

COLDEN FIRE DISTRICT
Board of Fire Commissioners
Minutes – January 12, 2021

ATTENDEES: Chair Jeffrey Shelley
Vice-Chair 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. Meeting was held virtually over GoToMeet.me advertised on Station Doors and Town of Colden Window; thanked everyone for attending.

Roll Call and Affirmation of Quorum: Yes

Public Attendance: Jeffrey Shelley, Shannon Findlay, Vincent Nye, Brain Sudyn

1. Approval of Minutes from Previous Meetings - Approval of Minutes (Regular Meeting December 8, 2020 and 2021 Organizational Meeting January 4, 2021) Commissioner Smith 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 Ruminski-_____, Shelley-_____, Jarecki-_____, Smith-_____, & Marinaccio _____. Motion Approved/Disapproved/Tabled

2. Approval of Financial Actions for the Month of December 2020

- a. Approval of Treasurer’s Report (Monthly Financial Report) as of January 1, 2021
- b. Approval to Transfer Funds:

From Account	To Account	Amount
General Savings	Checking	\$9,500.00

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

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Occustar
2020	5268	12/12/2020	Verizon (iPads and Cell Phone)	\$163.94	A3410.415
2020	5269	12/22/2020	Bertrand Chaffee Hospital (Various Medical items)	\$ 13.63	A3410.22
2021	5270	1/1/2021	National Fuel (District Office and Sta 2)	\$ 372.81	A3410.413
2020	5271	1/12/2021	SouthTown Tireman (Eng 1 tire Repair)	\$ 425.00	A3410.420
2020	5272	1/12/2021	Springville Journal (Election Affidavit of Pub)	\$ 53.12	A3410.410
2020	5273	1/12/2021	Grainger (Batteries for Sta 2 Emergency Lights)	\$ 51.15	A3410.419
2020	5274	1/12/2021	Gorman Enterprises	\$ 382.28	A3410.420
2020	5275	1/12/2021	Douglas Hyde (Electrical Contracting)	\$ 25.00	A3410.419
2020	5276	1/12/2021	MES (3 ea. Nozzels, Helmets)	\$ 4,987.68	A3410.20\$4169.40 DEC 50/50\$818.28
2021	5277	1/9/2021	Spectrum Ent. (Internet)	\$ 109.99	3410.43
2020	5278	1/12/2021	Brian Sudyn (Travel to State Instructor Course)	\$ 163.00	A3410.405
2020	5279	1/12/2021	Shannon Findlay (TV to OP for IITLS Course)	\$ 36.11	A3410.405
	5280	1/12/2021	Void	\$ -	
2021	5281	1/12/2021	NYSEG (District Office)	\$ 39.75	A3410.412
2020	5282	1/12/2021	Cardmember Service (\$357.40)		
2020	5282	1/12/2021	USPS (POB & Stamps)	\$ 111.00	A3410.402
2020	5282	1/12/2021	Office Depot (Various Office Supplies)	\$ 246.40	A3410.401
2020	5283	1/12/2021	Town of Colden (Fuel)	\$ 876.30	A3410.421
2021	5284	1/12/2021	Verizon (iPads and Cell Phone)	\$ 91.70	A3410.415
2020	5285	1/12/2021	Colden Fire Company (Toilet Parts & EMS Tools)	\$ 850.09	A3410.419\$ 20.89 A3410.22\$829.20
2021	5286	1/12/2021	Life-Assist (Various Medical Items)	\$ 113.79	A3410.22
2020	5287	1/12/2021	Kevin Shelley (Travel BCH for Covid-19 Vaccine)	\$ 13.80	A3410.405
				\$9,126.54	

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

\$ 46,512.82	M&T Checking Account (\$45,129.08 to Apparatus 1/4/21)
1,619.36	PayPal
82,048.02	M&T General Fund Savings (\$16,802.60 to PPE 7/24/21)
28,059.00	Capital Reserve Account –Repair Res. (Matures: 01/18/21)
412,618.42	Capital Reserve Account – Apparatus (Matures: 01/4/21)
30,412.56	Capital Reserve Account – ISO
16,614.16	Capital Reserve Account – Unrestricted
32,990.79	Capital Reserve Account –SCBA/PPE(Matures: 7/24/2021)
<u>3,123.44</u>	Capital Reserve Account – Morale (Matures: 3/28/2021)
\$653,998.57	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:

