

CLARENCE FIRE DISTRICT NO. 1

FINAL COPY

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Board of Fire Commissioners
Douglas G. Garlapo, Chairman
David R. Metzger, Vice-Chairman
David M. Bissonette
James Schlabach
Nathan M. Work

Treasurer
Kim M. Lash

Fire District Secretary
Yvonne Work

The organizational meeting of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on **January 5, 2015** at 10355 Main St., Clarence, NY 14031.

Meeting called to order by Commissioner Schlabach at 19:00 hours.

Roll Call –

Present: Commissioners Garlapo, Metzger, Bissonette and Schlabach, Fire District Treasurer Kim Lash and Fire District Secretary Yvonne Work

Absent: Commissioner Work (Sick)

Guests: None

2015 ORGANIZATIONAL MEETING:

MOTION by Metzger, seconded by Bissonette, to appoint Commissioner Garlapo as Chairman of the Board of Fire Commissioners for the year 2015. Motion carried.

MOTION by Garlapo, seconded by Schlabach, to appoint Commissioner Metzger as Vice-Chairman of the Board of Fire Commissioners for the year 2015. Motion carried.

MOTION by Garlapo, seconded by Metzger, to appoint Yvonne Work as Fire District Secretary and Records Management Officer for the year 2015 at an hourly salary of \$14.00. Motion carried.

MOTION by Metzger, seconded by Bissonette, to appoint Kim Lash as Fire District Treasurer for the year 2015 at an hourly salary of \$30.00. Motion carried.

MOTION by Bissonette, seconded by Schlabach, to appoint Yvonne Work as Fire District Deputy Treasurer for the year 2015 at an hourly salary of \$30.00. Motion carried.

MOTION by Schlabach, seconded by Garlapo, to appoint Paul Meyer, Jr. as Fire District Building Maintenance Manager for the year 2015 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 Garlapo, seconded by Metzger, to appoint Mark Heim as Fire District Janitor for the year 2015 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. Motion carried.

MOTION by Metzger, seconded by Bissonette, to approve the distribution of New York State Wage and Theft Prevention Act forms to current employees prior to February 01, 2015. Treasurer is responsible for providing such notice to any new employees at hire. Motion carried.

MOTION by Bissonette, seconded by Schlabach, to appoint Joseph Schoellkopf as Fire District Attorney for the year 2015 at an annual fee of \$5,000.00. Attorney Schoellkopf was initially appointed in 2003 and no increase was requested this year. Motion carried.

MOTION by Schlabach, seconded by Garlapo, that M&T Bank be designated as the official depository and a percentage of District cash will also be held at JP Morgan Chase for the year 2015. Also, the Board of Fire Commissioners and the Fire District Treasurer may deem prudent that other financial institutions may be added as official depositories. 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 either M&T Bank or Chase as the District's financial institutions. Moody's Investors Service rates the outlook for both banks as stable. Motion carried.

MOTION by Garlapo, seconded by Metzger, to designate the *Clarence Bee* as the official newspaper for Clarence Fire District No. 1 for the year 2015. The *Buffalo News* will be an alternate newspaper. Motion carried.

MOTION by Metzger, seconded by Bissonette, 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 Bissonette, seconded by Schlabach, to require Commissioner Metzger or Commissioner Work to countersign all checks and wires issued by the Treasurer, or in her absence, the Deputy Treasurer. Motion carried.

MOTION by Schlabach, seconded by Garlapo, 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 Garlapo, seconded by Metzger, that the regular business meetings of Clarence Fire District No. 1 for the year 2015 will normally be held on the second Monday of each month at 19:00 hours, except as otherwise specified below. The Legal Notice will note that a Work Session may precede each meeting, beginning at 18:00 hours. The dates for the below stated meetings shall be published in the January 14, 2015 edition of the *Clarence Bee*. Motion carried.

2015 Regular Business Meetings

- Monday, February 9
- Monday, March 9
- Monday, April 13
- Monday May 11
- Monday, June 8
- Monday, July 13
- Monday, August 10
- Monday, September 14
- Tuesday, October 20 – 2016 Budget Hearing at 18:00 hours and Business Meeting at 19:00 hours
- Monday, November 9
- Monday, December 14

2016 Organizational Meeting

- Monday, January 4, 2016

2016 Regular Business Meeting

- Monday, January 11, 2016

2015 Work Sessions at 18:30 Hours

- Monday, February 23
- Monday, March 23
- Monday, April 27
- Monday, June 22

MOTION by Metzger, seconded by Bissonette, 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 Bissonette, seconded by Schlabach, that the Clarence Fire District Compensation Insurance cover all District employees and Fire Commissioners. Motion carried.

MOTION by Schlabach, seconded by Garlapo, that all active firefighters on the January 12, 2015 roster of the Clarence Fire Company, Inc., as well as any active firefighter added to the roster during 2015, be covered on the Clarence Fire District Group Life Insurance Policy and VFBL Insurance plans. Motion carried.

