

COLDEN FIRE DISTRICT
Board of Fire Commissioners
Minutes – July 13, 2021

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

Chairman Smith 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 Hall, Vincent Nye

1. Approval of Minutes from Previous Meetings - Approval of Minutes (Regular Meeting June 8, 2021) Commissioner Marinaccio made a motion to approve the Minutes as printed and Commissioner Jarecki seconded the motion. Shelley-Excused, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

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

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

b. Approval to Transfer Funds:

From Account	To Account	Amount
General Savings	Checking	\$40,000.00
Checking	SCBA/PPE Reserve	\$16,802.60

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	5375	6/10/2021	Verizon Wireless (iPhone & iPads)	\$ 105.70	A3410.415
2021	5376	7/1/2021	National Fuel (Sta 2 & District Office)	\$ 107.35	A3410.413
2021	5377	7/1/2021	Spectrum (Sta. 2 Internet)	\$ 119.99	A3410.430
2021	5378	7/13/2021	Brown & Stromecki (Insurance)	\$ 24,100.50	A3410.423\$23886.50 A3410424\$ 214.00
2021	5379	7/13/2021	Occustar (Fire Fighter Physicals (25 ea.))	\$ 3,808.00	A9060.85
2021	5380	7/13/2021	MES (10ea. Helmet Front Decals)	\$ 426.00	A3410.20
2021	5381	7/13/2021	University Emergency Medical Sev. (Med Dir.)	\$ 1,250.00	A3410.426
2021	5382	7/13/2021	Colden Fire Company (Utility paper dispensors)	\$ 286.66	A3410.418\$ 56.52 A3410.419\$230.14
2021	5383	7/13/2021	NYSEG (District Office)	\$ 48.04	A3410.412
2021	5384	7/13/2021	Cardmember Service (\$235.20)		
2021	5384	7/13/2021	USPS (Mailing & Stamps)	\$ 55.20	A3410.402
2021	5384	7/13/2021	Chelus Herdzik Speyer (Lawyer Fees)	\$ 180.00	A3410.425
2021	5385	7/13/2021	ECMC (Medical Items)	\$ 10.36	A3410.22
2021	5386	7/13/2021	M&T Account #...8765 (2018 Funds PR2020-066)	\$ 16,802.60	2018 Funds
2021	5387	7/13/2021	Verizon Wireless (iPhone & iPads)	\$ 105.69	A3410.415
2021	5388	7/13/2021	Life-Assist, Inc. (Various Medical items)	\$ 142.48	A3410.22
2021	5389	7/13/2021	Town of Colden (Fuel) 474.1 Gallons)	\$ 905.53	A3410.421
Total				\$ 48,454.10	

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

\$ 14,972.32	M&T Checking Account
2,082.57	PayPal
214,573.55	M&T General Fund Savings (\$16,802.60 to PPE 7/24/21)
28,063.67	Capital Reserve Account –Repair Res. (Matures: 7/18/21)
491,323.46	Capital Reserve Account – Apparatus (Matures: 10/4/21)
30,417.07	Capital Reserve Account – ISO
16,616.81	Capital Reserve Account – Unrestricted
32,990.79	Capital Reserve Account –SCBA/PPE(Matures: 7/24/2021)
<u>3,123.91</u>	Capital Reserve Account – Morale (Matures: 6/28/2021)
\$834,164.29	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-Excused, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

3. Correspondence and communications received:

a. National Business Furniture Catalogue Fall 2021

- b. Fire End Catalogue 2021
- c. Letter from Nationwide Stating that our Fixed Contract crediting rate the next 12 months will be 0.08%
- d. Message from NYS AUD Auditor with four (4) questions about our 2020 NYS AUD. See Discussion 1 for July 13, 2021 CFD Minutes
- e. Message to and from Allied CPAs, PC. Concerning the NYS Auditors questions. See Discussion 1 for July 13, 2021 CFD Minutes. The answer basically was the District used a cash bases Accounting vs the Accrual system.
- f. AFDSNY Fire District Affairs June – July 2021
- g. M&T Bank notification that the District's ending in 12002 was delinquent. Contacted the bank and signed a paper to change the account from inactive to active and acknowledged ownership.
- h. Post card from First Government Lease Co. offering to finance legitimate equipment purchases
- i. Advertisement from Pinsky Law Group offering courses on Law for Emergency Service Leaders at Turning Stone Resort on Sep 9&10, 17&18 and Nov 5&6, 2021
- j. Letter from NYSIF requesting that the District go on line nysif.com/verifyonline by 8/1/2021 to confirm payroll. Report submitted
- k. Catalogue Positive Promotions for Fire Prevention.
- l. Advertisement from FireFly Admin, Inc. offering to administer the District's LOSAP
- m. Advertisement from Pinsky Law Group offering courses on Law form emergency Service Leaders to be held in September and November 2021 at Turning Stone. Cost is \$250.00 per conference.

