

# CLARENCE FIRE DISTRICT NO. 1

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## Board of Fire Commissioners

David R. Metzger, Chairman

Douglas G. Garlapo, Vice-Chairman

James Schlabach

Nathan M. Work

## Treasurer

Kim M. Lash

## Secretary

Megan C. Kiener

#

The organizational meeting of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on **January 2, 2017** at 10355 Main St., Clarence, NY 14031.

Meeting called to order by Commissioner Garlapo at 18:30 hours.

### **ROLL CALL:**

Present: Commissioners Garlapo, Metzger, Schlabach, Work, Treasurer Kim Lash, and Secretary Megan Kiener

Absent:

Guests: Assistant Chief Jerry Roy

### **2017 ORGANIZATIONAL MEETING:**

#### **Personnel:**

**MOTION** by Metzger, second by Work, to appoint Commissioner Garlapo as Chairman of the Board of Fire Commissioners for the year 2017. Motion carried.

**MOTION** by Work, second by Schlabach, to appoint Commissioner Metzger as Vice-Chairman of the Board of Fire Commissioners for the year 2017. Motion carried.

Oath of Office for newly elected Commissioner Doug Garlapo was administered by Chairman Metzger.

**MOTION** by Schlabach, second by Garlapo, to appoint Megan Kiener as Fire District Secretary and Records Management Officer at an hourly salary of \$14.00 for the year 2017. Motion carried.

**MOTION** by Garlapo second by Metzger, to appoint Kim Lash as Fire District Treasurer for the year 2017 at an hourly salary of \$30.00. Motion carried.

Oath of Office for both jobs administered by Chairman Garlapo.

**MOTION** by Metzger, second by Work, to appoint Paul Meyer, Jr. as Fire District Building Maintenance Manager for the year 2017 at an annual salary of \$4,200.00 (\$350.00/month) based on 3.5 hours per week. Additional authorized maintenance work performed beyond the normal job duties shall be at the rate of \$25.00 per hour. Motion carried.

**MOTION** by Work, second by Schlabach, to appoint Mark Heim as Fire District Janitor for January 1 – June 30, 2017 at a salary of \$450.00 per month based on 8-10 hours per week and additional authorized maintenance work performed beyond the normal job duties shall be at the hourly rate of \$12.00. Appointment is for only 6 months as the job activities may substantially change due to construction activities and will be reevaluated at the June 12, 2017 Board meeting. Motion carried.

**MOTION** by Schlabach, second by Garlapo, to approve the distribution of New York State Wage and Theft Prevention Act forms to current employees prior to February 1, 2017. Treasurer is responsible for providing such notice to any new employees at hire. Motion carried.

**MOTION** by Garlapo, second by Metzger, to appoint Mark C. Butler as Fire District Attorney for the year 2017 with an initial retainer of \$3,500. His hourly fee is \$325 and \$85 per hour will be billed for paraprofessional work. Attorney interviews were conducted by the Board on October 6, 2015. Motion carried.

**Office:**

**MOTION** by Metzger, second by Work, that M&T Bank be designated as the official depository for the year 2017. Also, the Board of Fire Commissioners and the Fire District Treasurer may deem prudent that other financial institutions may be added as an official depository. The last evaluation of M&T Bank services to other financial institutions was made in 2012. There are currently no costs to the District for use of M&T Bank as the District's financial institution. Moody's Investors Service rates the outlook for the bank as stable at October 5, 2015. Motion carried.

**MOTION** by Work, second by Schlabach, to designate the *Clarence Bee* as the official newspaper for the year 2017. The *Buffalo News* will be an alternate newspaper. Motion carried.

**MOTION** by Schlabach, second by Garlapo, to reaffirm the resolutions that established the Building and Equipment Reserves for purchases and replacements as defined by the established capital plans. Motion carried.

**MOTION** by Garlapo, second by Metzger, to require Commissioner Metzger or Commissioner Work to countersign all checks and wires issued by the Treasurer or Deputy Treasurer. Motion carried.

**MOTION** by Metzger, second by Work, to empower the Chairman, or in his absence the Vice-Chairman, to sign any contracts of the District on behalf of the District whenever such contracts are approved by at least three Board members at a Board meeting. Motion carried.

**MOTION** by Work, second by Schlabach, that the regular business meetings of Clarence Fire District No. 1 for the year 2017 will normally be held on the second Monday of each month at 18:30 hours, except as otherwise specified below. The Legal Notice will state that a Work Session may precede each meeting, beginning at 18:00 hours. The following meeting dates shall be published in the January 11, 2017 edition of the *Clarence Bee*. Motion carried.

