

**COLDEN FIRE DISTRICT**

**Board of Fire Commissioners**

**Minutes - Organizational Meeting – January 5, 2023**

Organizational 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 Organizational Meeting of the Commissioners of the Colden Fire District was called to order by the Acting Chairperson Michael Schneider in compliance with Article 7 - Open Meetings Law.

**2. Pledge of Allegiance to the Flag of the United States of America** followed by a moment of silence led by Acting Chairman Michael Schneider.

**3. Roll Call and Affirmation of Quorum – Yes**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Ronald Smith	Commissioner	Present
Gloria Marinaccio	Commissioner	Present
George Abraham	Commissioner	Present
Jeffrey Shelley	Commissioner	Present
Jan A. Jarecki	Commissioner	Present
Michael Schneider	Treasurer/Secretary	Present

**4. Board of Fire Commissioners Election Results:**

a. Fire Commissioner:

Results of Election held on December 13, 2022

Ballot: George Abraham – 18  
Jan Jarecki - 19

Write-In: 0

Defective Votes: 0

Total Votes: 19

Only Two (2) Letters-of-Interest received.

Oath of Office for newly elected Fire Commissioners Jan Jarecki and George Abraham was administered by Town Justice Schneider on January 5, 2023.

Office Keys given to Commissioner Abraham

The Terms of the Fire Commissioners shall be as follows:

<b>Board Member</b>	<b>Term Expires</b>
Commissioner Ronald Smith	2023
Commissioner Gloria Marinaccio	2024
Commissioner George Abraham	2025
Commissioner Jeffrey Shelley	2026
Commissioner Jan A. Jarecki	2027

BE IT FURTHER NOTED that “all newly elected or reelected Commissioners shall attend and successfully complete an approved training course within two hundred seventy days (270) of taking office on or after January 22, 2007.” This year Erie County is hosting an in-class Live Commissioner Training on April 15, 2023 at 3359 Broadway, Cheektowaga, NY 14227.

#### **5. Resolution # 2023- 001 - Appointment of Chairperson for Calendar Year 2023**

Commissioner Jarecki made a motion to appoint Commissioner Smith as Chair of the Board of Fire Commissioners and Commissioner Marinaccio seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to appoint Commissioner Smith as Chair of the Board of Fire Commissioners was approved.

At this time, Chairperson Smith will preside over the meeting.

#### **6. Resolution # 2023- 002 - Appointment of Vice-Chairperson for Calendar Year 2022**

Commissioner Smith made a motion to appoint Commissioner Marinaccio as Vice-Chair of the Board of Fire Commissioners and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved  
A vote was taken and the motion to appoint Commissioner Marinaccio as the Vice-Chair of the Board of Fire Commissioners was approved.

#### **7. Resolution # 2023- 003 - Adoption of Agenda**

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

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

**8. Resolution # 2023- 004 - Adoption of Robert's Rules of Order**

Commissioner Jarecki made a motion that all meetings of the Colden Fire District be governed by the rules of procedure set forth in Robert's Rules of Order and Commissioner Shelley seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion that all meetings of the Colden Fire District be governed by the rules of procedure set forth in Robert's Rules of Order was approved.

**9. Legal Publication of Meeting:** The following Legal Notice was published in the Springville Journal and the District Web Site notifying the public of this meeting.

**LEGAL NOTICE  
COLDEN FIRE DISTRICT**

Notice is hereby given that an Organizational Meeting of the Colden Fire District will be held at the Fire District Office Building, 8511 Center Street, Colden, New York 14033 on Thursday, January 5, 2023 at 7:00 P.M. concerning the organization and operations of the Fire District for Calendar Year 2023. The regular monthly meeting will be held in the same District Office, Tuesday January 10, 2023 at 7:00 P.M.

Michael Schneider, Secretary  
Colden Fire District  
December 13, 2022

**10. Resolution # 2023- 005 - Appointment of Treasurer/Secretary**

Commissioner Shelley made a motion to appoint Michael Schneider as the Treasurer / Secretary of the Colden Fire District and Commissioner Marinaccio seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to appoint Michael Schneider as the Treasurer / Secretary of the Colden Fire District was approved.

BE IT RESOLVED that Michael Schneider is hereby appointed as the Treasurer / Secretary of the Colden Fire District. The annual salary for this position is fixed at \$8,486.00. (\$2,121.50 quarterly allocation).

