Bank)	800.00	A400-04
2010	3051	10/12/2010	ECMC Corporation (EMS Medical Supplies)	27.55	A200-3

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2010	3052	10/12/2010	Cardmember Service (\$186.05)	-	-
2010	3052	10/12/2010	*Chelus Herdzik Speyer (Lawyer Fees)	180.00	A400-14
2010	3052	10/12/2010	*USPS (Postage)	6.05	A400-02
2010	3053	10/12/2010	Douglas Hyde (FASNY Training)	20.00	A400-03b
2010	3054	10/12/2010	Susanne Pietraszek (FASNY Training)	30.00	A400-03b
2010	3055	10/12/2010	Michael Butler (FASNY Tng, Bk, Mileage)	57.76	A400-03b (\$40.00) & A400-03c
2010	3056	10/12/2010	Holland Hardware (Cleaning Supplies)	46.54	A400-03a
2010	3057	10/12/2010	Gorman Enterprises (Eng Pump & Qtr Insp)	4,651.97	A400-09
2010	3058	10/12/2010	Charles Kramer (EMT Books)	109.75	A400-03b
Total				\$9,640.02	

e. Refund

Agency	Credit Description	Refund
Colden Fire Co.	Final Payment from 2009 ISO Grant	\$15,891.00

WHEREAS, during the month of September, a credit of \$15,891.00 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 ISO Fund Account.

Commissioner Charles Kramer made a motion to approve the reimbursement of funds in the amount of \$15,891.00 and Commissioner Michael Butler seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

A vote was taken and the motion was approved.

6. Correspondence and communications received:

a. Statement from The State Insurance Fund stating that the period of coverage 7/1/2009 to 7/1/2010 have been paid.

b. Letter from Emergency Medical Products informed the District that there is recall of Baxter Dopamine HCL in 5% Dextrose Inj., USP, 800MG. A Copy of the recall was given to EMT Chief Jody Feidt.

c. Letter from the Association of Fire Districts of NYS is launching a new WEB Site including email service.

d. Aug/Sep 2010 Fire District Affairs newsletter arrived.

e. NYSIF Advisor Oct – Dec 10

f. VFIS Newsletter Vol 10 Num 3

g. NYS Public Entities Safety Group 497 Safety Agenda Oct 2010

7. Committee Reports

- Personnel Committee – No report.
- Finance Committee – No report.
- Capital Improvement Committee – No report.
- Insurance Committee – No report.
- Legal Committee – No report.
- Apparatus, Driver Certification, Communications, and Maintenance Committee – With 280 days into 2010, we spent \$12,222.54 on unscheduled repairs (CY-2010 Fund Allocation was \$11,000 – we exceeded the fund allocation by \$1,222.54 for unscheduled repairs) Maintenance report follows:

Colden 1 (Engine) – Mission Capable
Colden 2 (Engine) – Mission Capable
Colden 3 (Engine) – Mission Capable
Colden 7 (Rescue) – Mission Capable
Colden 8 (Ambulance) – Mission Capable

Commissioner Shelley introduced his Senior/Junior Driving program where the most senior driver will operate the vehicle when responding hot to a call. On the way home the Junior driver will drive increasing their driving skills.

- Executive Board Committee – No report.

- Service Award Committee – Working and securing estimates to support an over 65 service award program with our provider.
- Hazardous Materials Committee – No report.
- Training Committee – The first meeting of the Chief's Cabinet was conducted with the District where expectations and goals were established for the upcoming training year.
- Foreign Fire Insurance Monies 2% Funds Committee – No report.
- Grants Committee – Final payment of the 2009 ISO Grant has been received and deposited in the ISO Account.
- Public Protection Classification (PPC) Committee – No report.
- Medical Readiness – Commissioner Butler turned over the 2010 Medical Surveillance Program documentation to the secretary for filing.

8. Reports

a. Fire Chief - Number of Fire Calls: 10

(1) Status of Call/Drill sign-in sheets for September 2010, have been received.

(2) Requests to take equipment out of the District – Training at Patchin Fire Station 10/26/2010.

(3) Support of Special Events: Ham and Turkey Raffle 10/16/2010

Chief Comments:

(1) All non-Fire/EMS related items stored in Station 2 must be removed as soon as possible.

(2) Chief requested that a copy of the approved District Minutes will be e-mailed to each of the Fire Company Chiefs in addition to being placed on the Web Site.

(3) Hose testing going slower than expected due to additional driver training and now the shorter daylight hours.

