

COLDEN FIRE DISTRICT
Board of Fire Commissioners

Minutes– May 11, 2021

ATTENDEES: Chair Jeffrey Shelley
Commissioner Jan A. Jarecki
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, Vincent Nye, Jody Feidt, Keith Kengott, Gerald Pietraszek

1. Approval of Minutes from Previous Meetings - Approval of Minutes (Regular Meeting April 13, 2021) Commissioner Shelley made a motion to approve the Minutes as printed and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

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

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

b. Approval to Transfer Funds:

From Account	To Account	Amount
General Savings	Checking	\$116,000.00

Approval of Bills Ratification of District Accounts Payable for the month

Year Funds Obligated	Claim Number	Date	Description of Transaction	Cost	Account Line
2021	5344	4/27/2021	Bertrand Chaffee Hospital (Various Medical Items)	\$244.20	A3410.22
2021	5345	5/1/2021	National Fuel (Sta 2 & District Office)	\$ 318.74	A3410.413
2021	5346	5/2/2021	Spectrum (Sta 2 Internet)	\$ 119.99	A3410.430
2021	5347	5/11/2021	NYSEG (District Office)	\$ 52.52	A3410.412
2021	5348	5/11/2021	Gorman Enterprises (Eng 3 Water Leak & Air Leak)	\$ 580.00	A3410.420
2021	5349	5/11/2021	Penflex, Inc. (LOSAP Service Fee 2020/2021)	\$ 4,350.39	A9025.86
2021	5350	5/11/2021	Gloria Marinaccio (Commissioner Training Tv)	\$ 25.53	A3410.405
2021	5351	5/11/2021	Bound Tree Medical (Various Medical Items)	\$ 111.93	A3410.22
2021	5352	5/11/2002	Life-Assist, Inc. (Various Medical Items)	\$ 199.20	A3410.22
2021	5353	5/11/2021	Life Blanket (Safety Liners)	\$ 389.00	A3410.22
2021	5354	5/11/2021	Verizon (iPads & Cell Phone)	\$ 102.56	A3410.415
2021	5355	5/11/2021	Nationwide Trust Company (LOSAP Annual Pymt)	\$ 109,949.61	A9025.86
Total				\$ 116,443.67	

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

\$ 16,046.70	M&T Checking Account
1,619.36	PayPal
366,561.05	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)
491,298.89	Capital Reserve Account – Apparatus (Matures: 7/4/21)
30,415.66	Capital Reserve Account – ISO
16,616.53	Capital Reserve Account – Unrestricted
32,990.90	Capital Reserve Account –SCBA/PPE(Matures: 7/24/2021)
<u>3,123.67</u>	Capital Reserve Account – Morale (Matures: 6/28/2021)
\$986,735.02	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. Package from Penflex containing calculated amounts due for 2022 year, Individual LOSAP Statements, Annual Report for the Service Award Program and executive summary for the Commissioners.
- b. Advertisement from “Promarkdirect” for the Fund Drive Chairperson, gave to Megan Jarecki.

- c. Note from Dave Stromecki, Insurance Coordinator, suggesting that EMS personnel should have some markings on their Turn-out gear indicating that they are not qualified for fire scenes when in gear.
- d. Fire District Affairs April – May 2021 Vol 71/ No 93
- e. Copy of a letter from Chelus Herdzik Speyer and Monte PC sent to the District's Auditor concerning the 2020 annual Financial Audit. Basically states that they have no knowledge of any lawsuits against the District and that we do not owe the law firm any money.
- f. Letter from Jull Wiseman encouraging the District to vote for Tom Rinaldi for 2nd Vice President of the Association of Fire Districts
- g. Flyer from Joseph Badala who is running for 2nd Vice President of AFDSNY. The election is Friday May 7th 2021
- h. Message from Allied Financial, Jim Toner, inquiring if we know about when the LOSAP Audit is expected to be completed. Looks like that is all they need to complete the District's 2020-year Financial Audit. Forwarded the message to Dave Stromecki. Received the needed information forwarded to all Commissioner. Allied Financial also received the information.
- i. Nationwide LOSAP Strategy Review.
- j. Credit Card from Elan received with a zero balance due.
- k. Reminders from 497 NYS Public Entities Safety Group eg. NYSIF PayGo is available, Safety Sills Training etc
- l. Advertisement from Deluxe, where the District gets its printed checks.
- m. Received a questionnaire from DASNY Grant Programs for our new ambulance. Commissioner Shelley and Smith are completing the questionnaire.