4. Committee Reports

- Personnel, Insurance, Service Award Committee – Nationwide Statement for May 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
17,057.72	2021 Investment Losses to May 31, 2021
<u>(30,780.00)</u>	Pensions paid out through May 31, 2021
\$ 905,550.06	Total Account Value on 5/31/2021
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

Nationwide Statement for Jun 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
17,057.72	2021 Investment Losses to Jun 30, 2021
<u>(36,880.00)</u>	Pensions paid out through Jun 30, 2021
\$ 906,375.74	Total Account Value on 6/30/2021
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

- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee –With 193 days into the 2021 year the District spent \$746.62 from A3410.420 on repairs.
 - Air Pack #109 found with a low battery, put Out of Service
- Executive Board Committee – Next meeting will be held on August 2, 2021
- Training Committee – Training Schedule for this coming month:
 - 19 Jul, 2021 – Water Relay Training (Rescheduled)
 - 26 Jul, 2021 – EMS Training – ESO Review
- Standard Operating Guideline (SOG) Committee – No Report
- Medical Readiness – Two (2) more Members need physicals and one required an additional physical after a surgery
- Privacy Officer – Insurance Company requested information about the Fire on Woodside.

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 0 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	3
Number of EMS Responses	11
Total for the Month of June 2021	14

2021 Total Responses
105

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 June 2021 have been received.

Support of Special Events: Installation Dinner/Picnic 17 Jul 21
 Park Static Display/Public View 21,22 Jul 21
 Erie County Fair 13 Aug 21

b. EMS Chief: Semi-Annual Controlled Substance Inventory for EMS Agencies submitted

c. Safety Officer: No Report

d. President of the Auxiliary: No Report

e. Fire Police: No Report

d. President of the Fire Company: No Report

6. Purchase Requests (Equipment / Services):

Description of Items	Account	Cost
10 ea. Bullard Helmet Front Decals (Helmets apprvd.)	A3410.20	426.00
Total Estimated Cost		\$426.00

Resolution # 2021- 054 Fire District Purchases

Commissioner Jarecki made a motion to approve the purchases and Commissioner Marinaccio seconded the motion. Shelley-Excused, 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 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
 - 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.
6. 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
7. Dave Stromecki delivered estimates for a Group Life Insurance, offered in today's market. Commissioner Marinaccio requested them.
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.

8. New Business:

Discussion item # 1 – Resolution # 2021-055 - Change Budget Line

A3410.425 to include all Fees: NYS State Questioned the District's 2020 AUD with four (4) questions. Fees paid to the LOSAP overseers needs to be moved to the A3410.4 section of the Budget (Contractual and Other Expenses). This is a change from previous years thinking. On the Budget the District can change line A3410.425 from Legal Fees to make it a Miscellaneous Fees to include Lawyers, LOSAP and other Audit fees. NYS questioned the Other Revenue line wanting to know what the figure represented, which is a collection of small revenue from equipment sales and other items. Another area they questioned was the new GASB 84 rulings which is where cash and accrual accounting systems differ. The District uses the simpler cash accounting system because we are under \$500,000.00 taxing and we don't have to follow a lot of the GASB

84. This cash vs. accrual systems also came into play with their Net Pension Liability question. Allied CPAs, PC contacted the NYS Auditor and answered all their questions.

Commissioner Marinaccio made a motion to Move the LOSAP Fees from the Legal and Employee Expenses A9025.86 to Contractual and Other Expenses A3410.425 and Commissioner Jarecki seconded the motion. Shelley-Excused, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 2 – Explanation for the sale value (net) of the Zoll SurePower: the District received \$563.76 from the eBay sale, Taxes and PayPal fees were \$46.04 and the eBay Fee (received later) was \$54.51. This gave us a net receipt of \$463.21 reported in the Income and Expense Report

9. Executive Sessions:

Commissioner Smith made a motion to adjourn to an Executive Session to Discuss Personnel Issues and Commissioner Jarecki seconded the motion. Shelley-Excused, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

Recess to Closed Session @ 7:25 PM

Reconvene to Open Session @ 7:48 PM

10. Public Comments: None

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

12. Special Meeting: Tuesday August 17, 2020 Budget Workshop at 7:00 PM in the District Office.

13. Adjournment @ 7:48 P.M. With no further business to conduct, Commissioner Jarecki made a motion to adjourn the meeting and Commissioner Marinaccio seconded the motion. Shelley-Excused, 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
2021-054	Jul 13, 21	Fire District Purchases
2021-055	Jul 13, 21	Change Budget Line A3410.425 to include all Fees