

COLDEN FIRE DISTRICT
Board of Fire Commissioners
Minutes – January 11, 2022

ATTENDEES: Chair Jan Jarecki
Commissioner Jeff Shelley
Commissioner Ronald Smith
Commissioner Gloria Marinaccio
Treasurer/Secretary Michael Schneider

Chairman Jarecki 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: David Stromecki

1. Approval of Minutes from Previous Meetings - Approval of Minutes (Regular Meeting December 14, 2022) Commissioner Shelley made a motion to approve the Minutes as printed and Commissioner Smith seconded the motion. Jarecki-Excused, Smith-Yea, Marinaccio-Yea, Ruminski-Excused, Shelley-Yea, Motion Approved

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

- a. Approval of Treasurer's Report (Monthly Financial Report) as of January 1, 2022
- b. Approval to Transfer Funds:

From Account	To Account	Amount
General Savings	Checking	\$2,000.00

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

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Occustar
5466	2022	1/1/2022	National Fuel (District Office and Sta 2)	\$447.30	A3410.413
5467	2022	1/1/2022	Spectrum (Internet)	\$ 119.99	A3410.430
5468	2021	1/11/2022	Michael Schneider (USPS Mailing to 12206)	\$ 9.56	A3410.402
5469	2022	1/11/2022	Springville Journal (Organizational Meeting)	\$ 31.12	A3410.410
5470	2021	1/11/2022	Town of Colden (2021 Fuel)	\$ 1,062.58	A3410.421
5471	2022	1/11/2022	Firefly Admin, Inc (LOSAO Admin fee)	\$ 36.18	A9025.86
5472	2022	1/11/2022	NYSEG (District Office)	\$ 52.68	A3410.412
5473	2021	1/11/2022	Brian Sudyn (Reissue check 5451, voided)	\$ 250.00	A3410.407
5474	2021	1/11/2022	Grainger (Battery Pack for Recip Saw)	\$ 139.00	A3410.22
5475	2021	1/11/2022	OPFD EMS (Member Recert Training)	\$ 355.00	A3410.403
5476	2021	1/11/2022	Brian O'Connor (Travel Pump Operator Course)	\$ 121.44	A3410.405
5477	2022	1/11/2022	NYS Dept of Health (Laboratory Reg Fee)	\$ 200.00	A3410.22
				\$2,824.85	

d. Fire District Assets: as of January 1, 2022

\$ 5,300.35	M&T Checking Account
2,082.57	PayPal
104,082.23	M&T General Fund Savings
28,067.89	Capital Reserve Account –Repair Res. (Matures: 01/18/22)
591,402.38	Capital Reserve Account – Apparatus (Matures: 04/4/22)
30,418.61	Capital Reserve Account – ISO
16,617.64	Capital Reserve Account – Unrestricted
49,813.63	Capital Reserve Account –SCBA/PPE(Matures: 01/24/22)
<u>3,124.38</u>	Capital Reserve Account – Morale (Matures: 03/28/22)
\$830,909.68	Total Monetary Assets

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

3. Correspondence and communications received:

- a. Canceled Credit Card of J. Ruminski
- b. NYSIF Annual Audit Completed and Submitted
- c. Advertisement from Mercury Medical Superior Solution informing the District that Airtraq has selected Mercury as their Exclusive US Distributor.
- d. Turned in the Commissioner Election results to the Town Hall
- e. Shannon Findlay’s EMT Recertification mailed to DOH Bureau of EMS in Albany, NY

