

COLDEN FIRE DISTRICT
Board of Fire Commissioners
Minutes – August 10, 2021

ATTENDEES: Chair Jeffrey Shelley
Vice-Chair Anthony Ruminski
Commissioner Jan A. Jarecki
Commissioner Ronald Smith
Commissioner Gloria Marinaccio
Treasurer/Secretary Michael Schneider

Chairman Shelley 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, Charles Kramer, Jody Feidt, Vincent Nye, Michael Spagnola

1. Approval of Minutes from Previous Meetings - Approval of Minutes (Regular Meeting July 13, 2021) Commissioner Jarecki made a motion to approve the Minutes as printed/amended and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

2. Approval of Financial Actions for the Month of July 2021

- a. Approval of Treasurer’s Report (Monthly Financial Report) as of August 1, 2021
- b. Funds Received

Agency	Credit Description	Funds	Year
Dept. of Finance Svcs	2% Insurance money	\$16,474.34	2021

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

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2021	5390	8/1/2021	National Fuel (District Office)	\$ 7.86	A3410.413
2021	5391	8/1/2021	Spectrum (Internet 7/23-8/22/21)	\$ 119.99	A3410.430
2021	5392	8/10/2021	NYSEG (District Office & Station 2)	\$251.02	A3410.412
2021	5393	8/10/2021	Suburban Oxygen Supply, Inc. (O2 Service)	\$ 92.00	A3410.22
2021	5394	8/10/2021	Colden Fire Company (2% Money & Installation)	\$ 17,099.34	A3410.409\$ 625.00 2% Ins tax\$16474.34
2021	5395	8/10/2021	Grainger (Lubricant)	\$ 9.91	A3410.22
2021	5396	8/10/2021	MES (Fire Helmets)	\$ 2,783.00	A3410.20
2021	5397	8/10/2021	Michael Robertson (Tvl to Occustar)	\$ 27.03	A3410.405
2021	5398	8/10/2021	Verizon (iPads and Cell Phone)	\$ 105.67	A3410.415
2021	5399	8/10/2021	DiVal Safety (SCBA Annual PM 16 Units)	\$ 918.11	A3410.420
Total				\$ 21,413.93	

d. Fire District Assets: as of Aug 1, 2021

\$ 23,098.26	M&T Checking Account
2,082.57	PayPal
174,575.17	M&T General Fund Savings
28,064.36	Capital Reserve Account –Repair Res. (Matures: 10/18/21)
491,335.58	Capital Reserve Account – Apparatus (Matures: 10/4/21)
30,417.33	Capital Reserve Account – ISO
16,617.09	Capital Reserve Account – Unrestricted
49,809.89	Capital Reserve Account –SCBA/PPE(Matures: 10/24/21)
<u>3,123.91</u>	Capital Reserve Account – Morale (Matures: 9/28/21)
\$819,124.16	Total Monetary Assets

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

3. Correspondence and communications received:

- a. National Business Furniture Catalogue Fall 2021
- b. Advertisement from Grainger offering packaging items
- c. Letter from The State Insurance Fund updating the information from the Payroll Report and the District's premium
- d. Uline.com Catalogue spring/summer 2021
- e. Letter from NYS DOEC Division of Forest Protection stating that the CFD has been denied the VFA Grant Colden 9-1 (Jody) applied. This is based on the total points of the rating criteria of population, ISO rating and previous awards

- f. Advertisement from Elan (District's credit card company) offering more cards.
- g. Letter from American Power & Gas stating the 2019 electric energy usage for Station 2 and District Office concerning Fuel Sources and Air Emissions relative to the NYS average.
- h. Invoice from National Fuel for Station 2 was credited for \$50.92 as a Billing Adjustment and the August monthly invoice totaled \$-27.33 which will show up in the expenses next month.
- i. Information from The State Insurance Fund adjusting for an error on the previous adjustment changing the Maintenance from 9029 to 9026
- j. Letter from a Member resigning from being Captain of Engine 1, no reason given.
- k. Advertisement from Penn Power CreGroup offering Alison Transmission Service on emergency Vehicles.
- l. Received an Invoice from NYSIF which Dave Stromecki said was in error and we should not owe anything
- m. Credit Card invoice was zero this month.
- n. Correction letter from The State Insurance Fund changing their adjustment crediting the adjustment for \$71.43 making our net total owed \$0.74 (I guess to pay for all the paper work they generated).