BE IT FURTHER RESOLVED that the Secretary is also appointed as the Public Information Officer (PIO) of the Colden Fire District.

Oath of Office for Michael Schneider was administered by Colden Town Clerk Chris Kerlin on 6 Jan 2023.

**11. Resolution # 2023-006 – Standard Day filing** will be based on 6 hours and will follow the 2013 quarterly work load study. Form RS 2417-A will be posted for thirty (30) days on the District Office Public Bulletin Board at 8511 Center Street. An Affidavit of Posting will be filed in the District Office and after posting the annual Form 2417-A will be forwarded to Office of the NYS Comptroller, NYS and Local Retirement System. Posted January 5, 2023.

Commissioner Shelley made a motion to accept the Standard Day for Employees as posted for thirty days using previous Standard Day study and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

**12. Resolution # 2023- 007 - Appointment of District's Records Managers**

Commissioner Shelley made a motion to appoint Gerald Pietraszek, Douglas Hyde, Charles Hall, James DePasquale, Brian Sudyn and Michael Schneider as the Administrative Record Managers of the Colden Fire District and Commissioner Marinaccio seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to appoint Gerald Pietraszek, Douglas Hyde, Charles Hall, James DePasquale, Brian Sudyn and Michael Schneider as the Records Managers of the Colden Fire District was approved.

BE IT RESOLVED that Gerald Pietraszek, Douglas Hyde, and Michael Schneider are hereby appointed as the Records Managers of the Colden Fire District.

BE IT FUTHER RESOLVED that Chiefs Records Managers will receive compensation of \$16.69 per hour as part time Employees of the Colden Fire District not to exceed a total of \$4,000.00 per year. Duties will be monitored and hours confirmed by the Fiscal Officer of the Colden Fire District Michael Schneider.

**13. Resolution # 2023- 008 - Appointment of District Custodian**

Commissioner Shelley made a motion to appoint Patrick Murphy as the District Custodian of the Colden Fire District and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to appoint Patrick Murphy as the District Custodian of the Colden Fire District was approved.

BE IT RESOLVED that Patrick Murphy is hereby appointed as the District Custodian of the Colden Fire District. The salary for this position is fixed at \$2,025.00 per year (\$506.25 per quarter) and \$180.00 for annual floor stripping (A3410.419) and waxing one time per year for a total allocation of \$2'025.00 plus \$180.00 as a separate contract.

**14. Resolution # 2023- 009 - Authorizing Appointment of Attorney for Calendar Year 2023**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for calendar year 2023; and

WHEREAS, the subject Resolution providing for the awarding of this Contract relative to professional services, and the Notice of Award of said Contract shall be made available for public inspection; and,

Commissioner Shelley made a motion to appoint Mr. Michael Chelus as the Fire District Attorney and Commissioner Marinaccio seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to appoint Mr. Michael Chelus as the Fire District Attorney was approved.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows:

1. Mr. Michael Chelus, Esq. is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities.

2. This resolution and the Notice of Award of Contract shall be available for public inspection.

3. The salary for this position is fixed at \$300.00 per hour (\$200 per hour for Associates and \$95.00 per hour for paralegals).

**15. Resolution # 2023- 010 - Designating Surety Bonding for the Treasurer and the Entire Membership of the Colden Fire District**

WHEREAS, Town Law §176, paragraph (Powers and Duties of Fire Commissioners), Paragraph 4, provides that the Fire District shall, by Resolution, designate the Treasurer of the Colden Fire District to have a surety bond; and

WHEREAS, the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, deem it necessary to provide bonding for the Treasurer of the Colden Fire District.

Commissioner Jarecki made a motion to acquire Surety Bonding for Treasurer and the Entire Membership of the Colden Fire District and Commissioner Marinaccio seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

Vote was taken and the motion to acquire Surety Bonding for the Treasurer and the entire membership of the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie that the Treasurer of the Colden Fire District shall be bonded in the amount of \$300,000.00.

BE IT FUTHER RESOLVED that every member of the Colden Fire District will be covered by a Blanket Surety Bond of \$100,000.00.