- a. Message to the District Lawyer about a subpoena received for legal matter concerning an EMS call in April. Lawyer approved the action and explained the Subpoena was a Subpoena deuces tecum where no testify should be required.
- b. Letter from Nationwide informing fund prospectuses are now ready to view.
- c. Letter sent to the Colden Fire Company requesting seven reports needed for the Organizational Meeting.
- d. Letter from a member requesting to be placed in exempt status.
- e. NYS DMV sent the new registration for the ambulance.
- f. Data Request Package form Penflex, Inc.
- g. Letter from NYS Comptroller requesting the district fill out the form for Revenues and Expenditures account of Foreign Fire Insurance Premiums (2% Money). Gave to Commissioner Smith CFC Treasurer. Report sent in Jan 12, 21
- h. Christmas Greetings from Parkside Fire & Security
- i. Christmas greeting from Gorman Enterprises
- j. Mailed to NYSIF the Payroll Report they requested
- k. Submitted Quarterly NYS Retirement Report
- l. AFDSNY Annual Meeting May 6-8, 2021 being held at Turning Stone Resort in Verona, NY
- m. Letter from Providence Washington Insurance Company concerning a transfer plan of an insurance company to Yosemite Insurance Company. PWIC is the Transferring Insurer.
- n. Advertisement from Grainger covering maintenance items.
- o. Certificate of Liability Insurance for Numarco, Inc.
- p. Quarterly Payroll Report submitted to Comptroller
- q. Fire District Affairs December 2020/January 2021

- r. Employee W2s have been Printed and Distributed Via Station 1 Mail Holdouts.
- s. Pamphlet from Kinder Morgan concerning Pipeline and Pipeline Facility Safety, information packet. For more information, visit [HTTP://publicawareness.kindermorgan.com](http://publicawareness.kindermorgan.com)
- t. Advertisement for Eli Adams Jewelers selling Citizen Watches
- u. Request for a Leave of Absence due to work overload form Covid 19 from a Fire Company Member.

4. Committee Reports

- Personnel, Insurance, Service Award Committee – Nationwide Statements for November and December 2020 indicated an Employer Discretionary Withdrawals of \$5,820.00 for November and \$5,820.00 for December, the normal monthly benefits paid. An analysis of the District’s Nationwide account:

\$ 715,437.58	Opening Value on 01/01/2019
106,551.11	Contribution to be made in June 2020
43,286.70	2020 Investment Gains to November 30, 2020
<u>(64,340.00)</u>	Pensions paid out through November 31, 2020
\$ 800,935.39	Total Account Value on 11/30/2020
Additional Program Expenses:	
\$3,615.45	Nationwide Advisory Fees to Date for 2020
\$4,448.89	2020 Penflex Fees

\$ 715,437.58	Opening Value on 01/01/2019
106,551.11	Contribution to be made in June 2020
57,494.04	2020 Investment Gains to December 30, 2020
<u>(70,160.00)</u>	Pensions paid out through December 31, 2020
\$ 809,322.73	Total Account Value on 12/31/2020
Additional Program Expenses:	
\$3,615.45	Nationwide Advisory Fees to Date for 2020
\$4,448.89	2020 Penflex Fees

- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee – With 12 days into the 2021 year the District spent \$0 from A3410.420 on repairs.
 - Rescue 7 is Reported to be pulling Left or Right. Will rotate
 - Rescue 7 has a check engine light on, with no information
 - Ambulance Front Right Wheel is heating up after short trips

- Executive Board Committee – Next meeting will be held on February 1, 2021
- Training Committee – Training Schedule for this coming month: (Covid-19 in effect, training is limited)
 - Jan 11, 2021 – Truck Inventory
 - Feb/Mar, 2021 – OSHA Online
 - February 2021 – PPE Inspection/Training will be scheduled individually
 - Feb 8 & 22 – OSHA and Driver training in mini groups.
- Standard Operating Guideline (SOG) Committee – EMS SOG still waiting on Doctor’s evaluation. Media SOG needs updating (Will view Mercy Flights Media SOG for ideas)
- Medical Readiness – Firefighter Medical Physicals are scheduled for April 19, 2021
- Privacy Officer – No Report

5. Fire Company Readiness

Personnel	Authorized	Beginning Strength	Gains for Month	Losses for Month	Ending Strength	Percent
Firefighters	37	21	0	1	20	57%
EMS	11	11	0	0	11	100%
Fire Police	10	6	0	0	6	60%
Total	58	38	0	1	37	66%

Non Deployable Status	
Medical/OSHA	2
Extended Leave	0

Medical (Physicals)		
Scheduled	Completed	Medical %
37	35	89%

Deployable Firefighters (35/37) %		92%	Average Age (37 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	22	16	7	0	0	73%
EMS	10	0	0	10	0	100%
Fire Police	6	0	0	0	6	100%
Total	38	16	7	10	6	84%

Number of Fire Responses	6
Number of EMS Responses	19
Total for the Month of Dec 2020	25

2020 Total Responses
268

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 December 2020 have been received.