- f. Granger credit of \$383.23 was received for the return of some items. The credit was not billed to the District unless there is an error somewhere. We are just assuming there was some crossing in the mail. District did pay for the items they received.
- g. Voting ballots for several Nationwide Life Insurance Company investors elections of Directors/Trustees.
- h. Legal Notice for the Organizational Meeting posted in the Springville Journal and on the Web Site.
- i. Letter to CFC and District Record Keepers requesting information for the District Organizational Meeting.
- j. Advertisement from Cattaraugus County Bank offering their 119 years of experience to do the District Banking. They are paying 0.02%
- k. Kinder Morgan "Pipeline and Pipeline Facility Safety Information"
- l. AFDSNY Fire District Affairs Dec 2021-Jan 2022
- m. Received written acknowledgment that the credit card account for Colden 9-3 has been closed.
- n. Return Receipt for a Certified Mailing to Bureau of EMS Shannon (Recertification)
- o. The State Insurance Fund final results from the December 2021 Audit
- p. Letter from the Office of NYS Comptroller requesting the annual report on Revenue and Expenditures of the Foreign Fire Insurance Premiums. Gave to Commissioner Smith, CFC Treasurer.
- q. Letter from Nationwide containing the annual retirement plan disclosures availability information and privacy notice.
- r. Notice from the Springville Journal stating that the new fee for the Affidavit of Publication will be \$35.00
- s. Copy of the Cancer Insurance Policy renewal with Glatfelter Specialty Benefits.
- t. Package of information from the return of narcotics to ECMC.
- u. Employee W2s have been prepared and distributed

- v. Letter from the IRS requesting an additional 60 days to investigate our claim that we did pay the June 30, 2021 941 taxes.
- w. Letter from the USPS stating that if the District provides and email to them they can send our invoice via email or sign up for automatic payment using a credit card.
- x. Uline Shipping Supply Fall/Winter 2021-2022 Catalogue
- y. New Policy Statement from NYS Bureau of EMS & Trauma Systems concerning ADA rules and EMT Certification Test and BLS First Response Agency information for CME Program Requirements
- z. Letter from Glatfelter Specialty Benefits stating that no claims from CFD have been received for the new Cancer coverage from October 1, 2020 to September 30, 2021 along with the latest Attestation/Proof of Benefits form.
- aa. NYS Insurance Fund Loss Run Report as of 1/06/2022

4. Committee Reports

- Personnel, Insurance, Service Award Committee – Nationwide Statement for November 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
22,939.13	2021 Investment Gains to November 30, 2021
<u>(67,380.00)</u>	Pensions paid out through November 30, 2021
\$ 874,834.68	Total Account Value on 11/30/2021
Additional Program Expenses:	
\$3,055.74	Nationwide Advisory Fees to Date for 2021
\$5,492.78	Nov 1, 2020 to Nov 30, 2021 Penflex Fees
- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee – With 365 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 Feb 7, 2022

- Training Committee – Training Schedule for this coming month:
 Jan 10, 2022 – Truck Inventory canceled
 Jan 17, 2022 – Interior FF Training at Senior Center
 Jan 24, 2022 – EMS- 12 Lead Training
 Jan 31, 2022 – Truck Inventory
- Standard Operating Guideline (SOG) Committee – No report
- Medical Readiness – All 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	19	0	0	19	51%
EMS	11	11	0	1	10	100%
Fire Police	10	6	0	0	6	60%
Total	58	36	0	1	35	62%

Non Deployable Status	
Medical/OSHA	0
Extended Leave	0

Medical (Physicals)		
Scheduled	Completed	Medical %
35	35	100%

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	10	0	0	10	0	100%
Fire Police	6	0	1	0	5	83%
Total	35	15	5	10	5	86%

Number of Fire Responses	1
Number of EMS Responses	24
Total for the Month of Dec 2021	25

2021 Total Responses
245

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 2021 have been received.

Support of Special Events: 2/13/22 Super bowl Party

b. EMS Captain: No Report

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): No purchases were requested. Medical items were approved to be purchased as needed to keep a base supply on hand.

7. Unfinished Business: New year, new board of Commissioners, all Old Business has been erased and we start anew.

8. New Business:

Discussion item # 1 – Resolution # 2022-025 – Property disposal of Unserviceable Equipment: Disposal of Bunker Pants BPT-104 (all Morning Pride), P-0609, P-0608 & Bunker Coats one w/no number (both Morning Pride & C-0608. One (1) pair Bunker Boots Fire Walker Ranger w/no number. Neither had any value. All inspected by Chief Nye, Colden 9 and be taken off the books effective Nov 25, 2021 in accordance to Commissioners direction.

Commissioner Shelley made a motion to dispose of unserviceable Turn-Out Gear mentioned above and Commissioner Smith seconded the motion. Jarecki-Excused, Smith-Yea, Marinaccio-Yea, Ruminski-Excused, Shelley-Yea, Motion Approved

Discussion item # 2 – NYS DOH reapplication, PFI Number U227 for Limited Service Laboratory needs to be reconsidered. Last month the idea was rejected. After further research Commissioner Smith determined that the District needs to be registered with this group for the \$200.00 they charge. Need to change some information before sending the reapplication back to them. Deadline is February 7, 2022. Commissioner Smith will be point person on the application.