**16. Resolution # 2023- 011 - Authorizing Regular Meeting Schedule for Calendar Year 2023**

WHEREAS, Public Officer's Law §104, requires a public body to post and maintain posting, to distribute to designated newspapers, and to further file with the Town Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Officer's Law §104, provides that where the Annual Notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

Commissioner Marinaccio made a motion to approve the meeting schedule for Calendar Year 2023 and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to approve the meeting schedule for Calendar Year 2023 was approved.

NOW THEREFORE, be it RESOLVED by Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows: Regular meetings of the Board of Fire Commissioners shall take place at the District Office Building, 8511 Center Road, Colden, New York 14033 at 7:00 p.m. on the second Tuesday of each month, unless otherwise noted.

Secretary/Treasurer will publish the following Legal Notice in the Springville Journal.

### **Legal Notice**

#### **Colden Fire District Meeting Notice**

Notice is hereby given that Regular Meetings of the Colden Fire District will be held at the Colden Fire District Office Building, 8511 Center Road, Colden, New York on the second Tuesday of each month at 7:00 P.M with noted exceptions. Please join us as we address issues concerning the Fire District and our citizens. We value your input and encourage your attendance. Regular Meetings of the Fire District will be conducted on the dates indicated below:

#### 2023 Schedule

Jan 10th, Tuesday  
Feb 14th, Tuesday  
Mar 14th, Tuesday  
Apr 11th, Tuesday  
May 9th, Tuesday  
Jun 13th, Tuesday  
Jul 11th, Tuesday  
Aug 8th, Tuesday  
Sep 12th, Tuesday  
Oct 10th, Tuesday  
Oct 17, Tuesday (Public Hearing – 2023 Budget)  
Nov 14<sup>th</sup>, Tuesday  
Dec 12th, Tuesday (At Station #1, 8448 Gutekunst Road)  
Due to the Fire Commissioner Election  
Jan 4, 2023 Thursday (Organizational Meeting)

Secretary, Colden Fire District

### **17. Resolution # 2023- 012 - Designation of Official Newspaper for Publications for Calendar Year 2023**

WHEREAS, the Commissioners of the Colden Fire District in the Town of Colden, County of Erie, must, by statutory law (Town Law §176), publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating an official newspaper in which the Commissioners may publish its various items during the calendar year 2023.

Commissioner Marinaccio made a motion to designate the Springville Journal as the official newspaper of the Colden Fire District and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to designate the Springville Journal as the official newspaper of the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows: The official newspaper in which the Commissioners will publish all required notices or other items during calendar year 2023 will be the **Springville Journal**.

### **18. Resolution # 2023- 013 - Authorizing Per Diem and Mileage Reimbursements**

WHEREAS, it is necessary that officers and employees of the District be adequately reimbursed for such expenses; and,

WHEREAS, State Finance Law, Section 48 and 109 authorizes expenses for the purposes outlined; and,

WHEREAS, the Board of Fire Commissioners has reviewed the necessity for establishing a travel reimbursement program to ensure that all allocations of funds are for actual, necessary and reasonable expenses in the performance of official duties;

Commissioner Marinaccio made a motion to utilize the per diem rates established by the Office of General Services (NYS OGS) and a mileage reimbursement rate of 65.5 cents per mile and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to utilize the per diem rates established by the Office of General Services (NYS OGS) and a mileage reimbursement rate of 65.5 cents per mile was approved.

NOW, THEREFORE BE IT RESOLVED, that the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, hereby adopt the following reimbursement rates:

1. The mileage rate shall be **65.5 cents**. By adhering to this allowance, reimbursements for mileage are not taxable to the employee. Beginning January 1, 2023, the standard mileage rate for the use of a privately owned vehicle (including vans, pickups or panel trucks) will be 65.5 cents per mile.



2. The per diem reimbursement rate shall be in accordance with the New York State Reimbursement Rate (<http://www.osc.state.ny.us/agencies/travel/reimbrate.htm>) – New York State uses the per diem rates established by the Federal Government.

3. The following Travel Forms will be utilized for all travel claims and reimbursements: AC132-S (Effective 4/12), AC160-S (Effective 1/12), and AC3259-S (Effective 1/12). When Traveling 100 miles or more per trip claimant must complete the Personal Car at Rental Rate Calculator and attach to expense report.