4. Committee Reports

- Personnel, Insurance, Service Award Committee – Nationwide Statement for July 2021 indicated an Employer Discretionary Withdrawal of \$6,100.00, the normal monthly benefits paid. An analysis of the District's Nationwide account:

\$ 809,322.73	Opening Value on 01/01/2021
109,949.61	Contribution to be made in May 2021
32,533.62	2021 Investment Gains to July 31, 2021
(42,980.00)	Pensions paid out through July 31, 2021
\$ 908,825.96	Total Account Value on 7/31/2021
Additional Program Expenses:	
\$3,055.74	Nationwide Advisory Fees to Date for 2021
\$4,350.39	Nov 1, 2020 to Oct 31, 2021 Penflex Fees

- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee – With 221 days into the 2021 year the District spent \$1,665.03 from A3410.420 on repairs.
 - Air Pack missing from Rescue 7, reported at August Month Company Mtg was found to have been sent to DiVal
 - Rescue 7 needs to have tires rotated soon
 - Vehicles are currently being rotated for Annual PM
 - District Office water filtration not working due, to lack of use. – Bypass needed
 - Stat 2 Concrete floors need to be resealed. Last done in 2011
 - District Office glass Block windows need to be repointed

- Executive Board Committee – Next meeting will be held on September 13, 2021

- Training Committee – Training Schedule for this coming month:
 - August 9, 2021 – Water Rescue Training
 - August 16, 2021 – EMS Training Allergies and Eppi
 - August 23, 2021 – Portable Pumps
 - August 30, 2021 – TBD

- Standard Operating Guideline (SOG) Committee – No Report

- Medical Readiness – No Report

- Privacy Officer – No Report

5. Fire Company Readiness

Personnel	Authorized	Beginning Strength	Gains for Month	Losses for Month	Ending Strength	Percent
Firefighters	37	20	0	1	19	51%
EMS	11	11	0	0	11	100%
Fire Police	10	5	0	0	5	50%
Total	58	36	0	1	35	60%

Non Deployable Status	
Medical/OSHA	2
Extended Leave	0

Medical (Physicals)		
Scheduled	Completed	Medical %
35	33	94%

Deployable Firefighters (35/33) %		94%		Average Age (35 Members)		52.9 Y O A
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%

Training Status	Strength	Firefighter One	In-House Training	EMT	Fire Police	Percent
Firefighters	19	15	4	0	0	79%
EMS	11	0	0	11	0	100%
Fire Police	5	0	0	0	5	100%
Total	35	15	4	11	5	89%

Number of Fire Responses	5
Number of EMS Responses	12
Total for the Month of July 2021	17

2021 Total Responses	122
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Recruitment Activities for Month: Advertised on both Fire Company Marquees, and sponsored the Boy Scout bottle return drive and BOLO Food Distribution.

a. Fire Chief:

Call/Drill sign-in sheets for July 2021 have been received.

Support of Special Events: Aug 18, 21 – Engine Stby at EC Fair
Sep 11, 21 – Colden Art Fest Ambulance Stby

b. EMS Chief: No Report

c. Safety Officer: No Report

d. President of the Auxiliary: Aux ID Cards are at Sta. 1 (three (3) Missing)

e. Fire Police: No Report

President of the Fire Company: **Resignation from and New Membership to the Colden Fire Company:**

Resolution # 2021-056 – Resignation from the Fire Company/District, Kim Wollschlager

WHEREAS, Volunteer Firefighter Kim Wollschlager verbally Resigned and (since submitted an email to that effect) as she turned in her equipment to Chief Ruminski (who said it was in the District Office at Station 1) on August 1, 2021 and,

WHEREAS, All CFD Equipment was returned; and

WHEREAS, David Stromecki has been informed to notify the LOSAP coordinators; and

NOW THEREFORE, be it RESOLVED, that this Board of Fire Commissioners officially removes Kim Wollschlager from the active roles of the Fire Company as a Member in good standing with an effective date of Aug 1, 2021.

Commissioner Marinaccio made a motion to accept Kim Wollschlager's verbal resignation to Commissioner Smith and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

6. Purchase Requests (Equipment / Services):

Description of Items	Account	Cost
Life Blanket Liner	A3410.22	\$345.00
Diltiazem	A3410.22	92.90
8 ea. Full Face Shields	A3410.22	26.64
5 ea. Goggles	A3410.22	15.65
5 ea. Gowns	A3410.22	5.30
N95 Masks	A3410.22	35.35
2 ea. NPA, 34F	A3410.22	5.88
2 ea. NPA, 36F	A3410.22	5.88
Lubrication (for Monitor Mount in 8)	A3410.22	9.91
2 Buckets of Concrete Floor Sealing	A3410.419	500.00
General Repair items for District Office	A3410.419	200.00
10 ea. Fire fighter Helmets w/badge front	A3410.20	3,400.00
Total Estimated Cost		\$4,642.51