(4) Fire Chief Doug Hyde is working on the mutual aid dispatch plans with Hamburg Fire Control. A list of the Fire Hydrants GPS locations has been submitted to Hamburg Control to help in the Mutual Aid responses.

(5) Fire Chief Doug Hyde is looking for help to update Colden’s Map Books. This program has not been updated for at least ten years.

b. EMS Chief - Number of First Aid Calls: 13

c. Safety Officer – Fire Company is looking to put a ramp from the classroom to the bay area at Station 1 for a safer and easier access.

d. President of the Auxiliary – No report.

e. Fire Police – No report.

f. President of the Fire Company – Submitted a copy of the Fire Company’s public audit triggered by the large amount of grant money received this past year. The audit cost \$1,800.00 and the Company inquired about this cost being written into the Grant itself. The District cannot reimburse the Fire Company for this audit as the public funds cannot be utilized for a not-for-profit organization.

9. Purchase Requests (Equipment / Services):

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

Description of Items	Account	Cost
Zoll Pedi and Adult Electrodes for Defibrillator	A200-3	\$183.50
Safety Guard for the Ambulance Gurney	A200-3	50.00
Purchase up to 8 O2 Tanks size “D”	A200-3	640.00
CPR Course (recertification)	A400-03a	500.00
	Total Cost	\$1,373.50

Resolution # 2010- 066 – Purchase of Emergency Medical Equipment / Supplies

Commissioner Charles Kramer made a motion to approve the purchases and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

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.

b. Fire District Purchases: Essential Items needed to support the Colden Fire District.

Description of Items	Account	Cost
Fire Prevention (FASNY Calendars)	A400-03d	\$200.00
Eight (8) each Red Compact Florescent Light (Sta 2)	A400-08a	25.00
Twenty-Four (24) “AA” Batteries	A400-09	15.00
	Total Cost	\$240.00

Resolution # 2010- 067 – Fire District Purchases

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

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

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.

10. Unfinished Business (Open Issues):

a. Quotes are being solicited for the repairs of the fire alarm system at Station # 2. Commissioner Butler will solicited quotes from ADT, Simplex, Broadview, and Fire Safety to address the repairs of the Fire Alarm system at Station #2. Pursuant to NYS FC 901.7, Commissioners Shelley and Butler will make daily visits to Station # 2 to conduct a safety inspection (fire watch) to ensure the building is safe until the fire protection system can be is repaired or replaced in kind. ADT cannot service the current panel. Commissioner Murray will contact Simplex and AFP Group.

b. Annual Preventive Maintenance RFQ for the Emergency Generator will be developed and quotes will be solicited.

c. Dry Hydrants: Land use agreements are being coordinated with the following addresses: Colden Lakes, 7751 Irish Road, 7438 Lewis Road, and 10818 Crump Road. Three agreements signed to date (10/12/10). The land approved so far is Lewis Road, Colden Lakes and Crump Road. Work will start as soon as the Town can get equipment that is shared with other Towns.

d. Commissioner Shelley is developing inventory checklists for each apparatus.

11. New Business:

Discussion Item # 1 – Commissioner Shelley is working on a letter to send to home owners where access to their property is questionable for the District vehicles. The letter will include the access size and weight the District needs to get the vehicles to a call response area.

Discussion Item # 2 – Commissioner Walter submitted a letter of resignation from the Fire Commissioners effective December 31, 2010. His term would have ended at the end of 2011.

12. Public Comments: None

13. Special Public Budget Meeting: Tuesday, October 19, 2010 at 7:00 PM in the District Office, 8511 Center Street, Colden, NY 14033.

14. Next Regular Board Meeting: Tuesday, November 9, 2010 at 7:00 PM at the District Office, 8511 Center Street, Colden, NY 14033.

15. Adjournment @ 9:19 P.M. With no further business to conduct, Commissioner Jeffery Shelley made a motion to adjourn the meeting and Commissioner James Walter seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman Jeffrey Shelley	X			
Commissioner James Walter	X			
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	4	0	0	1