MOTION by Garlapo, seconded by Metzger, 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 Metzger, seconded by Bissonette, 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 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 (Baltimore, MD), 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, 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 Bissonette, seconded by Schlabach, to approve the renewal of all established policies of Clarence Fire District No. 1 with no changes. Motion carried.

MOTION by Schlabach, seconded 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. Motion carried.

MOTION by Garlapo, seconded by Metzger, to approve Potter, Harris & Scherrer as the District's 2015 insurance agent; a review of the District's insurance benefits through this Insurance agent was conducted in 2014. Motion carried.

MOTION by Metzger, seconded by Bissonette, that the Treasurer and Deputy Treasurer be bonded for \$1.5M. The Board will further review insurance policies and renew the bond with the annual insurance policy renewal in April 2015. Motion carried.

MOTION by Bissonette, seconded by Schlabach, to approve RBC Wealth Management as the District's 2015 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, seconded by Garlapo, to approve Penflex, Inc. as the District's 2015 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 sent literature to the District. Motion carried.

MOTION by Garlapo, seconded by Metzger, to approve Occustar of Western New York, as the District's 2015 medical authority. The last evaluation of medical providers was made in 1997, but there have been two informal evaluations. Motion carried.

MOTION by Metzger, seconded by Bissonette, to approve Network Services as the District's 2015 computer consultant. The last evaluation of computer consultants was made in 2005. Motion carried.

MOTION by Bissonette, seconded by Schlabach, to approve RICOH as the District's 2015 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. Motion carried.

MOTION by Schlabach, seconded by Garlapo, to approve Buffalo CPR & Continuing Education as the District's 2015 EMS recertification provider. The last evaluation of this service was made in 2009. Motion carried.

MOTION by Garlapo, seconded by Metzger, that mileage reimbursement for Fire District official business will be at the IRS 2015 standard per mile rate (\$.575) for use of private vehicle. Motion carried.

MOTION by Metzger, seconded by Bissonette, 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 (\$.575) will be used to determine the cost to be reimbursed. The (\$.575) per mile reimbursement includes both fuel costs and any vehicle maintenance. Motion carried.

MOTION by Bissonette, seconded by Schlabach, 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 Schlabach, seconded by Garlapo, 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 Fire District Board of Fire Commissioners. Motion carried.

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

MOTION by Bissonette, seconded by Schlabach, to appoint the 2015 Clarence Fire Company Firematic Officers: Chief William Major, 1st Assistant Chief Jeffrey Schlabach, 2nd Assistant Chief Ken Beil, 3rd Assistant Chief Chad Hawes, 4th Assistant Chief Jim Havernick and Firematic Captain Mark Zuchlewski. This official appointment occurs at the Organizational Meeting per Town Law Section 176 (11-b). Motion carried.

MOTION by Schlabach, seconded by Garlapo, to approve the \$125 cost for Commissioner Work to attend the mandatory Commissioner training in 2015. Motion carried.

The New York Fire District Officer Guide suggests annual registration of the District's domain name. Treasurer Lash registered clarencfiredistrict.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 third year of the 5-year contract. The cost of the audit of 2014 records is \$4,250.00.

MOTION by Garlapo, seconded by Metzger, to continue the contract with Amato, Fox & Company for audit services. Motion carried.

The Fire District is in the second year of a 3-year contract for snowplowing service with Braunscheidal LGS. The annual cost is \$8,850.00, and the contract expires April 1, 2016. Since their service has been satisfactory, no further action is required by the Board at this time.

MOTION by Garlapo, seconded by Metzger, to request the Fire Chief to provide the District with an updated roster of Active firefighters by the January 12, 2015 Fire District meeting so that the Board can adopt the roster and update insurance policies and any other documents for 2015.

Bill Benefitting Volunteers Signed Into Law

State Senator Joseph A. Griffo, R-Rome, recently announced that Governor Andrew M. Cuomo signed into law a bill that will provide benefits to firefighters and ambulance workers injured while assisting at a scene before an officer in command is established. Previously, volunteers who provided emergency services outside of their regular jurisdiction and were injured before an officer in command arrived on scene could be denied benefits covering their injuries, according to the Firemen's Association of the State of New York. The bill was sponsored by Mr. Griffo and Assemblyman William B. Magnarelli, D-Syracuse. The bill was vetoed last year, but revised to allow fire companies to "opt-in" by adopting resolutions to grant coverage to first responders who are injured before an officer takes command of a scene, according to Senator Griffo's office. "When there's an accident, every second is precious," Mr. Griffo said in a news release. "We simply cannot have volunteer firefighters or ambulance workers withholding critical help because an insurance company may not cover a potential injury. Fire Districts need to take action to enable this coverage.

MOTION by Garlapo, seconded 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 02, 2015. Motion carried.

MOTION by Metzger, seconded by Bissonette, to approve the following Board of Fire Commissioners Committee assignments for the year 2015:

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

MOTION by Bissonette, seconded by Garlapo, to adjourn the Organizational Meeting at 19:52 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief

