

COLDEN FIRE DISTRICT
Board of Fire Commissioners
Minutes – June 8, 2021

ATTENDEES: Chair Jeffrey Shelley
 Vice-Chair Anthony Ruminski - Excused
 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, David Stromecki, Jeffrey Ruminski, Jody Feidt

1. Approval of Minutes from Previous Meetings - Approval of Minutes (Regular Meeting May 11, 2021) Commissioner Marinaccio made a motion to approve the Minutes as printed and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused
 Motion Approved

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

a. Approval of Treasurer’s Report (Monthly Financial Report) as of June 1, 2021

b. Approval to Transfer Funds:

From Account	To Account	Amount
General Savings	Checking	\$36,000.00

c. Funds Received

Agency	Credit Description	Funds	Year
PayPal (Sale)	Zoll Super Power	\$517.72	2021

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

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2021	2356	6/1/2021	National Fuel (Sta 2 and District Office)	\$74.76	A3410.413
2021	5357	6/1/2021	Spectrum (Sta 2 Internet)	\$119.00	A3410.430
2021	5358	6/1/2021	Bertrand Chaffee Hospital (Various Medical Items)	\$ 46.71	A3410.22
2021	5359	6/8/2021	Grainger (Rope & Adapter Cord)	\$ 157.40	A3410.21
2021	5360	6/8/2021	Allied CPAs, PC (2020 Financial Audit)	\$ 2,100.00	A3410.411
2021	5361	6/8/2021	Patrick Murphy (Custodian Services Apr-Jun 2021)	\$ 440.74	A3410.11
2021	5362	6/8/2021	Michael Schneider (Sec/Trea Services Apr-Jun 2021)	\$ 902.55	A3410.12\$846.77 A3410.40\$ 55.78
2021	5363	6/8/2021	Brown & Stromecki (Accisent & Sickness Insurance)	\$ 542.00	A3410.423
2021	5364	6/8/2021	NYSEG (District Office & Sta 2)	\$ 277.50	A3410.412
2021	5365	6/8/2021	Fleury Risk Management (Management Fees LOSAP)	\$ 3,236.10	A9040.83
2021	5366	6/8/2021	Vincent Nye (Chief Stipend Jan-Jun 21)	\$ 250.00	A3410.407
2021	5367	6/8/2021	Jody Feidt (Assistant Chief Stipend Jan-Jun 21)	\$ 250.00	A3410.407
2021	5368	6/8/2021	Brian Sudyn (Assistant Chief Stipend Jan-Jun 21)	\$ 250.00	A3410.407
2021	5369	6/8/2021	Jeffrey Ruminski (Assist Chief Stipend Jan-Jun 21)	\$ 250.00	A3410.407
2021	5370	6/8/2021	Gerald Pietraszek (Records Mgr Apr-May 21)	\$ 65.37	A3410.13
2021	5371	6/8/2021	Douglas Hyde (Records Mgr Mar-May 21)	\$ 388.59	A3410.13
2021	5372	6/8/2021	Decpartment of Treasury (941 Report Apr-Jun 21)	\$ 1,454.19	A3410.11\$ 36.11 A3410.12\$1152.98 A3410.13\$ 37.61 A9030.84\$ 227.09
2021	5373	6/8/2021	NYSIF workers' Compensation (Insurance)	\$ 25,702.49	A9040.83
2021	5374	6/8/2021	Cardmember Service (Refector Repair)	\$ 16.62	A3410.420
				\$36,524.02	

e. Fire District Assets: as of June 1, 2021

\$ 15,603.03	M&T Checking Account
2,137.08	PayPal
250,568.88	M&T General Fund Savings (\$16,802.60 to PPE 7/24/21)
28,062.26	Capital Reserve Account –Repair Res. (Matures: 7/18/21)
491,310.95	Capital Reserve Account – Apparatus (Matures: 7/4/21)
30,416.44	Capital Reserve Account – ISO
16,616.67	Capital Reserve Account – Unrestricted
32,990.79	Capital Reserve Account –SCBA/PPE(Matures: 7/24/2021)
<u>3,123.67</u>	Capital Reserve Account – Morale (Matures: 6/28/2021)
\$870,830.47	Total Monetary Assets

Commissioner Smith 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-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

3. Correspondence and communications received:

- Letters sent to Penflex, Inc. and Members Eric Shelley and David Fitch concerning there LOSAP forfeiting of earned points

- b. Letter from Brown and Stromecki containing the annual Governmental Insurance Disclosure Statement
- c. Advertisement from Emerling Ford.
- d. Letter from the Town of Colden requesting our support for the Memorial Day Parade on May 31, 2021
- e. Flyer from gov/procurement advertisement their virtual seminar on the Power of Purchasing
- f. Annual LOSAP payment sent to nationwide Trust Company.
- g. Letter from NYSIF containing the Notification Concerning Workers' Compensation Pharmacy Benefits. Notice posted in Station 1 and 2.
- h. Copy of the District's Attorney letter for the DASNY ambulance grant.
- i. Information pages from The State Insurance Fund (NYSIF)
- j. Advertisement from R Enterprises, LLC Buy, Sell or Finance Ambulances
- k. Pipeline Safety and Emergency Information Publication from Enbridge
- l. Letter from Colden Fire Member requesting a Medical Leave effective 1 Jun 2021 UFN

