

**COLDEN FIRE DISTRICT**  
**Board of Fire Commissioners**  
**Minutes – November 9, 2021**

**ATTENDEES:** Chair Jeffrey Shelley  
Commissioner Gloria Marinaccio  
Commissioner Jan A. Jarecki  
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, Vincent Nye, Brian Sudyn, Jody Feidt

**1. Approval of Minutes from Previous Meetings** - Approval of Minutes (Regular Meeting October 12, 2021 and Budget Presentation October 19, 2021) Commissioner Jarecki made a motion to approve the Minutes as printed and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

**2. Approval of Financial Actions through the Month of October 2021**

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

<b>From Account</b>	<b>To Account</b>	<b>Amount</b>
General Savings	Checking	\$18,000.00

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	5430	11/1/2021	National Fuel (Sta 2 & District office)	\$72.12	A3410.413
2021	5431	11/1/2021	Spectrum (Internet)	\$ 119.99	A3410.430
2021	5432	11/9/2021	NYSEG (District Office)	\$ 56.69	A3410.412
2021	5433	11/9/2021	MES (Lockers and helmets)	\$ 14,639.56	A3410.20
2021	5434	11/9/2021	NYS Comptroller (51454 ERS 2022 Invoice)	\$ 1,466.00	A9010.8
2021	5435	11/9/2002	Cardmember Service (\$364.52)		
2021	5435	11/9/2021	Walmart (Jump Drives & File Totes)	\$ 50.42	A3410.401
2021	5435	11/9/2021	Office Depot (Copy Paper & Various Office Suppl)	\$ 314.10	A3410.401
2021	5436	11/9/2002	DiVal Safety Equipment & Supplies (SCBA Test)	\$ 106.83	A3410.420
2021	5437	11/9/2021	Town of Colden (Water)	\$ 1,800.00	A3410.431
2021	5438	11/9/2021	Verizon (Cell & Ipads)	\$ 105.61	A3410.415
				<b>Total</b>	<b>\$ 18,731.32</b>

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

\$ 2,068.12	M&T Checking Account
2,082.57	PayPal
153,080.08	M&T General Fund Savings
28,066.49	Capital Reserve Account –Repair Res. (Matures: 01/18/22)
591,372.73	Capital Reserve Account – Apparatus (Matures: 01/4/22)
30,418.10	Capital Reserve Account – ISO
16,617.37	Capital Reserve Account – Unrestricted
49,809.89	Capital Reserve Account –SCBA/PPE(Matures: 01/24/22)
3,124.14	Capital Reserve Account – Morale (Matures: 12/28/21)
<u>\$876,639.49</u>	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. AFDNYS Newsletter Fire District Affairs Oct – Nov 2021 (electronic). Effective immediately the newsletter will be distributed via email.
- b. eMail from Dave Stromecki concerning Cancer Coverage. It appears that the VFIS cost will be \$137.00 per statutory active person covered for 2022 and \$123.00 per person inactive formally covered.
- c. Advertisement from The Hartford informing the District of the Cancer insurance they offer for firefighters.

- d. Delivered to Dave Stromecki a letter to Penflex with the decision not to renew the agreement with them
- e. Letter to Penflex stating that stating that the District will replace them with Firefly to administrator the LOSAP
- f. Letter to the Firefly agreeing to the new agreement with them
- g. Copy of the letter of agreement with nationwide Trust Co.
- h. Letter from Nationwide containing their privacy statement
- i. Advertisement from national Fuel Gas about Pipeline Awareness
- j. Advertisement form R Enterprises, LLC: Buy and Sell Ambulances
- k. Prospective from Goldman Sachs Trust II & voting information
- l. Commissioner Smith sent out information about changes to OSHA Fire Brigade Standards
- m. Tony Hill's blog regarding a change with the LOSAP Statute. Governor signed bill S1210/A6401. Now General Municipal Law (GML) allowing the LOSAP sponsor to adjust the department responses category of its point system to recognize that some groups of volunteers may be restricted from responding to certain types of calls.
- n. Ambulance vehicle registration received and return-mailed with Ambulance Certification, Exempt Vehicle Certification and Insurance Card.
- o. Letter mailed to EC Board of Elections requesting the Poll Books for registered voters in the Colden Fire District
- p. Deluxe Check Printing advertisement