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 its 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 2010 Resolutions		
Resolution Number	Date	Description of Resolution
2010-001	Jan 7, 10	Appointment of Chairman for Calendar Year 2010
2010-002	Jan 7, 10	Appointment of Vice-Chairman for Calendar Year 2010
2010-003	Jan 7, 10	Adoption of Agenda
2010-004	Jan 7, 10	Adoption of Robert's Rules of Order
2010-005	Jan 7, 10	Appointment of Treasurer/Secretary
2010-006	Jan 7, 10	Appointment of Records Managers
2010-007	Jan 7, 10	Appointment of District Custodian
2010-007	Jan 7, 10	Authorizing Appointment of Attorney for Calendar Year 2010
2010-009	Jan 7, 10	Designating Surety Bonding for the Treasurer of the Colden Fire District
2010-010	Jan 7, 10	Authorizing Regular Meeting Schedule for Calendar Year 2010
2010-011	Jan 7, 10	Designation of Official Newspaper for Publications for Calendar Year 2010
2010-012	Jan 7, 10	Authorizing Per Diem and Mileage Reimbursements
2010-013	Jan 7, 10	Authorizing Advance Travel Payments
2010-014	Jan 7, 10	Appointment of Fire District Purchasing Agents
2010-015	Jan 7, 10	Fire District Memberships
2010-016	Jan 7, 10	Renewals of All Fire District Leases and Recurring Contractual Agreements
2010-017	Jan 7, 10	Authorizing Approval and Payment of Claims
2010-018	Jan 7, 10	Designation of Fire District Bank
2010-019	Jan 7, 10	Review of Expenditures (Calendar Year 2009)
2010-020	Jan 7, 10	Fire District Committee Appointments
2010-021	Jan 7, 10	Appointment of Independent Auditor for Calendar Year 2010
2010-022	Jan 7, 10	Open Government Resolution
2010-023	Jan 12, 10	Receive Funds from Erie County and DEC Grant
2010-024	Jan 12, 10	Correct Heating Problems in the District Office (Capital Improvement)
2010-025	Jan 12, 10	Permissive Referendum to purchase SCBA Gear
2010-026	Feb 9, 10	Appointment of Charles Kramer as Fire Commissioner
2010-027	Feb 9, 10	Purchase Fire Protection Equipment/Supplies
2010-028	Feb 9, 10	Fire District Purchases
2010-029	Feb 9, 10	Upgrade the Radio in Assistant Fire Chief's Vehicle
2010-030	Feb 9, 10	2010 Achievement Awards
2010-031	Feb 9, 10	2010 Annual Inspection Dinner
2010-032	Mar 12, 10	Amendment to the Service Award Program
2010-033	Mar 12, 10	Transfer of 2% funds to the Fire Company
2010-034	Mar 12, 10	Purchase of Emergency Medical Supplies
2010-035	Mar 12, 10	Fire District Purchase (Printer Ink Epson 600)
2010-036	Mar 12, 10	Approval of General Elections (Colden Fire Company)
2010-037	Mar 12, 10	Service Awards (Fire Chiefs)

Register of 2010 Resolutions		
Resolution Number	Date	Description of Resolution
2010-038	Apr 13, 10	Resignation of firefighter Jean Brockner
2010-039	Apr 13, 10	Fire Equipment Purchases
2010-040	Apr 13, 10	EMS Purchases
2010-041	Apr 13, 10	Fire Police Purchases
2010-042	Apr 13, 10	Fire District Purchases
2010-043	Apr 13, 10	Lease Agreement with Colden Fire Company
2010-044	May 11, 10	Fire Equipment Purchase
2010-045	May 11, 10	Fire District Purchases
2010-046	May 11, 10	Attendance at NYS Fire Chief's Trade Show
2010-047	Jun 8, 10	EMS Purchases
2010-048	Jun 8, 10	Fire District Purchases
2010-049	Jun 8, 10	Purchase of a Masimo RAD-57 (CO Pulse-Oximeter device)
2010-050	Jul 13, 10	Fire Service Purchase
2010-051	Jul 13, 10	EMS Medical Service Purchases
2010-052	Jul 13, 10	Fire District Purchase
2010-053	Jul 13, 10	Disposal of a Length of Hose
2010-054	Jul 13, 10	Change SOG on Probationary Individuals
2010-055	Jul 27, 10	Approval of Capital Purchase "Apparatus Account"
2010-056	Jul 27, 10	Approval of Dry Hydrants
2010-057	Jul 27, 10	Fire Service Purchase
2010-058	Sep 14, 10	Membership of Firefighter Richard Ducote
2010-059	Sep 14, 10	Change of Duty Status – Michael Marinaccio
2010-060	Sep 14, 10	Fire Equipment Purchases
2010-061	Sep 14, 10	EMS Purchases
2010-062	Sep 14, 10	Fire District Purchases
2010-063	Sep 14, 10	Ratification of Erie County Fire Service Mutual Aid Plan
2010-064	Sep 14, 10	Equipment Disposal
2010-065	Sep 14, 10	Permissive Referendum – Red Alert Software Upgrades
2010-066	Oct 12, 10	EMS Purchases
2010-067	Oct 12, 10	Fire District Purchases