4. Committee Reports

- Personnel, Insurance, Service Award Committee – Nationwide Statement for April 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
9,781.50	2021 Investment Losses to April 30, 2021
<u>(24,680.00)</u>	Pensions paid out through April 30, 2021
\$ 904,373.84	Total Account Value on 5/11/2021
Additional Program Expenses:	
\$1,988.65	Nationwide Advisory Fees to Date for 2021
\$4,350.39	Nov 1, 2020 to Oct 31, 2021 Penflex Fees
- AMFds Bd Fd Am R6 Exp. Ratio was 0.23% now 0.21%
- DFA Emrg. Mkt.Cor Eq Inst E/R was 0.48% now 0.39%

- DFA US LgCap Val Inst E/R was 0.36% now 0.32%
 - DFA US Trgt Val Inst E/R was 0.36% now 0.33%
 - GdmnScs GQGPtntnlOprr R6 E/R was 0.91% now 0.81%
 - LrdAbt Hi Yld R5 E/R was 0.71% now 0.70%
 - Vngrd Explr Adml E/R was 0.34% now 0.30%
- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee – With 158 days into the 2021 year the District spent \$746.62 from A3410.420 on repairs.
 - Executive Board Committee – Next meeting will be held on July 5, 2021
 - Training Committee – Training Schedule for this coming month:
 - Jun14, 2021 – Portable Ponds repair
 - Jun 21, 2021 – EMS - TBD
 - Jun 28, 2021 – Fire Truck Relay Hose Operation at Station 2
 - Standard Operating Guideline (SOG) Committee – Nothing New
 - Medical Readiness – All but two (2) have their Physicals completed
 - 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	1
Extended Leave	0

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

Deployable Firefighters (35/34) %		97%		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	2
Number of EMS Responses	13
Total for the Month of May 2021	15

2021 Total Responses	91
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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: SCBA battery went bad, replaced. Working fire on Woodview was successfully contained in the garage, house saved.

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

Support of Special Events: None Scheduled

b. EMS Chief: Controlled Substance Administration & Waste Record dated April 4, 2021 1932 Hours & 2000 Hours for Midazolam, for Fentanyl on April 18, 2021 at 1310 & 1323 hours. ALS Monthly Summary Report for Controlled Substance Administration for April 2021

c. Safety Officer: No Report

d. President of the Auxiliary: No Report

- e. Fire Police: No Report
- e. President of the Fire Company: No Report

6. Purchase Requests (Equipment / Services):

Description of Items	Account	Cost
3 ea. Fentanyl	A3410.22	15.00
Morphine	A3410.22	3.00
4 ea. Amiodarone	A3410.22	2.96
Calcium Chloride	A3410.22	8.17
3 ea. EPI 1mg/10ml	A3410.22	21.51
EPI 1mg/1ml	A3410.22	13.37
Metoprolol	A3410.22	0.70
Paper Towels	A3410.418	75.00
2 ea. Paper Towel Dispensers	A3410.419	155.00
2 ea. Toilet Paper Dispensers	A3410.419	80.00
Total Estimated Cost		\$374.71

Resolution # 2021- 050 – Fire District Purchases

Commissioner Smith made a motion to approve the purchases and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Yea, 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 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
 - Cottonwood tree at the Station 2 pond needs to be cut down
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.

8. New Business:

Discussion item # 1 – Resolution # 2021-051 - Property disposal of unneeded Equipment: Sell the Zoll SurePower Charger Station, Bay 4, Serial Number AC08C002361 from the old Zoll Defib, purchased many years ago. Sale will take place through the internet (eBay) and funds to be placed in the PayPal account. After the sale this Charger is to be taken off the books in accordance to Commissioners direction. Sale took place in May 2021 and brought in \$563.76 less \$54.51 eBay Fee.

Commissioner Smith made a motion to Approve the sale of the Zoll SurePower which is not need anymore and Commissioner jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 2 – 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

Discussion item # 3 – Resolution # 2021-052 – Change SCBA/PPE Savings from a one (1) Year CD to a three (3) Month CD: In the near future the district will need to replace the SCBA Tanks and some other PPE items. In order to accommodate these needs the District will be required to have access to these funds, without penalty, in a quick fashion. The interest rates for CDs are currently paying 0.05 % for one year and 0.03% for three months. Which is no real factor since both are so small. The CD will open up for change on July 24, 2021.

Commissioner Smith made a motion to change SCBA/PPE Reserve from a one (1) year CD to a three (3) month CD when it matures and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 4 – Resolution # 2021-053 – Diabetic diagnosed individuals will be allowed to Drive CFD Apparatus: The Fire District follows NFPA guidance not DOT guidance. The District equipment does not travel very far on fire calls or EMS calls. The District is very limited to how many personnel are available to operate equipment and needs all hands on deck to accomplish its mission.

Commissioner Smith made a motion to Follow NFPA rules and allow those with Diabetes to drive District Equipment and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 5 – Requested to place a Fire Fighter Flashlight in each District vehicle because they are needed when drafting someone to preform Fire Police duties at the scene. Placing priority will be: Rescue 7, Engines 1,3 then 2, the Ambulance and last tanker 5. Task completed

Discussion item # 6 – Dave Stromecki delivered estimates for a Group Life Insurance, offered in today's market. Commissioner Marinaccio requested them.

Discussion item # 7– Resolution # 2021-0__ – Records Manager Douglas Hyde will be out of service for the next few weeks. Gerald Pietraszek will cover the work load as required.

Discussion item # 8– 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.

9. Public Comments: None

10. Next Regular Board Meeting: Tuesday July 13, 2021 at 7:00 PM in the District Office.

11. Adjournment @ 7:40 P.M. With no further business to conduct, Commissioner Jarecki made a motion to adjourn the meeting and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Yea, 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