Resolution # 2021- 057 – Fire District Purchases

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

7. Unfinished Business:

1. EMS SOG received Doctor's evaluation now Jeff Ruminski needs to find time to review.
2. Following Vehicles and Buildings have complaints from previous months 2021:
 - Rescue 7 has a check engine light on, with no information
 - Eng. 1 Wig-Wag Lights work on High Idle only
 - Station 2 – Light and Globe broke due to falling ice Sta. 2 - Ordered Aug '21
 - Cottonwood tree at the Station 2 pond needs to be cut down
 - Air Pack #109 found with a low battery, put Out of Service (may be at DiVal)
3. Red Alert is a very cumbersome computer program that cost some \$2,000.00 and several users don't know what we get for the fees. Currently we have started other operations with ESO for computer/app support. Some research finds that our Hamburg Dispatch is having problems with Red Alert. Only problem with ESO is at this time they do not track LOSAP. Recently ESO purchased Fire House another program management system but with LOSAP capability. Jeff Ruminski will look into prices

4. Still need to be Sworn-in to Office:
Ambulance Captain – Still to Be Announced
5. SOGs covering jobs needs to be reviewed and something should be included to cover Members “Jumping jobs” at the scene. This should be prioritized as needs are discovered by the Chiefs.
6. Dave Stromecki delivered estimates for a Group Life Insurance, offered in today’s market. Commissioner Marinaccio requested them.
7. ePCRs are becoming mandatory in NYS. EMS Chief Ruminski will be looking into combining ESO services with West Falls and maybe Boston as Mutual Aid in hopes of saving some money.

8. New Business:

Discussion item # 1 – Report of mold in the District Office. Commissioner Shelley checked the situation out: Turns out there was a leak from a vent pipe from the sink. Leak patched and two (2) tiles that had some mold were replaced.

Discussion item # 2 – The Locker issue was discussed again at the Fire Company Meeting. To present this is what the Commissioners agreed: (Resolution # 2021-047 – Fire Gear lockers are being requested for Station 1, now that the new storage building is almost completed. Grainger has a basic wall mounted unit of 20 lockers for \$3,500.00. Maybe the District would prefer ones mounted on wheels?? Agree to purchase half at a better price than a used one found asking \$6000.00 for 18 cages). Charles Kramer presented several options from Dival and MES to add to the Grainger option. Once the Fire Company decides wheels or no wheels the Commissioners will agree.

Discussion item # 3 – Resolution # 2021-058 – Property disposal of Unserviable Equipment: Disposed of Morning Pride Bunker Coat BCT-113 and another coat with no number, Morning Price Bunker Pants numbers BCT-117 CFD003012 and Suspenders SPD-105, S-1500. All inspected by Colden 9 and be taken off the books in accordance to Commissioners direction.

Commissioner Shelley made a motion to Dispose of two (2) Bunker Coats, two (2) Bunker pants and two (2) Suspenders and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 4 – Looking for a Captain for Engine 1. Colden 9-1 will cover until someone is appointed.

Discussion item # 5 – Dave Wojnar from DiVal was inquiring as to when he should start inspecting the SCBA equipment? His phone number is 716.874.9060. Last time the District paid for an inspection was Feb 2020. Commissioner Smith will contact DiVal and arrange SCBA and Fire Extinguishers Inspections. Both completed in July 2021

Discussion item # 6 – Springville is looking into having a mass casualty exercise sometime in August 2021. More information to come.

Discussion item # 7– Colden 9-1 would like to replace the Portable Radios on Engine 3 and give them to the Fire Police, who are still not compatible with Boston and some other Mutual Aid Companies. More information to come.

Discussion item # 8– Colden 9-1 would like to post a poster in the Fire Stations with a phone number on it where a Fire Fighter can call to get Mental Health support information, completely in private. It is best to stay off social media with any problems.

9. Public Comments: None

10. Special Meeting: Tuesday August 17, 2020 LOSAP Workshop at 6:00 PM followed by the Budget Workshop at 7:00 PM in the District Office.