**2017 Regular Business Meetings**

- Monday, February 13
- Monday, March 13
- Monday, April 10
- Monday May 8
- Monday, June 12
- Monday, July 10
- Monday, August 14
- Monday, September 11
- Tuesday, October 17 – 2018 Budget Hearing at 18:00 hours and Business Meeting at 18:30 hours
- Monday, November 13
- Monday, December 11

**2018 Organizational Meeting** – Tuesday, January 2, 2018

**2018 Regular Business Meeting** – Monday, January 8, 2018

2017 Work Sessions at 18:30 Hours

- Monday, January 23
- Monday, February 27
- Monday, March 27
- Monday, April 24
- Monday, May 22
- Monday, June 26
- Monday, July 24
- Monday, August 28
- Monday, September 25
- Monday, October 23
- Monday, November 27

**MOTION** by Schlabach, second by Garlapo, that the membership of all Commissioners, Secretary and Treasurer be continued in the Erie County Fire District Officers Association and the Association of Fire Districts of the State of New York. Motion carried.

**MOTION** by Garlapo, second by Metzger, that the Clarence Fire District Compensation Insurance cover all District employees and Fire Commissioners. Motion carried.

**MOTION** by Metzger, second by Work, that all active firefighters on the January 9, 2017 roster of the Clarence Fire Company, Inc., as well as any active firefighter added to the roster during 2017, be covered on the Clarence Fire District Group Life Insurance Policy, Disability Policy and VFBL Insurance plans. Motion carried.

**MOTION** by Work, second by Schlabach, that all utilities, postage, freight charges and invoices with discounted terms may be paid prior to audit pursuant to Subdivision 176 of Town Law (4a). All such claims shall be presented at the next regular meeting for audit. Motion carried.

**MOTION** by Schlabach, second by Garlapo, that mileage reimbursement for Fire District official business will be at the IRS 2017 standard per mile rate (\$.535) for use of private vehicle. The IRS rate dropped from the 2016 rate of \$.54. Motion carried.

**MOTION** by Garlapo, second by Metzger, that the Fire District reimburse the Assistant Chiefs, not provided with a District vehicle, for alarms mileage within the District with their personal vehicle at 9 miles per response. Response to alarms outside the District will be reimbursed using actual miles traveled from the Fire Hall. The IRS standard per mile rate (\$.535) will be used to determine the cost to be reimbursed. The (\$.535) per mile reimbursement includes both fuel costs and any vehicle maintenance. Motion carried.

**MOTION** by Metzger, second by Work, that the Treasurer is hereby authorized within 60 days after the end of the 2017 fiscal year to submit to the Board a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. Motion carried.

**MOTION** by Work, second by Schlabach, to pay all registration fees for workshops, seminars, conferences and other lawful functions of the State of New York Fire District Officers, NYS Association of Fire Chiefs, Erie County Fire District Officers Association, FASNY and any other training session for any Commissioner, Secretary, Treasurer, Deputy Treasurer, Deputy Secretary, Chief, Firematic Officer or any firefighter selected by the Chief and approved by the Board of Fire Commissioners.

IT IS HEREBY RESOLVED, that the Board of Fire Commissioners, in accordance with General Municipal Law Section 77-b, has considered the needs of the Fire District and has approved attendance by Fire Commissioners, District Officers, District Employees and Chiefs at the following conventions, conferences and trainings: FDIC (Indianapolis, ID), Firehouse (Nashville, TN), New York State Association of Fire Chiefs, Vital Signs, New York State Fire Academy (Montour Falls, NY), National Fire Academy (Emmitsburg, MD), FASNY, Western New York Fire District Officers' Legislative Seminar (Batavia, NY), New York State Association of Fire Districts Spring and Fall Workshops, New York State Comptroller teleconferences, NYS Government Finance Officers Association, Fire Training Center Oakville, Canada and Niagara Regional Training (Niagara Falls, Canada).

IT IS FURTHER RESOLVED, that the Board of Fire Commissioners finds such attendance of personnel to relate to official business and to be in the public interest and directs that such travel be undertaken by such personnel at District expense in accordance with the travel expense policy of the District, and that District staff (or Board designee) is directed to make arrangements for travel and lodging utilizing a cost-effective and reasonable method of travel, and

IT IS FURTHER RESOLVED, that such personnel furnish proof to the Board of Fire Commissioners of attendance at such conferences and conventions in accordance with such proofs as provided by the organization sponsoring and conducting the conference. Motion carried.

**MOTION** by Schlabach, second by Garlapo, to approve the renewal of all established policies of Clarence Fire District No. 1 with no changes. Commissioner Garlapo suggested that new policies be added, and some policies be revisions, and they will be discussed at a later meeting. Motion carried.

**Contracts:**

**MOTION** by Garlapo, second by Metzger, to approve Potter, Harris & Scherrer as the District's 2017 insurance agent; a review of the District's insurance benefits through this Insurance agent was conducted in 2014. Motion carried.

**MOTION** by Metzger, second by Work, that the Treasurer and Deputy Treasurer be bonded for \$3 million. Motion carried.

**MOTION** by Work, second by Schlabach, to approve RBC Wealth Management as the District's 2017 Service Award Program Investment consultant. The Board of Fire Commissioners made action to move the Service Award Program to RBC Wealth Management in July 2013 following a review of LOSAP investments managed by Morgan Stanley Smith Barney. Motion carried.