#### **4. Committee Reports**

- Personnel, Insurance, Service Award Committee – Nationwide Statement for September 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
19,248.97	2021 Investment Gains to September 30, 2021
<u>(55,180.00)</u>	Pensions paid out through September 30, 2021
\$ 883,341.31	Total Account Value on 9/30/2021
Additional Program Expenses:	
\$3,055.74	Nationwide Advisory Fees to Date for 2021
\$4,350.39	Nov 1, 2020 to Sep 30, 2021 Penflex Fees

Nationwide Statement for October 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
31,622.037	2021 Investment Gains to October 31, 2021
<u>(61,180.00)</u>	Pensions paid out through October 31, 2021
\$ 889,617.58	Total Account Value on 10/31/2021
Additional Program Expenses:	
\$3,055.74	Nationwide Advisory Fees to Date for 2021
\$5,492.78	Nov 1, 2020 to Oct 31, 2021 Penflex Fees

- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee – With 321 days into the 2021 year the District spent \$10,347.51 from A3410.420 on repairs.
- Executive Board Committee – Next meeting will be held on December 14, 2021
- Training Committee – Training Schedule for this coming month:
  - Nov 8, 2021 – Car Fire Training
  - Nov 15, 2021 – EMS Cold Weather Injuries
  - Nov 22, 2021 – Ladder Training
  - Nov 29, 2021 – Response Protocol and Scene Management
- Standard Operating Guideline (SOG) Committee – No Report
- Medical Readiness – Chief needs to know Members physical capability in their service. (What limitations each Member may have on record)
  - Commissioner Shelley will call Dr. O'Brien to see what Erie County will do when an EMT is exposed to a Covid-19 Patient, some plan of action and who pays for this. Contact with Dave Stromecki as far as Workers' Compensation will work?

- Privacy Officer – No Report

### 5. Fire Company Readiness

Personnel	Authorized	Beginning Strength	Gains for Month	Losses for Month	Ending Strength	Percent
Firefighters	37	19	0	0	19	51%
EMS	11	11	0	0	11	100%
Fire Police	10	6	0	0	6	60%
<b>Total</b>	<b>58</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>62%</b>

Non Deployable Status	
Medical/OSHA	0
Extended Leave	0

Medical (Physicals)		
Scheduled	Completed	Medical %
36	35	97%

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	
<b>Overall</b>	<b>6</b>	<b>6</b>	<b>100%</b>	<b>6</b>	<b>0</b>	<b>100%</b>

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	6	0	1	0	5	83%
<b>Total</b>	<b>36</b>	<b>15</b>	<b>5</b>	<b>11</b>	<b>5</b>	<b>86%</b>

<b>Number of Fire Responses</b>	<b>6</b>
<b>Number of EMS Responses</b>	<b>19</b>

<b>2021 Total Responses</b>	<b>189</b>
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Total for the Month of Oct 2021	25
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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 October 2021 have been received.

Support of Special Events: Nov 7, 21 Veterans Day Parade TOC Park  
 Nov 14, 21 Auxiliary holiday Gift Fair  
 Dec 11, 21 Santa Drive-by get together

b. EMS Chief: Inventory w/Expiration dates completed

c. Safety Officer: No Report

d. President of the Auxiliary: Inquired on individual insurance and coverage for members both at the Station and at the fire sites

e. Fire Police: No Report

d. President of the Fire Company: No Report

**6. Purchase Requests (Equipment / Services):**

Description of Items	Account	Cost
Recip Sawz-All (w/Cord, charger and extra Blades)	A3410.20	\$388.00
Pediatric Pack Response	A3410.22	112.00
Road Flares	A3410.21	200.00
<b>Total Estimated Cost</b>		<b>\$700.00</b>

**Resolution # 2021- 069 – 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:
  - Cottonwood tree at the Station 2 pond needs to be cut down, getting estimate
  - District Office Glass Block windows need to be repointed
  - Ambulance some back lights partially inop.
  