Support of Special Events:

b. EMS Chief: ALS Monthly Summary Reports for October, November and December 2020. Also filed the Semi-Annual Controlled Substance Inventory Form

c. Safety Officer: No Report

d. President of the Auxiliary: Question: For the Covid-19 vaccine is the Auxiliary considered part of the First Responders? Waiting for NYS definition

e. Fire Police: Mike Spagnola will get the use of Mike Marinaccio's FP jacket.

e. President of the Fire Company:

Resolution # 2021-025 - Resignation from the Fire Company Active Duty – Donald Feuz

WHEREAS, Volunteer Firefighter Donald Feuz submitted a letter, requesting to be moved from Active Status to Exempt Life Status; 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 moves Donald Feuz from the active roles of the Fire Company in good standing with an effective date of January 1, 2021.

Commissioner Jarecki made a motion to accept the resignation of Fire Fighter Donald Feuz who is resigning in good standing and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Yea, Marinaccio-Yea, Ruminski-Excused Motion Approved

6. Purchase Requests (Equipment / Services):

Description of Items	Account	Cost
2 ea. Robertazzi Nasopharyngeal Airway 28 fr.	A3410.22	\$ 4.76
MedSource Endotracheal/Stylette, Uncuffed, 2.5	A3410.22	2.85
MedSource Endotracheal/Stylette, Uncuffed, 3.0	A3410.22	2.85
MedSource Endotracheal/Stylette, Uncuffed, 3.5	A3410.22	2.85
MedSource Endotracheal/Stylette, Uncuffed, 5.0	A3410.22	2.85
2 ea. GRAHAM megaMover	A3410.22	76.54
Ready-Heat II Blanket	A3410.22	20.08
Covdien SharpSafety Container, 2 gallon	A3410.22	5.06
2 ea. SHARPS DART Sharps Container	A3410.22	4.58
Total Estimated Cost		\$133.87

Resolution # 2021- 026 – 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: New year all business starts new.

8. New Business:

Discussion item # 1 – Late in the afternoon December 21, 2020 Erie County contacted Colden 9-3 and Commissioner Smith concerning the Pfizer Bio-Tech or the Moderna Covid-19 Vaccine being offered to EMS First Responders. There are going to be three waves being offered in the beginning. They want the District to formulate plans to vaccinate First Responders. Colden 9-3 requested a District workshop that night. Workshop was conducted on Dec 21, 2020 with Jeff Ruminski, Ronald Smith, Michael Schneider, Brian Sudyn, Jan Jarecki and Jeff Shelley were in attendance. The decision was made to offer a mix of individuals eligible for the shot by using the response roster for the Incentive Program plus those volunteering. At the current time we do not have the actual

number of individuals they have vaccines for, but they will be given at a hospital. Dr. O'Brien will offer a virtual information session on December 22, 2020. On December 22, 2020 the information session was very informative. Shots started on December 23, 2020 with one (1) CFC EMT and on December 24, 2020 for an additional two (2) CFC EMTs and one (1) CFC Ambulance Driver. All received Moderna and will need a second vaccine in twenty-eight (28) days. Those infected with the COVID 19 virus will also be encouraged to get the vaccine after the required waiting period for the illness is over. Shots started December 23, 2020 at BCH. Seventeen Members have taken the shot with only one declining.

Discussion item # 2 – Truck # 3 is missing a Portable radio. Radio was found

Discussion item # 3 – Request for a leave of absence due to energy needed in their business due to Covid-19. An SOG updating is needed to cover such situations maybe with a 90 day sequencing being required.

Discussion item # 4 – Matt Smith will be turning in his equipment and John Nuttle is requesting a letter from the Fire Company before making any decision. Several other members need to get a letter finding out their intentions since they have not made many calls in a couple of years.

Discussion item # 5 – Cub Scouts are requesting use of Station 1 again. They are in small groups now with 2 or 3 in each. They would be following the school rules for Covid-19 and do contact tracing with no problems in school. There should be no more than 10 at each meeting, including parents. No problems with the board and it was thought to try mini training with Fire Company Members.

Discussion item # 6 – Driver Training Course was talked about ambulance vs engine training. There are three (3) driver trainers.

Discussion item # 7– Stryker invoice from December was talked about. When the invoices arrived it appears that there was a duplicate charge for travel. Contact with the Company is very difficult and needs to get ahold of the technician. Jeff Ruminski has his direct contact information. Will contact and hopefully clear up the question.

9. Public Comments: None

10. Next Regular Board Meeting: Tuesday February 9, 2021 at 7:00 PM in the District Office.

11. Adjournment @ 8:17 P.M. With no further business to conduct, Commissioner Shelley made a motion to adjourn the meeting and Commissioner Smith 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.

