

CLARENCE FIRE DISTRICT NO. 1

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Clarence, NY 14031

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Board of Fire Commissioners:

Nathan M. Work, Chairman

Douglas J. Larkin, Vice- Chairman

Mark Heim

James Schlabach

Secretary

Megan C. Kiener

The organizational meeting of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on **January 2, 2019** at 10355 Main St., Clarence, NY 14031. Meeting called to order by Secretary Kiener at 18:00 hours.

ROLL CALL:

Present: Commissioners Heim, Larkin, Work, & Secretary Megan Kiener

Absent: Commissioner Schlabach

Guests: Chief Chad Hawes, Assistant Chief Brett Hanford, Fire Captain Travis Griner, Dave Metzger, Jeff Schlabach

2019 ORGANIZATIONAL MEETING:

Personnel:

MOTION by Larkin, second by Heim to appoint Commissioner Work as Chairman of the Board of Fire Commissioners for the year 2019. Motion carried.

MOTION by Work, second by Heim, to appoint Commissioner Larkin as Vice-Chairman of the Board of Fire Commissioners for the year 2019. Motion carried.

Oath of Office for newly elected Commissioner Mark Heim was administered by Chairman Work.

MOTION by Work, second by Larkin, to appoint Megan Kiener as Fire District Secretary and Records Management Officer at an hourly salary of \$20.00 for the year 2019. Motion carried.

Oath of Office for District Secretary Kiener administered by Chairman Work.

At the regular monthly meeting held on December 10, 2018, Commissioner Garlapo read a prepared statement where he officially resigned his position of Commissioner effective January 1, 2019 citing ongoing discussions about his residency. **MOTION** by Work, second by, Larkin to accept the resignation of Commissioner Garlapo effective 1/1/19. Motion carried.

Via an email sent at 18:00 on December 31, 2018, Kim Lash resigned from her position as District Treasurer effective immediately. Of note, Ms. Lash indicated that she was not willing to help train or acclimate her replacement. **MOTION** by Work, second by Larkin, to accept the immediate resignation of Treasurer Kim Lash effective 18:00 on December 31, 2018. Motion carried. This is Ms. Lash's second time resigning.

Prior to the Fire Company elections held on December 13, 2018, the Board of Fire Commissioners interviewed and approved candidates running for firematic office. A list of the approved candidates was provided to the Fire Company and the elections were conducted accordingly. As such, it is unnecessary to reapprove the firematic offices of Chief, Assistant Chief, and Fire Captain for 2019. There are some vacancies that exist, which the Chief may or may not appoint personnel for. The Board of Fire Commissioners will entertain any appointments at the next regularly scheduled meeting on January 14, 2019.

MOTION by Work, second by Larkin to approve Jarrod Saxton as the EMS Captain for 2019. Motion carried.

MOTION by Work, second by Heim to approve Al Herrscher Sr. as the Fire Police Captain for 2019. Motion carried.

MOTION by Larkin, second by Work, to appoint Paul Meyer, Jr. as Fire District Building Maintenance Manager for the year 2019 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 \$28.00 per hour. Motion carried.

MOTION by Heim, second by Larkin, to appoint Cleanscapes, LLC or East Amherst, NY as the janitorial service for 2019 for a cost of \$980 per month, based on quotes received in December of 2017. Note, the Board decided to utilize an outside service for janitorial services in 2017. The work to be performed is based on the janitorial job scope that was updated in December 2017 as a result of the expansion of the District facilities.

MOTION by Work, second by Larkin, to approve the distribution of New York State Wage and Theft Prevention Act forms to current employees prior to February 1, 2019. Treasurer is responsible for providing such notice to any new employees at hire. Motion carried.

MOTION by Larkin, second by Work to appoint Mark C. Butler as Fire District Attorney for the year 2019 with an initial retainer of \$2,500. His hourly fee is \$375 and \$95 per hour will be billed for paraprofessional work. Attorney interviews were conducted by the Board on October 6, 2015. Motion carried.

Office:

MOTION by Heim, second by Work that M&T Bank be designated as the official depository for the year 2019. 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 March 2017. Motion carried.

MOTION by Work, second by Heim, to designate the *Clarence Bee* as the official newspaper for the year 2019. The *Buffalo News* will be an alternate newspaper. Motion carried.

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

MOTION by Larkin, second by Heim, 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 Larkin, that the regular business meetings of Clarence Fire District No. 1 for the year 2019 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 9, 2019 edition of the *Clarence Bee*. Motion carried.

