

COLDEN FIRE DISTRICT
Board of Fire Commissioners
Minutes – January 9, 2024

ATTENDEES: Chair Gloria Marinaccio
Vice-Chair George Abraham
Commissioner Jeffrey Shelley – Called away early
Commissioner Jan A. Jarecki - Excused
Commissioner Ronald Smith
Treasurer/Secretary Michael Schneider

Chair Marinaccio opened the Colden Fire District’s regular meeting at 7:00 PM, led the Pledge of Allegiance & Moment of Silence for our servicemen and First Responders; thanked everyone for attending.

Roll Call and Affirmation of Quorum: Yes

Public Attendance: Douglas Hyde, Matthew Monroe, Brian Sudyn

1. Approval of Minutes from Previous Meetings - Approval of Minutes (Regular Meeting December 12, 2023 and Special Organizational Meeting January 4, 2024) Commissioner Shelley made a motion to approve the Minutes as printed and Commissioner Smith seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Excused, Smith-Yea Motion Approved

2. Approval of Financial Actions for the Month of December 2023

a. Approval of Treasurer’s Report (Monthly Financial Report) as of January 1, 2024

b. Approval to Transfer Funds:

From Account	To Account	Amount
General Savings	Checking	\$17,000.00

c. Funds Received

Agency	Credit Description	Funds	Year
Nationwide	LOSAP Credit Deposit	29.69	2023

d. Approval of Bills Ratification of District Accounts Payable for the month

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Occustar
2024	3276	1/1/2024	National Fuel (District Office & Sta 2)	\$222.42	A3410.413
2024	3277	1/9/2024	Charter Communications (Internet)	\$ 129.99	A3410.430
2024	3278	1/9/2024	NYSEG (District Office)	\$ 51.34	A3410.412
2023	3279	1/9/2024	Suburban Oxygen Supply, Inc. (O2)	\$ 101.45	2023A3410.22
2024	3280	1/9/2024	Springville Journal (Organizational Meeting N)	\$ 43.36	A3410.410
2023	3281	1/9/2024	Gorman Enterprises (Eng 3 Water & Fuel Pump)	\$ 1,882.61	2023A3410.420
2024	3282	1/9/2024	FireFly Admin, Inc. (50% LOSAP Retainer Fee)	\$ 2,164.16	A3410.425
2023	3283	1/9/2024	Witmer Public Safety (TurnOut Gear & EMS Bags)	\$ 11,047.80	2023A3410.20
2024	3284	1/9/2024	Univ. Emg. Med. Svc. (Medical Director)	\$ 750.00	A3410.426
2023	3285	1/9/2024	Elan Financial Svcs. (\$931.95)		
2023	3285	1/9/2024	Made in America (US Flag)	\$ 89.99	2023 A3410.418
2023	3285	1/9/2024	USPS (PO Box)	\$ 70.00	2023 A3410.402
2023	3285	1/9/2024	Amazon.com (Various Medical Items)	\$ 611.97	2023 A3410.22
2023	3285	1/9/2024	Amazon.com (Shelves)	\$ 159.99	2023 A3410.20
2023	3286	1/9/2024	Brian Sudyn (Haz Mat Cmd Tv)	\$ 55.02	2023 A3410.405
2024	3287	1/9/2024	Life-Assist, Inc. (Various Medical Items)	\$ 103.32	A3410.22
2023	3288	1/9/2024	OP Fire District EMS (3 Ea. Non use Vector Solu.)	\$ 255.00	2023 A3410.403
				\$17,738.42	

e. Fire District Assets: as of January 1, 2024

4,791.53	M&T Checking Account
157,147.48	M&T General Fund Savings
104,230.40	2023 LOSAP CD (Matures 6/23/2024)
27,472.52	Capital Reserve Account –Repair Res. (Matures: 10/30/24)
699,859.78	Capital Reserve Account – Apparatus (Matures: 04/18/24)
30,428.78	Capital Reserve Account – ISO
16,623.97	Capital Reserve Account – Unrestricted
79,540.31	Capital Reserve Account –SCBA/PPE(Matures: 11/01/24)
<u>3,125.78</u>	Capital Reserve Account – Morale (Matures: 06/28/24)
\$1,123,220.55	Total Monetary Assets

Commissioner Shelley made a motion to approve and ordered the Treasurer to complete the above listed financial actions and Commissioner Smith seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Excused, Smith-Yea Motion Approved

3. Correspondence and communications received:

- a. CFD Election results turned in to Town of Colden Town Clerk
- b. Sent to AFDSNY updated CFD Commissioner and Sec/Trea updated contact information.
- c. Sent to Allied CPAs, PC Acceptance of the new Auditing contract
- d. Xmas Card from M&T Bank Government Banking Division

- e. Xmas Card from FireFly Admin Inc.
- f. VFIS News Letter Fall of 2023
- g. VFIS Emergency Service Organization Information Packet
- h. Nationwide final notice to select a default fund for the new portfolio
- i. eMail Fire District Affairs Dec 2023/Jan 2024
- j. 1st Responder Newspaper invoice/continuation notice Jan 1 – Dec 30, 2024 at a cost of \$85.00. Hold on to it and see if we get it for free again this year.
- k. Letter from Rep Langworthy concern the District's IRS dispute and that they look into those concerns.
- l. Advertisement and Information from Kinder Morgan about Pipeline Safety
- m. Letter from the Office for the NYS Comptroller requesting the 2023 Annual Report on Revenues and Expenditures of Foreign Fire Insurance Premiums. Dead Line is March 1, 2024. Information given to Commissioner Smith.
- n. Advertisement from CCB (Cattaraugus County Bank) inviting the District to join them with the District's banking.
- o. Advertisement from Girard & Associates concerning EMS Quality Improvement Systems
- p. From Dave Stromecki information on applying for the NYS Public Entities Safety Group Safety Initiative Grant of \$5,000.00. Dead Line is February 15, 2024
- q. Letter to Colden Fire Company requesting certain documents for the Organizational Meeting January 4, 2024
- r. Letter from NYSEG requesting we update our Critical Facility Status to include generator capability. Completed
- s. Office Depot set up tax free account with free delivery.
- t. Message from M&T Bank informing the District of changes/revision to the Digital Services Agreement.

- u. Audit packet from Allied CPAs, PC agreements to be signed by the Commissioners
- v. Certificate of Insurance from Numarco, Inc. for 2024.
- w. Annual NYSIF population audit requested. Completed and submitted
- x. Grainger Catalogue, gave to Colden 9
- y. Message from RedNMX Software saying they are updating and enhancing their software. Visit their Integrations webpage.
- z. Message from NYSLRS stating that the District added a trusted device to the Retirement Online account (District Computer).
- aa. Letter from National Fuel concerning Pipe Line Safety.
- bb. File Copy of the CFD Annual Report on Revenues and Expenditures of Foreign Fire Insurance Premiums for 2023 submitted electronically
- cc. VFIS Cancer Insurance Questionnaire was completed by Commissioner Smith and submitted.
- dd. Certificate of Insurance from The Environmental Service Group
- ee. Advertisement from Pinsky Law Group offering a book called “The Freedom of Information and Open Meeting Laws”

4. Committee Reports

Personnel, Insurance, Service Award Committee – Nationwide Statement for December 2023 indicated an Employer Discretionary Withdrawal of \$7,160.00, the normal monthly benefits paid. An analysis of the District’s Nationwide account:

\$	752,343.68	Opening Value on 01/01/2023
	104,230.40	Contribution & Interest to CD be made in 2023
	29.69	Credit 12/05/23
	53,716.73	2023 Investment Gains to December 31, 2023
	<u>(82,460.00)</u>	Pensions paid out through December 31, 2023
\$	827,860.50	Total Account Value on 12/31/2023
		Additional Program Expenses:
	\$3,740.17	Nationwide Advisory Fees-to-Date for 2023
	\$4,359.03	Jan 1, 2023 to Dec 31, 2023 FireFly Admin Fees

- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee – With 9 days into the 2024 year the District spent \$0.00 from A3410.420, but the total in 2023 was \$18,082.39 on repairs.
 - Ambulance sent to Colden Ent. for painting repair
 - Sta. 2 Generator Switch Handle broke
- Executive Board Committee – Next meeting will be held on January 29, 2024
- Training Committee – Training Schedule for this coming month:
 - Jan 15, 2024 – New SCBA Pack Demo
 - Jan 22, 2024 – EMS – Lucas and new EMS Billing Program
 - Jan 29, 2024 – Vehicle Inspections
 - Jan 30, 2024 – VFIS EVOG Course Part 1
 - Feb 1, 2024 – VFIS EVOG Course Part 2
- Standard Operating Guideline (SOG) Committee –
- Medical Readiness – New members, who need an initial physical will take exterior. If there is to go through Fire Fighter One training they can take the interior physical in April when the On-Site physicals are given.
- Privacy Officer – No Report

5. Fire Company Readiness

Personnel	Authorized	Beginning Strength	Gains for Month	Losses for Month	Ending Strength	Percent
Firefighters	37	22	0	0	22	59%
EMS	11	6	0	0	6	55%
Fire Police	10	8	0	0	8	80%
Total	58	36	0	0	36	62%

Non Deployable Status	
Medical/OSHA	4
Extended Leave	0

Medical (Physicals)		
Scheduled	Completed	Medical %
36	32	90%

Deployable Firefighters (32/36) %	89%
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Average Age (29 Members)	59.43 Y 0 A
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Equipment	Authorized	On Hand	Equipment Percentage	Mission Capable		Readiness Percentage
				FMC	NMC	
Engine 1	1	1	100%	1	0	
Engine 2	1	1	100%	1	0	
Engine 3	1	1	100%	1	0	
Tanker 5	1	1	100%	1	0	
Rescue 7	1	1	100%	1	0	
Ambulance 8	1	1	100%	1	0	
Overall	6	6	100%	6	0	100%

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Training Status	Strength	Firefighter One	In-House Training	EMT	Fire Police	Percent
Firefighters	22	11	12	0	0	69%
EMS	6	0	1	5	0	83%
Fire Police	8	0	2	0	6	75%
Total	33	11	15	5	6	86%

Number of Fire Responses	5
Number of EMS Responses	19
Total for the Month of Dec 2023	24

2023 Total Responses
318

Recruitment Activities for Month: Advertised on both Fire Company Marquees, and sponsored the Boy Scout bottle return drive, Colden Concerts 2023 and BOLO Food Distribution.

a. Fire Chief: Working on FEMA Grant

Call/Drill sign-in sheets for December 2023 have been received.

Support of Special Events: Feb 11, '24 - Super Bowl Party Sta. 1

b. EMS Chief: No Report

c. Safety Officer: Member Injury Pull starting equipment pull a shoulder is on light duty

d. President of the Auxiliary: No Report

e. Fire Police: No Report

- c. President of the Fire Company: Commissioners met new member Matt Monroe

6. Purchase Requests (Equipment / Services):

Description of Items	Account	Cost
CFD Computer upgrade	A3410.20	\$1,000.00
Life-Assist Minimum Order Fee	A3410.22	14.50
3 pk. Medi-Trace 530 Series Electrodes	A3410.22	23.19
9 ea. Transcend Glucose Gel 15 gm.	A3410.22	27.99
10 ea. MedSource Up-Draft Nebulizer, Hand Held	A3410.22	12.80
1 pk. Biohoop Emesis Bags	A3410.22	24.84
Loose Wire Wrap for DeFib and Monitor	A3410.22	60.00
Total Estimated Cost		\$1,163.32