## **19. Resolution # 2023- 014 - Authorizing Advance Travel Payments**

WHEREAS, it is necessary at times for officers and employees of the District to incur expenses while traveling on District business; and,

WHEREAS, it is necessary that funds be advanced to such officers and employees to cover such expenses; and,

WHEREAS, the Board of Commissioners has reviewed the necessity for and feasibility that making advanced travel payments would be advantageous to the District and its officers and employees to have the ability to pay for travel expenses without utilizing out-of-pocket funds.

Commissioner Marinaccio made a motion to authorize Advance Travel Payments to District Officers and Employees Commissioner Abraham seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to authorize Advance Travel Payments to District officers and employees was approved.

NOW, THEREFORE BE IT RESOLVED, that the Commissioners of Colden Fire District, in the Town of Colden, County of Erie hereby adopt this resolution.

## **20. Resolution # 2023- 015 – Appointment of Fire District Purchasing Agents**

WHEREAS, there exists a continuing need for the purchase of supplies and services to adequately support the Colden Fire District, in the Town of Colden, County of Erie; and,

WHEREAS, State Finance Law allows for the acquisition of supplies and services in accordance with New York State Purchasing Guidelines and pursuant to the District's Procurement Policy.



A vote was taken and the motion to continue all Fire District Leases and Recurring Contractual Agreements for the Colden Fire District was approved.

BE IT RESOLVED that upon review, the Colden Fire District approves the following yearly contracts and leases:

Lease with the Colden Fire Company for use of Station Number 1 (Paid annually)  
Service contract with Red Alert for the District Fire Reporting System (Sole Source)  
Liability Insurance – Brown & Stromecki Insurance Agency  
Water Supply Contract – Town of Colden (Hydrant Maintenance)  
Vehicle Fuel – Town of Colden  
Dispatching Services – Town of Hamburg  
Air Bank (Boston, Colden, Fire Chiefs Association)  
Public Accounting Services – Allied CPAs, PC  
NYS DOH Reapplication for Limited Service Laboratory Registration  
ESO-PCR App Support

### **23. Resolution # 2023- 018 – Authorizing Approval and Payment of Claims**

WHEREAS, Town Law §176, provides that payment of claims presented to the Fire District shall be by verified and substantiated to ensure the district receives best value on all procurements; and

WHEREAS, a best practice will be instituted by the District to ensure all checks are co-signed by the treasurer and another board member with no material interest in the transaction, and

Commissioner Shelley made a motion to authorizing the approval and payment of claims for the Colden Fire District and Commissioner Marinaccio seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to authorize the approval and payment of claims for the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows:

1. The checks as issued by the Commissioners for payment of claims shall be signed by the Treasurer and countersigned by a Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by State Finance Law and as set forth herein. Authorized signatories for the Colden Fire District are:

Michael Schneider, Treasurer  
Gloria Marinaccio, Fire Commissioner  
Ronald Smith, Commissioner (No Fire Company Payee Checks)  
Jan A. Jarecki, Commissioner  
Jeffrey Shelley, Fire Commissioner  
George Abaham, Fire Commissioner

2. Electronic signatures on checks will not be utilized in place of handwritten signatures.

3. The manner and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. Social Security and Federal Insurance Contributions Act (FICA) will be withheld for all employees.

4. A General Fund Voucher will be prepared for all claims pursuant to State Finance Law.

5. Automatic Checking Account Deduction is authorized for amounts to be sent to NYS Comptroller's Office and bank services.

BE IT FURTHER RESOLVED that the Treasurer of the Colden Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Colden Fire District the following claims:

National Fuel  
NYSEG  
Verizon Telephone and Wireless  
Specteum  
U.S. Post Office (Supplies)  
Filing of Legal Notices  
Any delivery or freight charges  
Fuel (Unleaded gas and Diesel) for Apparatus  
Any invoice that includes a discount if paid in a certain time frame before the meetings

All such claims must be presented at the next scheduled meeting of the Board of Fire Commissioners of the Colden Fire District for audit.