**MOTION** by Schlabach, second by Garlapo, to approve Penflex, Inc. as the District's 2017 Service Award Program Actuary. The last evaluation of actuarial providers was made at the program's 1991 inception, but there have been periodic informal evaluations of providers that have forwarded literature. Motion carried.

**MOTION** by Garlapo, second by Metzger, to approve Occustar of Western New York, as the District's 2017 medical authority. The last evaluation of medical providers was made in 1997, but there have been two informal evaluations. Motion carried.

**MOTION** by Metzger, second by Work, to approve Network Services as the District's 2017 computer consultant. The last evaluation of computer consultants was made in 2005. Motion carried.

1) Commissioner Work stated that this will be revisited after looking at the new infrastructure and systems after the Building Project is complete.

**MOTION** by Work, second by Schlabach, to approve RICOH as the District's 2017 copier repair technician. The current copier was purchased on September 29, 2010, but there is the option to terminate at any time with a 30-day notice. New copiers will be evaluated this year. Motion carried.

**Building:**

**MOTION** by Schlabach, second by Garlapo, that all firefighters may use the wash bay for their own personal vehicle per the rules and regulations as set forth by the House Committee Chairman of the Board of Fire Commissioners. There was positive feedback from members after Commissioner Schlabach moved the wash bay location. Motion carried.

**MOTION** by Garlapo, second by Metzger, to approve Target Solutions, FDIC, NYS Association of Fire Chiefs and EMT certification course outlines and any course deemed appropriate by the Board of Fire Commissioners for the training required for nomination and appointment to Firematic Officer. Motion carried.

**MOTION** by Metzger, second by Work, to authorize the Equipment Committee Chairman, or in his absence, the Chairman of the Board, to authorize repairs to the apparatus and other firefighting equipment as deemed necessary to maintain the District-owned equipment in service ready condition. Said repairs are those that cannot wait for authorization by the entire Board. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. Motion carried.

**MOTION** by Work, second by Schlabach, to authorize the Commissioner in charge of buildings, or in his absence, the Chairman of the Board, to authorize emergency repairs to the building and related equipment as deemed necessary to maintain the District-owned structures. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. Motion carried.

**MOTION** by Schlabach, second by Garlapo, to authorize the continuation of the Erie County Mutual Aid Agreement and Clarence Fire District No. 1 Automatic Aid Agreement. Motion carried.

**MOTION** by Garlapo, second by Metzger, to approve the \$125 cost for new Commissioner training or \$250 for Experienced Commissioner training for Commissioner Garlapo to attend the mandatory Commissioner training in 2017. Motion carried.

The New York Fire District Officer Guide suggests annual registration of the District's domain name. Treasurer Lash registered [clarencedistrict.org](http://clarencedistrict.org) with GoDaddy.com on June 24, 2013 for a period of ten years. No action is required by the Board at this time.

The Fire District received five RFP's for annual audit service in October, 2012. A 5-year contract was established with Amato, Fox & Company with a clause that allowed the District to opt out at any time. The Fire District is in the fifth year of the five year contract. The cost of the audit of 2016 records is \$4,300

**MOTION** by Work, second by Schlabach, to continue the contract with Amato, Fox & Company for audit services. Motion carried.

The Fire District is in a 1-year contract for snowplowing service with CAM Services. The annual cost is \$9,000.00, and the contract expires March 31, 2017. Since their service has been satisfactory, no further action is required by the Board at this time.

**MOTION** by Schlabach, second by Garlapo, to request the Fire Chief to provide the District with an updated roster of Active firefighters by the January 9, 2017 Fire District meeting so that the Board can adopt the roster and update insurance policies and any other documents for 2017.

**MOTION** by Garlapo, second by Metzger, to grant insurance coverage to any active Clarence Fire District No. 1 firefighter who may be injured while providing emergency services outside the bounds of Clarence Fire District No. 1 and prior to the arrival of an officer in command of the scene. This is in accordance with legislation signed into law by New York State Governor Cuomo on January 2, 2015. Motion carried.

**MOTION** by Metzger, second by Work, to approve the following Board of Fire Commissioners Committee assignments for the year 2017:

- Garlapo                      Service Awards, Budget, District Audit, District Policies/District Rules and Regulations, Physical Exams (Occustar), Firematic Personnel, Public Information Officer, Office
- Metzger                      Equipment, Communication & Alarms, Training, Safety, HazMat Liaison, Assist House Committee (as needed)
- Schlabach                    House, Building/Capital Improvement, ECFDOA Liaison
- Work                          Life Insurance, OSHA, Inventory, EMS, Technology

Schedule of Fire Commissioner Attendance at 2017 Board of Directors meetings:

January 16	Schlabach	July 17	No meeting
February 20	Metzger	August 21	No meeting
March 20	TBD	September 18	TBD
April 17	TBD	October 16	TBD
May 15	TBD	November 20	TBD
June 19	TBD	December 18	TBD

**MOTION** by Metzger, second by Schlabach, to adjourn at 19:05 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,  
Megan Kiener, Secretary

cc: Commissioners