4. Committee Reports

- Personnel, Insurance, Service Award Committee – Nationwide Statement for April 2021 indicated an Employer Discretionary Withdrawal of \$6100.00, the normal monthly benefits paid plus \$1,120.00 back payment for Jan – April 2021. 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

- Maintenance of Buildings and Apparatus, Driver Certification, Communications Committee – With 131 days into the 2021 year the District spent \$730.00 from A3410.420 on repairs.
 - Station 2 Eng. 1 Bay Door Remote Opener not working properly
 - 2 ea. Portable Ponds need ropes replaced
 - Engine 2 has lights not working on light bar
- Executive Board Committee – Next meeting will be held on Jun 7, 2021
- Training Committee – Colden 9-1 [Firematics] & Colden 9-3 [EMS]
 Training Schedule for this coming month:
 - May 17, 2021 – EMS Dr. O'Brien Visit
 - May 21, 2021 – Cleaning Trucks and Stringing Portable Ponds
 - May 31, 2021 – Memorial Day Parade
- Standard Operating Guideline (SOG) Committee – No Report
- Medical Readiness – Four (4) Members missed the physical
- 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	0
Extended Leave	0

Medical (Physicals)		
Scheduled	Completed	Medical %
35	31	89%

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	11
Number of EMS Responses	12
Total for the Month of Apr 2021	23

2021 Total Responses	76
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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 April 2021 have been received.

Support of Special Events: May 10, 21 – Bill Miller Funeral 2 Vehicles
May 31, 21 – Memorial Day Parade

b. EMS Chief: No Report

c. Safety Officer: No Report

d. President of the Auxiliary: No Report

e. Fire Police: Cliff Letson needs a different radio or get his programmed. He can use one of the ones from Engine 2 until his is updated

c. President of the Fire Company:

Resignation from and New Membership to the Colden Fire Company:

Resolution # 2021-044 – Resignation from the Fire Company/District, John Nuttle

WHEREAS, Volunteer Firefighter John Nuttle verbally Resigned as he turned in his equipment to President Pietraszek on May 3, 2021 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 removes John Nuttle from the active roles of the Fire Company as a Member in good standing with an effective date of May 3, 2021.

Commissioner Shelley made a motion to accept John Nuttle's verbal resignation to Gerald Pietraszek and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused
Motion Approved

6. Purchase Requests (Equipment / Services):

Description of Items	Account	Cost
14g Jelco IV Catheter	A3410.22	\$ 2.42
C-Collar, Adult	A3410.22	6.44
1 bx. N95 Mask, small	A3410.22	106.08
2 pk. Oral Glucose	A3410.22	17.40
2 ea. Sterile Water	A3410.22	10.14
Life-Blanket Liner	A3410.22	345.00
Epinephrine 1:1000 (1mg/1ml) Vials	A3410.22	13.37
30 ea. Albuterol 2.mg/3ml Nebulizers	A3410.22	5.10
30 ea. Ipratropium Bromide 0.5mg/2.5ml Nebulizers	A3410.22	5.40
5 ea. Adenosine 6mg/2ml Vials	A3410.22	54.75
2 ea. Glucagon 1mg Vials	A3410.22	163.08
2 ea. 0.9 Sodium Inj. 500ml	A3410.22	2.50
20 pk. EKG Electrodes	A3410.22	27.80
Bx. Syringe, 10cc	A3410.22	36.79
Bx. Syringe, 3cc	A3410.22	34.29
5 ea. IV Catheter, 16g	A3410.22	12.50
3 ea. Suction Canister, 1200ml	A3410.22	12.96
4 ea. Suction Canister, rigid	A3410.22	9.36
5 ea. Suction tubing	A3410.22	4.65
Bound Tree Freight	A3410.22	13.05
Life-Assist Freight	A3410.22	10.50
Life Blanket Shipping/Packaging	A3410.22	44.00
10 ea. Helmets	A3410.20	3,300.00
5 ea. Batteries for Station 2 Door Remotes	A3410.21	20.00
1200 Ft. Rope for Portable Ponds	A3410.21	200.00
4 ea. Pig Tails (Jody requested)	A3410.21	60.00
Total Estimated Cost		\$4,517.58

Resolution # 2021- 045 – 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 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. 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.