11. Next Regular Board Meeting: Tuesday September 14, 2021 at 7:00 PM in the District Office.

12. Adjournment @ 8:12 P.M. With no further business to conduct, Commissioner Shelley made a motion to adjourn the meeting and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused 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 2021 Resolutions		
Resolution Number	Date	Description of Resolution
2021-001	Jan 7, 21	Appointment of Chairperson for Calendar Year 2021
2021-002	Jan 7, 21	Appointment of Vice-Chairperson for Calendar Year 2021
2021-003	Jan 7, 21	Adoption of Agenda
2021-004	Jan 7, 21	Adoption of Robert's Rules of Order
2021-005	Jan 7, 21	Appointment of Treasurer/Secretary
2021-006	Jan 7, 21	Standard Day Filing to NYS
2021-007	Jan 7, 21	Appointment of Records Managers
2021-008	Jan 7, 21	Appointment of District Custodian
2021-009	Jan 7, 21	Authorizing Appointment of Attorney for Calendar Year 2021
2021-010	Jan 7, 21	Designating Surety Bonding for the Treasurer of the Colden Fire District
2021-011	Jan 7, 21	Authorizing Regular Meeting Schedule for Calendar Year 2021
2021-012	Jan 7, 21	Designation of Official Newspaper for Publications for Calendar Year 2021
2021-013	Jan 7, 21	Authorizing Per Diem and Mileage Reimbursements
2021-014	Jan 7, 21	Authorizing Advance Travel Payments
2021-015	Jan 7, 21	Appointment of Fire District Purchasing Agents
2021-016	Jan 7, 21	Fire District Memberships
2021-017	Jan 7, 21	Renewals of All Fire District Lease and Recurring Contractual Agreements
2021-018	Jan 7, 21	Authorizing Approval and Payment of Claims
2021-019	Jan 7, 21	Designation of Fire District Bank
2021-020	Jan 7, 21	Review of Expenditures (Calendar Year 2020)
2021-021	Jan 7, 21	Fire District Committee Appointments
2021-022	Jan 7, 21	Appointment of Independent Auditor for Calendar Year 2020 Records
2021-023	Jan 7, 21	Open Government Resolution
2021-024	Jan 7, 21	Signature Authority
2021-025	Jan 12, 21	Resignation/Retirement of Donald Feuz
2021-026	Jan 12, 21	Fire district Purchases
2021-027	Feb 9, 21	Resignation of Fire Police Mathew Smith
2021-028	Feb 9, 21	Fire District Purchases
2021-029	Feb 9, 21	Approval of Service Award Points for 2020
2021-030	Feb 9, 21	2020 Achievement Awards
2021-031	Feb 9, 21	Annual Inspection Dinner
2021-032	Feb 9, 21	Work Conflict Leave of Absence SOG update
2021-033	Feb 9, 21	Mutual Aid Contract with Orchard Park EMS
2021-034	Feb 9, 21	Disposal of Expired EMS Equipment (use of Bio-Service)
2021-035	Mar 9, 21	Resignation to Life Member – Paul Gentner
2021-036	Mar 9, 21	Fire District Purchases
2021-037	Mar 9, 21	2020 AUD Acceptance
2021-038	Mar 9, 21	2021/2022 Fire company Elected Officers
2021-039	Mar 9, 21	2021/2022 CFC Captain Positions
2021-040	Mar 9, 21	Media SOG 1.333
2021-041	Apr 13, 21	New Member – Brian O'Connor
2021-042	Apr 13, 21	Fire District Purchases

Register of 2021 Resolutions		
Resolution Number	Date	Description of Resolution
2021-043	Apr 13, 21	Disposition of Expired Equipment
2021-044	May 11, 21	Resignation of Member – John Nuttle
2021-045	May 11, 21	Fire District Purchases
2021-046	May 11, 21	Rescind the Covid-19 memo to Hamburg Control
2021-047	May 11, 21	Approve the Purchase of Fire Gear Locker if Fire Co. pays half
2021-048	May 11, 21	Review Penflex Annual LOSAP Audit Report
2021-049	May 11, 21	Review of the CFD Annual Financial Audit
2021-050	Jun 8, 21	Fire District Purchases
2021-051	Jun 8, 21	Property Disposal – Zoll SurePower Charger Station
2021-052	Jun 8, 21	Change SCBA/PPE Reserve to a three (3) year CD
2021-053	Jun 8, 21	Diabetic Individuals are allowed to Drive District Equipment
2021-054	Jul 13, 21	Fire District Purchases
2021-055	Jul 13, 21	Change Budget Line A3410.425 to include all Fees
2021-056	Aug 10, 21	Resignation of Member – Kim Wollschlager
2021-057	Aug 10, 21	Fire District Purchases
2021-058	Aug 10, 21	Disposal of Unserviceable Equipment – Turn out gear