#### **24. Resolution # 2023- 019 – Designation of Fire District Bank**

Commissioner Jarecki made a motion to designate M&T Bank as the official depository of Fire District funds for Calendar Year 2023 and Commissioner Marinaccio seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to designate M&T Bank as the official depository of Fire District funds for Calendar Year 2023 was approved

M&T Bank will guarantee all District Funds through the FDIC program (\$250,000) and Collateral Accounts with the Bank of New York for the remaining funds

## Investment Policy for Colden Fire District

1. This investment policy applies to all moneys and other financial resources available for investment on its own behalf.
2. The primary objectives of this fire district's investment activities are, in priority order:
  - To conform with all applicable federal, state and other legal requirements;
  - To adequately safeguard principal;
  - To provide sufficient liquidity to meet all operating requirements; and
  - To obtain a reasonable rate of return.
3. The Board of Fire Commissioners' responsibility for administration of the investment program is delegated to the Fire District Treasurer.
4. The fire district treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Colden Fire District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

The Fire District Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair his or her ability to make impartial investment decisions.

5. It is the policy of the Colden Fire District to diversify its deposits and investments by financial institution, by investment instrument and by mature scheduling.

It is the policy of the Colden Fire District for all funds coming into the hands of the fire district treasurer to be deposited or invested within five days of receipt.

The banks and trust companies authorized for the deposit of moneys up to the maximum amount in any account are:

Depository Name	Maximum Amount
M&T Bank	\$1,000,000

6. Eligible securities used for collateralizing deposits shall be held by the depository named by the Board of Fire Commissioners subject to security and custodial agreements, all in accord with the applicable provisions of General Municipal Law Section 10.
7. The Board of Fire Commissioners of the Colden Fire District authorizes the fire district treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts;
- b. Certificates of Deposit;
- c. Obligations of the United States of America;
- d. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- e. Obligations of the State of New York; and
- f. Obligations issued by a municipality, school district or fire district other than the Colden Fire District

8. The Board authorizes the use of electronic monthly statements to prevent from paying bank fees when they apply

All investment obligations shall be payable or redeemable at the option of the Colden Fire District within such times as the proceeds for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Colden Fire District within 2 years of the date of purchase.

#### **25. Resolution # 2023- 020 – Review of Expenditures (Calendar Year 2022)**

Accounting of all monies received and disbursed during the preceding year; and availability of all books, records, receipts, orders, and vouchers. and cancelled checks or check images.

Commissioner Shelley made a motion to approve Calendar Year 2022 expenditures and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken on January 5, 2023 and the motion to sanctioned Calendar Year 2022 expenditures was approved

BE IT RESOLVED that the Fire District Treasurer will submit to the Board of Fire Commissioners a copy of the annual report required by General Municipal Law Section 30 within the next sixty days.

#### **26. Resolution # 2023- 021 – Fire District Committee Appointments**

Commissioner Marinaccio made a motion to approve all committee appointments for the Colden Fire District and Commissioner Shelley seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to approve all committee appointments for the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, the following appointments are as follows:

- **Personnel, Insurance and Service Award Committee** - The Board's standing Personnel, Insurance and Service Award Committee shall be concerned with the functions, activities, operations, compensation, Worker Compensation Claims, negotiations, and membership applications from Fire Company, and the welfare of District personnel.

Primary: Commissioner Jarecki, Alternate: Commissioner Marinaccio

\*Active Status is when a firefighter attends calls that meet LOSAP Standards and completes all mandatory training requirements (i.e. OSHA, etc.)

\*If an Active Firefighter is in default of the minimum requirements for maintaining an active membership, they will be notified by the Fire Chief. Member will be placed in a remediation status and a supervision program will be established by the Fire Chief for that member. Loss of active status will result if the member defaults in the remedial program.

\*All injuries will be reported to the Board of Fire Commissioners immediately and on a monthly basis whether or not there were any injuries. Fire Chief will prepare an Incident Report for each injury and submit to the Fire District.

This Committee shall be concerned with the insurance coverage of the Fire District and its employees. The District shall carry all types of insurance to prevent losses due to adverse judgments for death or personal injury and damage or destruction of District property, or property of others, by fire or other casualty. The Committee shall also be concerned with maintaining and manage the Service Award Program and shall coordinate all contributions to the service provider.

\*January 1st to December 31st will be the yearly dates for maintaining the attendance records for the Service Award Program.

\*Entitlement to the Service Award Program is when a firefighter achieves 50 points and meets the minimum requirements of §217 General Municipal Law.

- **Maintenance of Buildings, Apparatus, Driver Certification, Communications, Committee** – The Board's standing Committee shall be concerned with the maintenance of fire fighter equipment and driver selection and testing that will ensure that only the safest drivers operate District equipment. This Committee will also be concerned with the planning of facilities, facility repairs, acquisition of new fire apparatus and equipment to protect the Fire District.

Primary: Commissioner Shelley, Alternate: Commissioner Abraham

Fire Apparatus (1, 2, 3, 5, 7 and 8) - Fire District Driving Certification Official is Commissioner Shelley – All personnel will be tested on an annual basis.

- **Executive Board Committee** – The Board’s standing Executive Board Committee shall be concerned with acting as a liaison between the Fire Company and the Fire Board. Committee will attend all meetings of the Executive Board of the Fire Company.

Primary: Commissioner Marinaccio

- **Training Committee** – The Board’s standing Training Committee shall be concerned with the readiness of firefighters and EMS personnel. Ensure that all mandatory training is scheduled and conducted. Provides assistance to the Fire Chief when requested.

Primary: Commissioner Smith, Alternate: Commissioner Shelley & Colden 9-1

- **Standard Operating Guideline (SOG)** – Review, Maintain and present updates to the District as necessary all established Standard Operating Guidelines.

Primary: Commissioner Jarecki, Alternate: Commissioner Smith

- **Medical Readiness** - The Board’s standing Medical Readiness Committee shall be concerned with maintaining medical records in accordance with Privacy and Security of Health Information Program of New York State (HIPPA) and SOG # II-03 – Medical Surveillance Program. Ensuring that all active personnel have a current physical and that all physicals are within a 12 month period.

Primary: Commissioner Smith, Alternate: Colden 9-3

- **Appointment of Privacy Officer:** The Privacy Officer is needed to oversee the Privacy SOG and monitor the PCR filing program.

Primary: Commissioner Smith, Alternates: Colden 9-3 and Douglas Hyde

## **27. Resolution # 2023- 022 – Appointment of Independent Auditor for Calendar Year 2022**

WHEREAS, there exists a need to have yearly independent audits conducted pursuant to General Municipal Law beginning in 2010 for the Colden Fire District, in the Town of Colden, County of Erie, concerning various responsibilities undertaken by said Commissioners; and,



WHEREAS, the Commissioners are desirous of appointing a certified public accountant to review 2022 accounts; and

WHEREAS, the Commissioners will have an annual audit of its records by an independent CPA or independent public accountant within 180 days after the end of the fiscal year 2022;

Commissioner Marinaccio made a motion appoint Tette & Ingersoll CPAs as the Independent Auditor for the Colden Fire District and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the motion to appoint Tette & Ingersoll CPAs as the Independent Auditor for the Colden Fire District was approved.

NOW THEREFORE, be it RESOLVED by the Commissioners of Colden Fire District, in the Town of Colden, County of Erie, as follows:

1. Appointed CPA firm will provide auditing services to the Commissioners of the Colden Fire District to ensure that all documentation concerning the proper use of public funds is consistent with the requirements and the regulations of the New York State Statutes
2. Copies of the report shall be filed with both the Town of Colden and with the New York State Comptroller's Office.
3. The Fire District shall file a corrective action plan in response to any findings contained in the annual external audit.

## **28. Resolution # 2023- 023 – Open Government**

Commissioner Shelley made a motion to approve the following Open Government Resolution and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

A vote was taken and the following resolution was approved.

WHEREAS, in an effort to inform the citizens of Colden and the general public at-large of our purpose, function and operation, it is necessary that we regularly update information on the Town of Colden's Website and post of certain documents on the Town's Bulletin Board to promote openness in our operation and to give taxpayers better access to the financial workings of the fire district; and

WHEREAS, openness is a democratic process that provides a clear understanding of the issues affecting the fire district and its residents; and

WHEREAS, the posting of agendas, minutes, financial documents, and schedules of meetings will allow members of the public to be adequately informed of district operations;

BE IT RESOLVED that meeting minutes will be published within thirty days after a meeting and be posted as indicated herein.

BE IT FURTHER RESOLVED that the Minutes, Abstract of Vouchers, all RFQs/RFPs, and the completed Treasurer's Report will be posted on the Town of Colden's Bulletin Board and Fire Company's Website.

**29. Review of Fire District Policies:** Fire District Policies / SOGs will be reviewed by each Fire Commissioner. Recommended changes or improvements will be directed to the Chairman of the Board of Fire Commissioners.

