

**COLDEN FIRE DISTRICT**  
**Board of Fire Commissioners**  
**Minutes –May 11, 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 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	Excused
Commissioner Michael Butler	Yes
Commissioner Joseph Murray	Excused
Commissioner Charles Kramer	Yes
Treasurer Michael Schneider	Yes

- 4. Public Attendance:** Fire Chief Doug Hyde  
EMS Chief Jody Feidt  
Assistant Fire Chief Ron Smith  
Assistant Fire Chief Jim DePasquale  
Fire Police Captain Henry Solak  
Fire Company President Sue Pietraszek  
Safety Officer Gerry Pietraszek  
Firefighter Pat Murphy

**5. Consent Calendar:**

**a. Adoption of Agenda (Additions and/or Deletions)**

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

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman Jeffrey Shelley	X			
Commissioner James Walter				X
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	3	0	0	2

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 April 13, 2010

Commissioner Charles Kramer made a motion to approve the Minutes as corrected and Commissioner Michael Butler seconded the motion.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman Jeffrey Shelley	X			
Commissioner James Walter				X
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	3	0	0	2

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 May 11, 2010

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

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman Jeffrey Shelley	X			
Commissioner James Walter				X
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	3	0	0	2

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 May 11, 2010

**WHEREAS**, the Colden Fire District received certain invoices against it by way of vouchers received during the period ending May 11, 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 Michael Butler seconded the motion.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman Jeffrey Shelley	X			
Commissioner James Walter				X
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	3	0	0	2

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

<b>Year Funds Obligated</b>	<b>Claim Number</b>	<b>Date</b>	<b>Description of Transaction</b>	<b>Cost</b>	<b>Account Line</b>
2010	2936	4/15/2010	Department of Treasury – Payroll Taxes	\$ 212.67	A633 \$106.33 A100-1 \$27.54 A100-2 \$78.80
2010	2937	4/20/2010	Suburban Oxygen Supply	79.00	A200-3
2010	2938	5/01/2010	Dival – Chief Helmet	195.00	A200-2
2010	2939	5/01/2010	AFP Group Inc	150.00	A400-08b
2010	2940	5/01/2010	National Fuel – District Office	99.27	A400-07b
2010	2941	5/01/2010	National Fuel – Station 2	183.72	A400-07b
2010	2942	5/01/2010	Verizon – District Office	30.18	A400-07e
2010	2943	5/01/2010	Verizon Wireless – Ambulance Phone	9.55	A400-07d
2010	2944	5/11/2010	Al Rothenberg - District Office Heater Repair	175.00	A400-08b
2010	2945	5/11/2010	Emergency Equipment Service	200.00	A400-09
2010	2946	5/11/2010	NYSEG – District Office	30.62	A400-07a
2010	2947	5/11/2010	Bertrand Chaffee Hospital (X-Ray 4/16/2010)	31.21	A636
2010	2948	5/11/2010	Colden Fire Company (Lease)	2,000.00	A400-16
2010	2949	5/11/2010	Dr. Norman Pennington (X-Ray Reading)	29.00	A636

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2010	2950	5/11/2010	Card Member Service (\$504.30)	-	-
2010	2950	5/11/2010	Strobes N' More (Chief Strobe Light)	\$ 219.45	A200-2
2010	2950	5/11/2010	Witmer Public Safety (Fire Police Hats)	\$ 284.85	A200-4
2010	2951	5/11/2010	Southtown Tireman (changed Ambulance Tires)	\$ 75.00	A400-09
<b>Total</b>				<b>\$4,004.52</b>	

#### e. Refund

Agency	Credit Description	Refund
NYS Ins Fund	Dividend 7/1/2008 – 7/1/2009	\$ 143.38
NYS Ins Fund	Dividend 7/1/2008 – 7/1/2009	\$4,732.34
Total		\$4,875.72

**WHEREAS**, during the month of April, credits of \$4,875.72 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 Charles Kramer made a motion to approve to accept the reimbursement of funds in the amount of \$4,875.72 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	3	0	0	2

A vote was taken and the motion was approved.

