

# 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 regular Board of Fire Commissioners meeting was called to order by Chairman Garlapo on **Monday, January 12, 2015** at 19:00 hours.

### Roll Call:

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

Guests: Fire Chief Bill Major, 1<sup>st</sup> Assistant Chief Jeff Schlabach and 2nd Assistant Chief Ken Beil

Commissioner Work, who was re-elected for a 5-year term as Commissioner, was sworn in and signed his Oath of Office document; this will be forwarded to the Town Clerk's Office.

Fire District Treasurer Kim Lash and Fire District Secretary Yvonne Work were sworn in and signed their Oath of Office documents which will be forwarded to the Town Clerk's Office.

### APPROVAL OF PRIOR MEETING MINUTES

The minutes for the Board of Fire Commissioner meeting held on December 8, 2014 were reviewed; there was one revision noted on these. On page 1 and 2, under the Board of Directors Report, the last sentence is listed twice (both on page 1 and page 2).

**MOTION** by Work, seconded by Metzger, to approve these minutes of December 8, 2014 with the above revision, carried.

The minutes for the Board of Fire Commissioners Work Session held on December 15, 2014 were reviewed. There were no changes recommended.

**MOTION** by Metzger, seconded by Bissonette, to approve the Work Session minutes of December 15, 2014 as written, carried.

The minutes for the Board of Fire Commissioners Organizational Meeting held on January 5, 2015 were reviewed.

**MOTION** by Garlapo, seconded by Schlabach, to approve the Organizational Meeting minutes of January 5, 2015 as written, carried.

### BOARD OF DIRECTOR'S REPORT

- No representative from the Board of Directors was present at this meeting.
- Fire Chief reported that the Board of Directors met on January 5, 2015 to review the personnel roster and those firefighters receiving their milestone awards.
- Commissioner Work attended the December Board of Director's meeting as the Board of Fire Commissioners representative. He indicated that the question was raised as to whether the Board has received Charles Ferguson's military paperwork. Fire Chief indicated that Charles has provided him with a copy of the letter which he sent to the Government requesting his replacement discharge paperwork.

Commissioner Metzger is the Board of Fire Commissioner's representative for the Board of Director's next meeting.

### **SECRETARY'S REPORT**

- Secretary indicated that there are two Fire Police (Doug Larkin and Al Herrscher) who are not on the annual Central State Registry of Police Officers and Peace Officers. The necessary on-line registration and Oath of Office cards for these two individuals has been completed and forwarded to New York State Division of Criminal Justice Services – Office of Public Safety.
- Secretary indicated that she is currently working on the Penflex Service Awards; she asked if the actual points should be listed or the 50 points required for a "good" year. Board was in agreement that she continue to list the actual points for each member.
- Secretary mentioned that she has been working with the Fire Chief to complete report totals and other milestone information needed for the upcoming Installation banquet.

### **TREASURER'S REPORT**

- Treasurer Lash reported that at year's end, \$135,000.00 was transferred to the Building Reserve account, which brings the total to \$1.2 M and \$50,000.00 was transferred to the Equipment Reserve account pursuant to the Motion at the December meeting.
- Treasurer Lash indicated that she has completed the 1099 forms for the vendors and retirees and the W-2's will be given to the District employees with their paycheck this month.
- Treasurer has contacted Penflex, Insurance Representatives Tom Brady and Jim Ring and RBC Wealth representatives regarding their attendance at the Board's Work Sessions for their annual review. Penflex has agreed to the February 23<sup>rd</sup> date, Tom Brady and Jim Ring have agreed to the March 23<sup>rd</sup> date, but she has not heard from RBC yet.
- Treasurer Lash gave an overview of the District's LOSAP investments with regard to the balances for 2014. She commented that the District was expecting a 6% rate of return on their investment with RBC Wealth Management when they switched to them. Board will review this during their upcoming meeting with RBC Wealth Management.

Treasurer Lash indicated that bills were paid in advance of audit in the amount of \$60,485.45 (check #2726-2746) per the Board's Motion of December 8, 2014 authorizing payment of all bills received prior to December 31, 2014 within the spending margin.

**MOTION** by Work, seconded by Bissonette, to approve the bills paid by the Treasurer in the amount of \$60,485.45 (check #2726 – 2746) pursuant to the Board's December Motion, carried.

**MOTION** by Work, seconded by Bissonette, to pay all bills from the General Reserve and included in the financial statements, including the additional bills listed below presented for payment at this meeting, in the total amount of \$67,029.79 (check #2747-2771).

10-75 Emergency Lighting (9-3 Chief's light bar)	\$450.00
Gui's Lumber (Ice melt)	59.96
Braunscheidel (January 2015 snowplowing)	1770.00
Mark Heim (Janitor Salary)	482.07
Clarence Newstead Dues	150.00

Commissioner Schlabach raised the question of the purchase of a fire extinguisher on the Gui's Lumber invoice. Fire Chief Major indicated that this should have been billed to the Fire Company as they made a basket donation to Rock Oak Association or 2 CO detectors and a fire extinguisher.

The question of maintaining a cell phone on vehicles #5 and #8 was brought up for discussion. The cost is approximately \$100.00 per month (\$40 Wi-Fi access/\$30 for each phone). Fire Chief and Commissioner Work indicated that these are necessary; Commissioner Work also mentioned that he will check on the "free" upgrade for these as Verizon now has waterproof phones.

Commissioner Garlapo indicated that he has reviewed all bank and financial statements for the month and found these to be in compliance.

