

COLDEN FIRE DISTRICT
Board of Fire Commissioners
Minutes – June 9, 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 Joseph Murray made a motion to approve the Agenda as printed 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 accept the agenda was approved.

b. Approval of Minutes from Previous Meetings

- Minutes from Meeting held on May 12, 2009
- Minutes from Special Meeting held on May 26, 2009

Commissioner James Walter made a motion to approve the Minutes 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 accept the Minutes was approved.

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

- Treasurer's Report dated June 9, 2009 (As of June 9, 2009)

Commissioner James Walter made a motion to approve the Treasurer's Report as printed 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 the Treasurer's Report was approved.

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

- Ratification of Accounts from the meeting held on June 9, 2009

WHEREAS, the Colden Fire District received certain invoices against it by way of vouchers received during the period ending June 9, 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 Jeffrey Shelley made a motion to approve the All Accounts Payable 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 approve payment of bills was approved.

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2009	2718	6/3/2009	Verizon	\$28.62	A400-07
2009	2719	6/3/2009	Verizon Wireless	\$9.84	A400-07
2009	2720	6/5/2009	National Fuel - District Office Building	\$61.22	A400-07
2009	2721	6/9/2009	Dival Safety	\$32.95	A400-09
2009	2722	6/9/2009	M&T Bank Statement (\$377.00)	0.00	n/a
2009	2722	6/9/2009	US Postage - Certified Letter to NYS	\$4.04	A400-02
2009	2722	6/9/2009	US Postage - Stamps	\$42.00	A400-02
2009	2722	6/9/2009	Holland Hardware (Cleaning supplies)	\$74.45	A400-08a
2009	2722	6/9/2009	Grainger Emergency Lights (Station # 2)	\$211.50	A400-08b
2009	2722	6/9/2009	Grainger Hose Reel Bumper (Station # 2)	\$17.06	A400-08b
2009	2722	6/9/2009	Our Design Award Clock	\$27.95	A400-19
2009	2723	6/9/2009	OCCUMED of WNY	\$2,536.00	A636
2009	2724	6/9/2009	Metro Group	\$81.12	A400-06
2009	2725	6/9/2009	Emergency Equipment Service	\$211.95	A400-09

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2009	2726	6/9/2009	NYSEG	\$234.25	A400-07
2009	2727	6/9/2009	Colden Fire Company - Lease	\$3,000.00	A400-016
2009	2728	6/9/2009	Robert Chilson – Custodian	\$323.22	A100-01
2009	2729	6/9/2009	Stipend - Colden # 9	\$450.00	A400-03e
2009	2730	6/9/2009	Stipend - Colden # 9-1	\$400.00	A400-03e
2009	2731	6/9/2009	Stipend - Colden # 9-2	\$400.00	A400-03e
2009	2732	6/9/2009	Stipend - Colden # 9-3	\$400.00	A400-03e
2009	2733	6/9/2009	Michael Schneider - Treasurer	\$893.50	A100-2
2009	2734	6/9/2009	NYS Insurance Fund - Firefighters	\$26,055.73	A630
2009	2735	6/9/2009	NYS Insurance Fund - Employees	\$565.43	A630
2009	2736	6/9/2009	NYS OSC - Retirement Contribution	\$50.00	A100-2
2009	2737	6/9/2009	Travel Reimbursement - Spagnola	\$190.00	A400-03b
2009	2738	6/9/2009	Travel Reimbursement - Feidt	\$33.00	A400-03b
2009	2739	6/9/2009	Travel Reimbursement - Butler	\$33.00	A400-03b
2009	2740	6/9/2009	Travel Reimbursement - Hyde	\$33.00	A400-03b
2009	2741	6/9/2009	Travel Reimbursement - Murphy	\$33.00	A400-03b
2009	2742	6/9/2009	Travel Reimbursement - Bye	\$33.00	A400-03b
Total				\$ 36,465.83	

5. Correspondence and communications received:

- a. Letter, Colden Water District #1, May 31, 2009, Subject: Annual Drinking Water Quality Report for 2008.
- b. Letter, Brown & Stromecki, May 18, 2009, Subject: Governmental Insurance Disclosure Statement.

6. Committee Reports

- Personnel Committee – The Colden Fire District would like to commend Commissioner Michael Butler for securing identifications cards and fire scene ID tags for the District at no cost.

- Finance Committee –
 - a. Lease negotiations with the Colden Fire Company. The general body of the Colden Fire Company will be voting on the Lease Proposal on June 22, 2009
 - b. The following bank transfers will be made:
 - \$1,675.35 from the Unrestricted Capital Reserve Savings Account will be deposited into the Checking Account to cover the cost of the five Motorola Minitor Pagers.
 - \$31,384.25 from the ISO Capital Reserve Savings Account will be deposited into the Checking Account to cover the cost of the five SCBAs.
 - \$50,000 from the General Fund will be deposited into the Checking Account to cover future expenditures.
- Capital Improvement Committee – Commissioner John Belz will coordinate the painting of the fire hydrant and bollards at Station # 2.
- Insurance Committee – Property Casualty Insurance and Workmen's Compensation policy renewals are scheduled for July 2009. Special meeting will be scheduled later this month to review the insurance quotes.
- Legal Committee – No report.
- Apparatus, Driver Certification, Communications, and Maintenance Committee – With 160 days into the 2009, we spent \$5,251.91 on unscheduled repairs (48% 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) – Mission Capable
- Executive Board Committee – No report.