#### 6. Correspondence and communications:

- a. NYS Public Entities Safety Group 497 Loss Run Statement.
- b. Storage and Integrity of Prehospital Medications and Intravenous Fluids policy dated 12/28/2009 Policy Statement 09-12 – Mermaid Manufacturing
- c. VFIS Newsletter Vol 10 – Number 1
- d. NYS Public Entities Safety Group 497 Safety Agenda Newsletter

e. NYS DOH Letter – Colden Fire District meets requirements set forth in Article 30 of the Public Health Law and Part 800 of consolidated Codes, Rules and Regulations of New York.

f. Meeting Notice from Erie County Fire District Officers Association meeting will be on 16 Jun 2010.

g. NYSIF Newsletter.

h. Workers' Comp Newsletter Vol 24 Issue 1

## 7. Committee Reports

- Personnel Committee – No Report
- Finance Committee – No Report
- Capital Improvement Committee – the Fire Alarm at station 2 is still being manually monitored. Commissioner Butler will contact ADT, Simplex, Fire Safety, and Broadview to receive estimates to repair system or replace in kind.
- Insurance Committee – Commissioner Shelley will meet with Dave Stromecki this coming month to review the insurance program.
- Legal Committee – Commissioner Shelley will work with Michael Chelus to draw up easements for the Dry Hydrant program being installed this summer.
- Apparatus, Driver Certification, Communications, and Maintenance Committee – Jeffery Shelley/Michael Butler - With 131 days into the 2010, we spent \$1,618.45 on unscheduled repairs (14% of our maintenance budget for 2010). Maintenance report follows:

Colden 1 (Engine) – Mission Capable  
Colden 2 (Engine) – Mission Capable – Broken Plug, not charging  
Colden 3 (Engine) – Mission Capable  
Colden 7 (Rescue) – Mission Capable  
Colden 8 (Ambulance) – Mission Capable – Leak has been repaired, under warranty, at no cost to Colden Fire District.

Executive Board Committee – No Report

- Service Award Committee – No Report
- Hazardous Materials Committee – No Report

- Training Committee – Charles Kramer/Jeffery Shelley – Requesting a meeting with the Fire Company Training Committee
- Foreign Fire Insurance Monies 2% Funds Committee – No Report
- Grants Committee – Doug Hyde has the DEC Grant papers, but needs District information. Chief Hyde will fax in by 5/15/2010.
- Public Protection Classification (PPC) Committee – No Report
- Medical Readiness – All physicals have been completed.

## 8. Reports

- a. Fire Chief - Number of Fire Calls: 7

All Call/Drill sign-in sheets for April 2010 have been received.

Requests to take equipment out of the District – Engine to support West Falls Memorial Day Parade on May 31, 2010

Support of Special Events: 5/16/2010 – Firefighter’s Memorial Service  
5/19/2010 – Rabies Clinic at Station # 1  
5/31/2010 – Colden Memorial Day Parade

- b. EMS Chief - Number of First Aid Calls: 3

Comments: EMS Chief, Jody Feidt, request that the ambulance be parked at Station #2 for six (6) months. The pilot Rapid Recertification Program the Fire District is participating in will soon have the required paperwork completed due to switching Agency codes from the Fire Company to The District.

- c. Safety Officer – No Report
- d. President of the Auxiliary – No Report
- e. Fire Police – No Report
- f. President of the Fire Company – No Report

## 9. 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
Four (4) Batteries for the Chiefs Portable Radios	A200-2	\$200.00
Four (4) Small gas cans to hold gas/oil mixture	A200-2	\$21.00
Four (4) small Bar Oil Containers (chain saw use)	A200-2	\$6.00
Two (2) 50' lengths of Forestry Hose	A200-2	\$300.00
Dry Hydrant Installation items (Poles, straps etc)	400-15/400-19	\$2,000.00
One Chief Helmet	A200-2	\$195.00
Pepboys (Cleaning Supplies)	A400-08a	\$118.28
Rehab Refreshments	A200-2	\$230.02
	<b>Total Cost</b>	<b>\$3,070.30</b>