8. New Business:

Discussion item # 1 – Resolution # 2021-046 - Rescinding the COVID-19 Memo to Hamburg Control: Colden 9-3 would like to talk about rescinding a memo regarding mutual aid for COVID-19 purposes and reinstating the day time mutual aid for EMS calls

Commissioner Shelley made a motion to Reinstate the previous daytime Covid-19 policy with Hamburg Control and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 2 – Colden 9-1 requested that changes be made to the SOG that prevents members from using their POVs to get to the scene of a fire once the vehicles depart the stations. The call on Holland Glenwood Road could have used more people who seemed to missed the fire apparatus. The Commissioners agreed and will allow Members to use their POVs for fire calls only, but they must make every effort to man the equipment first. Effective May 1, 2021 this SOG was modified to allow POV travel to fire scenes only.

Discussion item # 3 – This year we will be leaving the life blanket on the stretcher for the entirety of the summer. All trauma patients should be wrapped up in the life blanket to keep them warm, regardless of the ambient air temperature (unless that ambient temperature somehow exceeds 98.6 degrees Fahrenheit, which I doubt will happen here). Major trauma patients should additionally be provided with a warming blanket from the trauma cabinet. Remember, the warming blankets take a good 10 minutes to warm up, so plan accordingly when using them. Remember the trauma triad of death? One of the factors is hypothermia. (See this article to review the trauma triad of death: <https://www.emsworld.com/article/10565011/understand-trauma-triad-death>) Regardless of how warm you may feel on a hot day, the temperature is still likely to be lower than the patient's body temperature which can lead to hypothermia in the trauma patient. Keep your trauma patient's warm. It's an easy thing to do and can make a big difference in their outcome. If the life blanket is in the way or just not needed for your particular non-trauma patient, feel free to remove it for the call. Please put it back when done. Remember, we are about to enter the 100 deadliest days of summer (Memorial Day to Labor Day) so be ready for trauma.

Discussion item # 4 –Member asking about a group life insurance policy be given to the Fire District Members

Discussion item # 5 – Resolution # 2021-047 – Fire Gear lockers are being requested for Station 1, now that the new storage building is almost completed. Grainger has a basic wall mounted unit of 20 lockers for \$3,500.00. Maybe the District would prefer ones mounted on wheels?? Agree to purchase half at a better price than a used one found asking \$6000.00 for 18 cages.

Commissioner Shelley made a motion to purchase the used gear cages at a cost NTE \$6,000.00 if the Fire Company will pay half and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 6 – There is a request to have an ambulance on standby at drill locations every time, since we are all getting older and if an EMS call comes during a remote drill session our response can be quicker.

Discussion item # 7– Resolution # 2021-048 – Review of the Penflex annual LOSAP audit report.

Commissioner Shelley made a motion to accept the Penflex Annual LOSAP Audit Report and Commissioner Jarecki seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 8– Resolution # 2021-049 – Review of the CFD Annual Financial Audit (Draft received) for the year 2020.

Commissioner Shelley made a motion to accept the CFD Annual Financial Audit for 2020 as printed and Commissioner Marinaccio seconded the motion. Shelley-Yea, Jarecki-Yea, Smith-Excused, Marinaccio-Yea, Ruminski-Excused Motion Approved

Discussion item # 9– Rescue 7 Captain – Patrick Murphy sworn in at the Town Hall

Discussion item # 10– Engine 3 a Pump line is leaking (GPS Port will be installed at this time). An air leak was also found when Gorman corrected the problem.

9. Executive Sessions:

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

Recess to Closed Session @ 7:45 PM

Reconvene to Open Session @ 7:54 PM

10. Public Comments: None

11. Next Regular Board Meeting: Tuesday June 8, 2021 at 7:00 PM in the District Office.

12. Adjournment @ 7:55 P.M. With no further business to conduct, Commissioner Shelley made a motion to adjourn the meeting and Commissioner Jarecki 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.

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