Resolution # 2024- 025 – Fire District Purchases

Commissioner Smith made a motion to approve the purchases and Commissioner Abraham seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Excused, Smith-Yea Motion Approved

7. Unfinished Business:

- Equipment defects that need to be addressed:
 - Antenna needed for marquee at Station 2 (part order and replaced District will receive an invoice soon) Works intermittently, still watching as of January Mtg. Antenna replaced by one in stock but, the upper two (2) panels on the board are still only working intermittently.
 - Recommended Under Coating Engine 1 and 3 (Waiting on Town Board approval). New vehicle arriving this June, need to coordinate with Town Garage.
 - Rescue 7 Two (2) portable radio chargers inop. (can order if desired???)
 - Recall on Ambulance Steering Osculation problem (May 2023) gave letter to Commissioner Shelley. Waiting parts per service station (Dec 2023)
 - Safety Concern Sta. 2 Man Door Entrance – Piece of metal, about 4 Foot up, on the wall that sticks out about 2” on opening side of door (West side), cuts arms.

Gorman Problems: Completed during 2023 annual inspection

Items on Comm. Shelley’s List:

- Eng. 2 Missing a Radio Charger (4 Radios and 3 Chargers) One radio went to an EMT with a charger and another charger broke
- Eng. 2 Missing the Submersible Pump (Put on Eng.3) (Comm. Shelley Working a list of known ongoing items)

SCBA Problems:

- Eng. 3 only has 4 SCBA Masks (all medium) with 5 back packs.
- Eng. 2 only has 3 SCBA Masks (Sm, Med & Lg.) w/5 packs

- Eng. 2 one (1) SCBA Tank needs filling
- Eng. 1 Missing one (1) SCBA Bottle
- Eng. 3 SCBA Tank missing (Nov 2023)
- SCBA Bottle 106 outer shell epoxy damaged
- Eng. 3 SCBA Bottle 126 off the vehicle

8. New Business:

Discussion item # 1 – Resolution # 2024-026 - Invoice from Orchard Park

EMS: for Vector Solutions user fee for members who did not complete CME hours. Commissioner Smith looking into the unexpected charge. After a discussion about what CFD gets from OPFD EMS and the lack of other close training support it was decided to pay this unexpected charge. Charles Hall's name has been removed from the rolls. When other EMS leave OPFD EMS will be informed.

Commissioner Smith made a motion to pay the invoice in full and Commissioner Abraham seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Excused, Jarecki-Excused, Smith-Yea Motion Approved

Discussion item # 2 – Resolution # 2024-027 – Hose Testing, Ladder

Testing and Hard Suction Testing: Colden 9 found Water Way to estimate a cost of services and scheduled the services for April 27, 2024. Colden 9 is putting together a list and length of hoses to be tested. In the past DiVal and other companies completed the work in the past. Cost is \$0.33 per foot of hose to include remounting them on the Engines inventoried and labeled.

Commissioner Smith made a motion to approve Water Way for hose and ladder testing and Commissioner Abraham seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Excused, Jarecki-Excused, Smith-Yea Motion Approved

Discussion item # 3 – Resolution # 2024-028 – Change to SOG 8.01 Mutual

Aid Agreement Policy: added to the SOG Deployment of volunteer agencies and/or paid M/A medics (EMS Only) will be directed and set up with Hamburg Control per Chiefs' directions.

Commissioner Smith made a motion to approve suggested changes to SOG 8.01 Mutual Aid Policy and Commissioner Abraham seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Excused, Jarecki-Excused, Smith-Yea Motion Approved

Discussion item # 4 – Resolution # 2024-029 – Colden LOSAP points:

Colden Fire Company completed the LOSAP points chart. They are posted at Station 1 and Station 2. A message was put over the pager system for everyone

to check their numbers. The list will be posted for thirty (30) days then, corrected if needed, and forwarded to the LOSAP administrators via Dave Stromecki and FireFly Admin.