- 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. 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.
  
- 6. 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.

**8. New Business:**

**Discussion item # 1 – Resolution # 2021-070** - Designation of Fire District Election Inspectors pursuant to Town Law §175a

**WHEREAS**, the Board of Fire Commissioners shall appoint two Election Inspectors for the District Election to be held on December 14, 2021, and

**BE IT RESOLVED** that the Board of Fire Commissioners of the Colden Fire District does hereby appoint the following persons to serve as Election Inspectors for the upcoming District election to be held on December 14, 2021:

Name	Address
Shirene Schneider	8670 Heath Road, Colden, NY 14033
Jody Feidt	7552 Center Street, West Falls, NY 14170

**BE IT FURTHER RESOLVED** that their compensation be set at a rate set by law of \$50.00 per Election Inspector (new approved rate under S-4064).

Commissioner Jarecki made a motion to appoint the above two (2) mentioned individuals as Election Inspectors and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

**Discussion item # 2** – Colden Fire company Members are requesting more up to date information on a Covid-19 Exposure Plan/SOP. Commissioner Shelley will contact Dr. O'Brien and Dave Stromecki to see what the latest plans they suggest.

**Discussion item # 3** – Driver Training will be an individualized booklet. The program will start anew in 2022

**Discussion item # 4** – Letter from a member requesting the Commissioners to look into everyone having access to a computer and printer and the internet, also get easier access to the TV, and they would like more availability to help EMS in West Falls and Holland. Commissioner Smith will explain to the Member how to use the equipment at Station 1. Completed

**Discussion item # 5** – Colden 9-1 is working on organizing the needed radio frequencies on one zone (all 16 channels) and will get the estimates to change the radios around so the District is not paying the \$600.00 a year for air time.

**Discussion item # 6** – "I am Responding" needs to update Members information and maintain the computer at both stations.

## **9. Executive Sessions:**

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

Recess to Closed Session @ 8:03 PM

Reconvene to Open Session @ 8:21 PM

## **10. Public Comments:** None

**11. Next Regular Board Meeting:** Tuesday December 14, 2021 at 7:00 PM in Station 1 due to the Fire Commissioner Election in the District Office.

**12. Adjournment @ 8:22 P.M.** With no further business to conduct, Commissioner Shelley made a motion to adjourn the meeting and Commissioner Marinaccio 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.

<b>Register of 2021 Resolutions</b>		
<b>Resolution Number</b>	<b>Date</b>	<b>Description of Resolution</b>
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
		<b>Register of 2021 Resolutions</b>
<b>Resolution Number</b>	<b>Date</b>	<b>Description of Resolution</b>
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
2021-059	Sep 14, 21	Resignation of Member – Benjamin Robertson
2021-060	Sep 14, 21	Fire District Purchases
2021-061	Sep 14, 21	Change LOSAP Administrator from Penflex to FireFly
2021-062	Sep 14, 21	Accept the Proposed 2022 Budget, to be presented Oct 2021
2021-063	Sep 14, 21	Legal Notice – 2020 Financial Audit available to Public Viewing
2021-064	Sep 14, 21	Sam Grant Funds move to Apparatus Reserve
2021-065	Oct 12, 21	New Member Edward Kruszczyaski (Smokey)
2021-066	Oct 12, 21	Fire District Purchases
2021-067	Oct 12, 21	Disposal of unserviceable equipment (Water Cooler & Dry Suits)
2021-068	Oct 19, 21	Adoption of the 2022 Year Budget
2021-069	Nov 9, 21	Fire District Purchases
2021-070	Nov 9, 21	Fire District Election Inspectors