2019 Regular Business Meetings

- Monday, February 11
- Monday, March 11
- Monday, April 8
- Monday May 13
- Monday, June 10
- Monday, July 8
- Monday, August 12
- Monday, September 9
- Tuesday, October 15 – 2020 Budget Hearing at 18:00 hours and Business Meeting at 18:30 hours
- Monday, November 11
- Monday, December 9

2020 Organizational Meeting: Thursday, January 2, 2020

2020 Regular Business Meeting: Monday, January 13, 2020

MOTION by Heim, second by Work, 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 Larkin, second by Heim, that the Clarence Fire District Compensation Insurance cover all District employees and Fire Commissioners. Motion carried.

MOTION by Work, second by Larkin, that all active firefighters on the January 14, 2019 roster of the Clarence Fire Company, Inc., as well as any active firefighter added to the roster during 2019, be covered on the Clarence Fire District Group Life Insurance Policy, Disability Policy and VFBL Insurance plans. Motion carried.

MOTION by Heim, second by Work 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 Larkin, second by Work, that mileage reimbursement for Fire District official business will be at the IRS 2019 standard per mile rate (\$.580) for use of private vehicle. The IRS rate increased from the 2018 rate of \$.545. Motion carried.

MOTION by Work, second by Larkin, that the Treasurer is hereby authorized within 60 days after the end of the 2019 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 Heim, second by Work, 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 Work, second by Larkin, to approve the renewal of all established policies of Clarence Fire District No. 1 with no changes. Motion carried.

Contracts:

MOTION by Heim, second by Larkin, to approve Potter, Harris & Scherrer as the District's 2019 insurance agent; a review of the District's insurance benefits through this Insurance agent was conducted in 2014. Motion carried.

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

MOTION by Work, second by Larkin, to approve RBC Wealth Management as the District's 2019 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 Heim, second by Work, to approve Penflex, Inc. as the District's 2019 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 Larkin, second by Work, to approve Occustar of Western New York, as the District's 2019 medical authority. The last evaluation of medical providers was made in 1997, but there have been two informal evaluations. Motion carried.

MOTION by Heim, second by Work, to approve Network Services as the District's 2019 computer consultant. The last evaluation of computer consultants was made in 2005. Motion carried.

Building:

MOTION by Work, second by Larkin, 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. Motion carried.

MOTION by Larkin, second by Heim, to authorize the Equipment Committee Chairman, or in his absence, the Vice-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 Heim, second by Larkin, 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 Work, second Heim, to authorize the continuation of the Erie County Mutual Aid Agreement and Clarence Fire District No. 1 Automatic Aid Agreement. Motion carried.

MOTION by Larkin, second by Work, to approve the \$125 cost for new Commissioner training for Commissioner Heim to attend the mandatory Commissioner training in 2019. Motion carried.

The New York Fire District Officer Guide suggests annual registration of the District's domain name. Being said, clarencedistrict.org was registered 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, 2017. 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 third year of the five year contract. **MOTION** by Work, second by Larkin, to continue the contract with Amato, Fox & Company for audit services. Motion carried.

The Fire District is in a 3-year contract for snowplowing service with CAM Services. The annual cost is \$13,500.00, and the contract expires March 31, 2020. Since their service has been satisfactory, no further action is required by the Board at this time.

MOTION by Heim, second by Larkin, to request the Fire Chief to provide the District with an updated roster of Active firefighters by the January 14, 2019 Fire District meeting so that the Board can adopt the roster and update insurance policies and any other documents for 2019. Motion carried.

MOTION by Work, second by Larkin, 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 Larkin, second by Work, to approve the following Board of Fire Commissioners Committee assignments for the year 2019:

Heim	District Policies/District Rules and Regulations, Service Awards, Audit, Budget, Assist House as needed, Firematic Personnel (Shared with Larkin)
Larkin	Firematic Personnel (Shared with Heim), Life Insurance, Communications and Alarms, Safety, HazMat Liaison, Training, Grants
Schlabach	House, Building/Capital Improvement, ECFDOA Liaison
Work	Equipment and Inventory, Physical Exams/Occustar, OSHA, EMS Technology, Public Information Officer

Schedule of Fire Commissioner Attendance at 2019 Board of Directors meetings:

January 21	Heim	July	No meeting
February 18	Larkin	August	No meeting
March 18	Work	September 16	Work
April 15	Schlabach	October 21	Schlabach
May 20	Heim	November 18	Heim
June 17	Larkin	December 16	Larkin

MOTION by Work, second by Heim, to adjourn at 18:31 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,
Megan Kiener, Secretary

cc: Commissioners