### Resolution # 2010- 044 – Purchase of Fire Protection Equipment / Supplies

Commissioner Charles Kramer 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	3	0	0	2

**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
Office Supplies (Printer Ink Epson and Plotter, paper)	A400-01	\$200.00
	<b>Total Cost</b>	<b>\$200.00</b>

**Resolution # 2010- 045 – Fire District Purchases**

Commissioner Jeffery Shelley made a motion to approve the purchases and Commissioner Charles Kramer seconded the motion.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman Jeffrey Shelley	X			
Commissioner James Walter				X
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	3	0	0	2

**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. Commissioner Butler will solicited quotes from Simplex 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 to ensure the building is safe until the fire protection system can be is repaired or replaced (fire watch). The local Fire Marshall has been notified of the situation.

b. Commissioner Shelley is developing inventory checklists for each apparatus – (ongoing project).

c. Commissioner Shelley will be submitting a letter to the Town of Colden requesting their support in securing load classifications for two parcels within the District. A load classification for the bridge located at 9138 State Road and a load classification for the road at Pioneer Trail. Town has been contacted for resolution.

d. RFP for the purchase of a mini pumper has been completed and published. All known interested bidders have received the RFP. Bids will remain sealed until opened July 13, 2010. An Advertisement will be posted in NYS Contract Reporter web site.

e. Development of Dry Hydrants is in the works. The District will be following the plans from Kocek Company. Items still needed to be purchased include wood for a frame, straps, caps, and strainers. Suggested locations include Colden Lakes, 8135 Irish, 7438 Lewis, 10818 Crump, 10215 Holland Glenwood and 7751 Irish. Commissioner Shelley is working on easements.

f. The purchase of eleven (11) sets of Turn-Out Gear, seventeen (17) pair of boots, twenty-seven (27) helmets and Scott Air Packs is on hold until confirmation of the requested items is completed. The items will be purchased with grant money.

g. EMS Chief, Jody Feidt, requested that the district place a distribution box at the District Office. Commissioner Shelley will look into the idea.

**11. New Business:** Fire Chief, Doug Hyde requested that eight (8) individuals attend NYS Fire Chiefs Trade Show in Syracuse, NY which runs June 9 – 12, 2010. He requests that they take one vehicle for only one day at the show. The day requested is June 11, 2010 at a cost of \$502.20 (Fund Cite A400-03b).

### **Resolution # 2010- 046 – Attendance at NYS Fire Chiefs Trade Show**

Commissioner Charles Kramer made a motion to send eight (8) individuals to the NYS Fire Chiefs Trade Show for one day, June 11, 2010, at NYS per diem rates, Cost not to exceed \$502.20 and Commissioner Jeffery Shelley seconded the motion

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman Jeffrey Shelley	X			
Commissioner James Walter				X
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	3	0	0	2

A vote was taken and the motion was approved

**12. Public Comments:** None

**13. Next Regular Board Meeting:** Tuesday, June 8, 2010 at 7:00 PM at the District Office.

**14. Adjournment @ 8:23 P.M.** With no further business to conduct, Commissioner Jeffery Shelley made a motion to adjourn the meeting and Commissioner Charles Kramer seconded the motion.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman Jeffrey Shelley	X			
Commissioner James Walter				X
Commissioner Michael Butler	X			
Commissioner Joseph Murray				X
Commissioner Charles Kramer	X			
Vote Tally	3	0	0	2

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.

<b>Register of 2010 Resolutions</b>		
<b>Resolution Number</b>	<b>Date</b>	<b>Description of Resolution</b>
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)

<b>Register of 2010 Resolutions</b>		
<b>Resolution Number</b>	<b>Date</b>	<b>Description of Resolution</b>
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