**30. Review of Fire District Boundaries:** Fire District Map will be reviewed by each Fire Commissioner.

**31. Resolution # 2023-024 – Signature Authority** - In the absence of the Chair of the Board of Fire Commissioners, the below listed personnel are authorized to sign and authenticate correspondence on routine matters that do not establish policy, are not of an unusual nature, are not precedent setting or are not a refusal or disapproval:

Vice Chairman of the Board of Fire Commissioners  
Treasurer/Secretary of the Fire District

All correspondence being dispatched from the District will be authenticated with a signature.

All fiscal /procurement actions will not authenticated by the Fiscal Officer of the Colden Fire District

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

A vote was taken and the resolution was approved.

**32. The following reports were submitted by the Colden Fire Company:**

- Annual Inventory Reports for 2022
- Leadership Assignments for 2022/2023
- Fire Reports and Call Sheets for 2022
- Patient Care Reports (PCRs) for 2022 (Stored Electronically)
- Current Membership Roster
- OSHA Training Status Report for 2022
- Annual Service Point Award Status Report for 2022 (Posted 1/5/22 Sta 1 & 2)

**33. Public Attendance/Comments:** Douglas Hyde (the OSHA and Service award reports need some additional work)

**34. Next Regular Board Meeting:** Tuesday, January 10th, 2023 at 7:00 PM

**35. Fire District Events:**

- Colden Fire District's Public Hearing on the 2024 Budget will be conducted on October 17, 2023 at 7:00 PM at the Fire District Office Building, 8511 Center Street, Colden, New York 14033.
- Fire District Election Day is December 12, 2023 at the Fire District Office Building, 8511 Center Street, Colden, New York 14033

**36. Adjournment @ 7:38 P.M.** - With no further business to conduct, Commissioner Shelley made a motion to adjourn the meeting and Commissioner Jarecki seconded the motion. Smith-Yea, Marinaccio-Yea, Abraham-Yea, Shelley-Yea, Jarecki-Yea, Motion Approved

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

**COLDEN FIRE DISTRICT**

**AGENDA - Organizational Meeting – January 5, 2023**

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. Board of Fire Commissioners Election Results
5. Resolution # 2023-001 - Appointment of Chairperson for Calendar Year 2023
6. Resolution # 2023-002 - Appointment of Vice-Chairperson for Calendar Year 2023
7. Resolution # 2023-003 – Adoption of Agenda
8. Resolution # 2023-004 - Adoption of Robert's Rules of Order
9. Legal Publication of Meeting
10. Resolution # 2023-005 - Appointment of Treasurer / Secretary
11. Resolution # 2023-006 – Standard Day Filing for NYS
12. Resolution # 2023-007 - Appointment of Records Managers
13. Resolution # 2023-008 - Appointment of District Custodian
14. Resolution # 2023-009 - Authorizing Appointment of Attorney for Calendar Year 2023
15. Resolution # 2023-010 - Designating Surety Bonding for the Treasurer of the Colden Fire District
16. Resolution # 2023-011 - Authorizing Regular Meeting Schedule for Calendar Year 2023
17. Resolution # 2023-012 - Designation of Official Newspaper for Publications for Calendar Year 2023
18. Resolution # 2023-013 - Authorizing Per Diem and Mileage Reimbursements
19. Resolution # 2023-014 - Authorizing Advance Travel Payments
20. Resolution # 2023-015 – Appointment of Fire District Purchasing Agents
21. Resolution # 2023-016 – Fire District Memberships
22. Resolution # 2023-017 – Renewals of All Fire District Lease and Recurring Contractual Agreements
23. Resolution # 2023-018 – Authorizing Approval and Payment of Claims
24. Resolution # 2023-019 – Designation of Fire District Bank
25. Resolution # 2023-020 – Review of Expenditures (Calendar Year 2022)
26. Resolution # 2023-021 – Fire District Committee Appointments
27. Resolution # 202-022 – Appointment of Independent Auditor for Calendar Year 2023
28. Resolution # 2023-023 – Open Government
29. Review of Fire District Policies
30. Review of Fire District Boundaries
31. Resolution # 2023-024 – Signature Authority
32. Submission of the Annual Reports
33. Public Comments
34. Next Regular Board Meeting: Tuesday, January 10th, 2023 at 7:00 PM
35. Upcoming Fire District Events
36. Adjournment