- Service Award Committee – Brown and Stromecki will be developing a new proposal for increasing the current retirement plan. Mandatory referendum is required to amend the plan. Special meeting will be scheduled to review the Service Award Program proposal. Key points of the new plan will:
 1. 30 Year program / \$30.00 benefit (equals a maximum of a \$900.00 retirement benefit).
 2. Remove the age discriminator.
 3. Look at three options for old-timer buyback: two year, five year, and ten year. (The buy-in is contingent on cost feasibility of the plan).
- Hazardous Materials Committee – No report.
- Training Committee – Commissioner James Walter discussed a training management system that would enable firefighters to be trained following standard training plans with evaluation guides. He also discussed the creation of conducting monthly training meetings and how to utilize documentation to keep firefighters informed. Sample documentation was provided to the Chief.
- Foreign Fire Insurance Monies 2% Funds Committee – No report.
- Grants Committee – The Department of Homeland Security's Assistance to Firefighters Fire Station Construction Grants (FSC) will provide financial assistance directly to fire departments on a competitive basis to build new or modify existing fire stations in order for departments to enhance their response capability and protect the community they serve from fire and fire-related hazards. Completed applications must be submitted no later than July 10, 2009.

Commissioner Murray stated that in order to document our needs for the construction grant we need to know the problems of the structure. He indicated that we need to develop our needs based on conducting a building conditions assessment of Fire Station (8448 Gutekunst). In saying that, we would need to hire an engineering firm to conduct a study and provide us with an existing conditions report. The main objective of the report is to develop a list of required repairs to meet applicable codes, energy conservation improvements, space analysis for expanding the footprint, building permits, determine the useful life of mechanical systems (HVAC, electrical, and plumbing systems), and provide a realistic estimate for repairs and improvements. This document would be the foundation of our grant application.

Commissioner Walter indicated he would secure the services of a local engineer to fulfill this requirement and report back to the Board.

- Public Protection Classification (PPC) Committee – No report.
- Medical Readiness – No Report.

7. Reports

- a. Fire Chief - Number of Fire Calls: 4

Status of Call/Drill sign-in sheets for May 2009: will be turned in after the Fire Company finishes the keypunching at their level.

Requests to take equipment out of the District – Two apparatus to support Boston Community Days on June 27, 2009 was approved

Comments: No report.

- b. EMS Chief - Number of First Aid Calls: 9

Comments: Upon investigation of the missing PCR (2009-00001), it was determined that South Wales was in charge of that response. Chief Smith will secure a copy of that PCR from South Wales. All the Zoll AEDs were updated with new software. 9-3 (A08J176769), 9-2 (X08J176845), 9-1 (X08J177032), 9 (X08J177025), Station #1 (x08j176994), and Station # 2 (x08j176983)

- 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 – No report.

8. Purchase Requests (Equipment / Services):

a. **Fire Service Purchases:** Essential Items needed to support Fire Protection Operations provided by the Colden Fire Company.

Description of Items	Account	Cost
5 each – Epic Voice AMPs (\$323.00 each)	A200-2	\$1,615.00
5 each – Epic Voice AMPs Clips (\$19.15 each)	A200-2	\$95.75
1 each – Minitor Pager	A200-2	\$400.00
	Total Cost	\$2,110.75

Resolution # 2009- 063 – Purchase of Fire Protection Equipment / Supplies

Commissioner John Belz made a motion to approve the purchases 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			

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. **Emergency Medical Services Purchases:** None for the month of June

c. **Fire Police Purchases:** Essential Items needed to support Fire Police Operations provided by the Colden Fire Company.

Description of Items	Account	Cost
7 each – Motorola CP185 16 Channel UHF Portable 2 way radio (\$298.00 each) Total: \$2,086.00 – Upon receipt of the radios, the District will ensure the radios are compatible with all other radios being utilized. The cost of reprogramming the radios and the purchase of chips will come from A200-4.	A200-4	\$1,000.00
	A400-19	\$1,086.00
UHF Private Carrier Frequency Charge	A400-19	\$200.00
	Total Cost	\$2,286.00

Resolution # 2009- 064 – Purchase of Fire Police Equipment / Supplies

Commissioner John Belz made a motion to approve the purchases 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			

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.

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

Description of Items	Account	Cost
ID Tag Holders	A200-2	\$50.00
Yellow Paint, 2 quarts & 2 brushes	A400-08b	\$50.00
	Total Cost	\$100.00

Resolution # 2009- 065 – Fire District Purchases

Commissioner John Belz made a motion to approve the purchases 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			

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.

9. Unfinished Business:

a. A client account will be established for Michael Schneider so that he will have access to the Red Alert program.

b. The bid opening for the Ambulance RFP will be on July 14, 2009.

c. Purchase of six Minitor pagers (five from the Unrestricted Account and one from account A200-2). A rebate exists in the amount of \$360.00 for the quantity purchased and the Treasurer is tasked with submitting the necessary paperwork for the reimbursement.

10. New Business: Attendance at the NYSAFC 103rd Annual Conference & Expo (June 11, 2009) at the Turning Stone Resort (Verona, NY). Funds would come from Account 400-03b (Conventions) and the projected cost is estimated at \$355.60

Resolution # 2009- 066 – Attendance at the NYSAFC 103rd Annual Conference & Expo

Commissioner Joseph Murray made a motion to approve six members of the Colden Fire District to attend the NYSAFC Fire Expo 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

11. Public Comments: None

12. Next Regular Board Meeting: Tuesday, July 14, 2009 at 7:00 PM

13. Adjournment @ 8:15 P.M. With no further business to conduct, Commissioner John Belz made a motion to adjourn the meeting and Commissioner Joseph Murray 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