Discussion item # 3 – Resolution # 2022-026 – New Records Managers needed to replace Jeff Ruminski: With the additional paperwork and record checks required in Inventory and the EMS position the management of those records should be considered under the Record Manager program. Hourly considerations as appropriate. Since this is a rebuilding and learning process it would prudent to have at least two (2) individuals involved. With two (2) there is a better possibility of a good continuity of operation if one other or the other leaves the position. Brian Sudyn and James Depasquale were selected. The pay rate will be the same as the current Record Managers receive.

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

Discussion item # 4 – Colden 9-2 washed his Stipend check inadvertently and needs a reissue.

Discussion item # 5 – Organizational Meeting was postponed from Thursday January 6, 2022 and moved to Tuesday January 11, 2022 at 6:30 PM because of the weather forecast being so bad. Text message and a note posted on the front door of the District Office were used to notify all of the last minute change.

Discussion item # 6 – Colden 9 would like to develop a committee for determining the sequence of frequencies on all the radios. He would like to have them in place before setting up the new radios expected in at any time.

Discussion item # 7 – There is a new tower for utilities being built on Center Street and it will be tall. They say they have room for Fire Fighter radio equipment.

Discussion item # 8 – David Stromecki brought the latest guidance and best practices to deal with Covid-19 and First Responders from NYS.

9. Executive Sessions:

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

Recess to Closed Session @ 7:36 PM

Reconvene to Open Session @ 8:08 PM

10. Public Comments: None

11. Next Regular Board Meeting: Tuesday Feb 8, 2022 at 7:00 PM in the District Office.

12. Adjournment @ 8:10 P.M. With no further business to conduct, Commissioner Smith made a motion to adjourn the meeting and Commissioner Marinaccio seconded the motion. Jarecki-Excused, Smith-Yea, Marinaccio-Yea, Ruminski-Excused, Shelley-Yea, 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 2022 Resolutions		
Resolution Number	Date	Description of Resolution
2022-001	Jan 11, 22	Appointment of Chairperson for Calendar Year 2022
2022-002	Jan 11, 22	Appointment of Vice-Chairperson for Calendar Year 2022
2022-003	Jan 11, 22	Adoption of Agenda
2022-004	Jan 11, 22	Adoption of Robert's Rules of Order
2022-005	Jan 11, 22	Appointment of Treasurer/Secretary
2022-006	Jan 11, 22	Standard Day Filing to NYS
2022-007	Jan 11, 22	Appointment of Records Managers
2022-008	Jan 11, 22	Appointment of District Custodian
2022-009	Jan 11, 22	Authorizing Appointment of Attorney for Calendar Year 2022
2022-010	Jan 11, 22	Designating Surety Bonding for the Treasurer of the Colden Fire District
2022-011	Jan 11, 22	Authorizing Regular Meeting Schedule for Calendar Year 2022
2022-012	Jan 11, 22	Designation of Official Newspaper for Publications for Calendar Year 2022
2022-013	Jan 11, 22	Authorizing Per Diem and Mileage Reimbursements
2022-014	Jan 11, 22	Authorizing Advance Travel Payments
2022-015	Jan 11, 22	Appointment of Fire District Purchasing Agents
2022-016	Jan 11, 22	Fire District Memberships
2022-017	Jan 11, 22	Renewals of All Fire District Lease and Recurring Contractual Agreements
2022-018	Jan 11, 22	Authorizing Approval and Payment of Claims
2022-019	Jan 11, 22	Designation of Fire District Bank
2022-020	Jan 11, 22	Review of Expenditures (Calendar Year 2021)
2022-021	Jan 11, 22	Fire District Committee Appointments
2022-022	Jan 11, 22	Appointment of Independent Auditor for Calendar Year 2021 Records
2022-023	Jan 11, 22	Open Government Resolution
2022-024	Jan 11, 22	Signature Authority
2022-025	Jan 11, 22	Property Disposal
2022-026	Jan 11, 22	Appointment of Record Managers