Commissioner Smith made a motion to approve the LOSAP points and ordered them posted for thirty (30) days and Commissioner Abraham seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Excused, Jarecki-Excused, Smith-Yea Motion Approved

9. Public Comments: None

10. Next Regular Board Meeting: Tuesday February 13, 2024 at 7:00 PM in the District Office.

11. Adjournment @ 8:25 P.M. With no further business to conduct, Commissioner Smith made a motion to adjourn the meeting and Commissioner Abraham_ seconded the motion. Marinaccio-Yea, Abraham-Yea, Shelley-Excused, Jarecki-Excused, Smith-Yea Motion Approved

COLDEN FIRE DISTRICT

MEETING AGENDA

1. Approval of Minutes from Previous Meetings
2. Approval of Financial Transactions for the Month
 - Approval of Treasurer's Report (Monthly Financial Report)
 - Approval of Bills (Ratification of District Accounts Payable)
 - Approval of Refunds/Credits
 - Fire District Assets
3. Correspondence and communications received
4. Committee Reports
 - Personnel Committee, Insurance, Service Award Committee
 - Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee
 - Executive Board Committee
 - Training Committee
 - Standard Operating Guideline (SOG) Committee
 - Medical readiness Committee
5. Fire Company Readiness
 - Fire Chief
 - EMS Chief
 - Safety Officer
 - President of the Auxiliary
 - Fire Police Captain
 - President of the Fire Company
6. Purchase Requests (Fire Company/District)
7. Unfinished Business (Open Issues):
8. New Business
9. Executive Session (Personnel Issues)
10. Public Comment
11. Next Meeting
12. 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 2024 Resolutions		
Resolution Number	Date	Description of Resolution
2024-001	Jan 4, 24	Appointment of Chairperson for Calendar Year 2024
2024-002	Jan 4, 24	Appointment of Vice-Chairperson for Calendar Year 2024
2024-003	Jan 4, 24	Adoption of Agenda
2024-004	Jan 4, 24	Adoption of Robert's Rules of Order
2024-005	Jan 4, 24	Appointment of Treasurer/Secretary
2024-006	Jan 4, 24	New ROA & Standard Day Filing to NYS
2024-007	Jan 4, 24	Appointment of Records Managers
2024-008	Jan 4, 24	Appointment of District Custodian
2024-009	Jan 4, 24	Authorizing Appointment of Attorney for Calendar Year 2024
2024-010	Jan 4, 24	Designating Surety Bonding for the Treasurer of the Colden Fire District
2024-011	Jan 4, 24	Authorizing Regular Meeting Schedule for Calendar Year 2024
2024-012	Jan 4, 24	Designation of Official Newspaper for Publications for Calendar Year 2023
2024-013	Jan 4, 24	Authorizing Per Diem and Mileage Reimbursements (67.0 Cents)
2024-014	Jan 4, 24	Authorizing Advance Travel Payments
2024-015	Jan 4, 24	Appointment of Fire District Purchasing Agents
2024-016	Jan 4, 24	Fire District Memberships
2024-017	Jan 4, 24	Renewals of All Fire District Lease and Recurring Contractual Agreements
2024-018	Jan 4, 24	Authorizing Approval and Payment of Claims
2024-019	Jan 4, 24	Designation of Fire District Bank
2024-020	Jan 4, 24	Review of Expenditures (Calendar Year 2023)
2024-021	Jan 4, 24	Fire District Committee Appointments
2024-022	Jan 4, 24	Appointment of Independent Auditor for Calendar Year 2023 Records
2024-023	Jan 4, 24	Open Government Resolution
2024-024	Jan 4, 24	Signature Authority
2024-025	Jan 9, 24	Fire District Purchases
2024-026	Jan 9, 24	Unexpected Invoice from OPFD EMS Paid
2024-027	Jan 9, 24	Hose, Ladder and hard Suction testing April 27, 2024
2024-028	Jan 9, 24	SOG 8.01 - Mutual Aid Policy Change/Updated
2024-029	Jan 9, 2	Colden LOSAP Points - Posted