Commissioner Metzger indicated that he has reviewed the three Chief Vehicle reports for the month; these were found to be in order.

### **CHIEF'S REPORT**

There was a total of 35 calls for the month of December 2014, which included the following: 29 EMS, 0 Motor Vehicle accidents, 2 Other Responses, 0 Fires, 2 False Alarms, 1 Hazardous Materials and 1 Other Hazardous Materials. Drills included: 6 Fire, 1 EMS and no Work Calls.

#### Purchases:

- Fire Chief indicated that 3<sup>rd</sup> Assistant Chief Chad Hawes purchased a new vehicle; Commissioner Metzger gave approval for the purchase of a new light bar to put on his new vehicle as the older light bar was falling apart and not useable. This was purchased from 10-75 Emergency Lighting at the total cost of \$2,547.00 (\$450 for tear down of bar, light bar cost of \$1,347.00 and reinstallation cost of \$750.00 for 10 hours of installation time).
- Fire Chief would like to purchase five more Minitor 6's at a cost of \$346.00 each from Saia Communications; these will be utilized as a replacement for the Minitor 5's.
- Fire Chief mentioned that the Chief's Office is looking to purchase a 4 watt Simplex private channel which would work with the portable and mobile devices-this would have a 1-mile radius range; the cost for a 10-year lease would be \$675.00. He indicated that an application through the FCC would need to be completed for a license; this would take approximately 4-6 months to process. This would primarily be utilized for HazMat, but would be available for other use as well.
- Fire Chief mentioned that the invoice for the Clarence-Newstead Fire Chief's annual dues in the amount of \$150.00 has been received.

#### Operational:

- Fire Chief presented the District with a copy of the Chief Officer duties for 2015.
- Fire Chief has requested Fire District Secretary to allow "Lieutenant" fob access for all Lieutenants, Fire Captain Mark Zuchlewski and EMS Captain Scott Tyx.
- Fire Chief indicated that the HazMat suits have been tested and all passed; four are "on borrow" status from Brighton Fire Company. The Grant which was recently submitted included HazMat equipment, but we will not hear from this until June or July. 1<sup>st</sup> Assistant Chief Jeff Schlabach raised the question of records being kept on the truck or being scanned to a digital cloud. Commissioner Bissonette indicated that original records should not be kept on the truck as their integrity needs to be maintained for "FOIL" purposes.
- Fire Company will be providing standby at the Clarence Town Park on Sunday, January 25, 2015 for the Youth Bureau's annual Winterfest event from 12:00 Noon - 5:00 P.M. The Light Rescue and possibly SRV's will be used.
- The Annual Equipment Inspection is scheduled for Saturday, January 17, 2015 at 4:45 P.M. prior to the Installation Banquet. Clarence Center will be on standby at the Fire Hall from 5:00 P.M. - 12:00 Midnight and will cover until 8:00 A.M. on Sunday. Clarence Fire Company will cover Clarence Center on January 24, 2015 from 5:00 P.M. - 12:00 Midnight at their Station; Fire Chief mentioned that an Engine will need to go to Clarence Center on this date for standby. They will also cover to 8:00 A.M. on Sunday.

Operational:

- Fire Chief mentioned that Akron Fire Company may possibly request use of the District's bailout simulator (they are looking to build one themselves). Fire Chief mentioned that they would sign a waiver and would utilize their own VFBL coverage if they do use this.

Training:

- Fire Chief mentioned that 2<sup>nd</sup> Assistant Chief Ken Beil is the Training Officer for 2015. Fire Chief indicated that the Chief's Office has made a change in the drill format. Members of specific groups; i.e., firefighters on the drivers list will have to attend 1 drill involving operating apparatus to remain on driver's list. Interior firefighters must attend a drill involving SCBA use (bailout does not count). Ken Beil will track each firefighter's information. Chief's Office feels that this will be better for the member, as well as the Fire Company.
- Fire Chief has requested Fire District Secretary to include the apparatus drivers to the Red Alert reports beginning in 2015. He states that this will assist with review of numbers and training requirements.
- FASNY training will be offered at the Frontier Fire Company (Safety and Wellness = Survival) on March 26, 2015. The cost of this training is \$20 for FASNY members and \$30 for non-members. Fire Chief's Office would like to send up to 10 firefighters for this training; a sign-up list will be posted.

**COMMISSIONER BISSONETTE**

- Commissioner Bissonette will be meeting with the Fire Chief and the Safety Officers to delegate the safety objectives for 2015.

**COMMISSIONER GARLAPO**

- Commissioner Garlapo indicated that the firefighter physicals will be held on Tuesday, February 3<sup>rd</sup> and Thursday, February 26<sup>th</sup>. The sign-up sheets are posted; only 24 Active firefighters have signed up as of this date.
- New firefighter, Ryan Dmochowski, has completed his Occustar physical. Jamie Dussing has also completed his physical and will be returning to Active Life status from Life status.
- Firefighter Paul Meyer, Sr. has requested to return from Light Duty Status to Active Life Status.
- Commissioner Garlapo indicated that the Sex Offender Registration Forms and Release Forms are now in place for any new firefighter applying for membership.
- Commissioner Garlapo indicated that the latest version of the Fire District Officer's Guide did not come with a CD, but has been replaced with an on-line portal. This allows for one District individual to sign onto this. Board was in agreement that Commissioner Garlapo be designated to have this access.
- Commissioner Garlapo indicated that he would like the Board to review and update the District's Rules and Regulations during 2015.

**COMMISSIONER METZGER**

- Commissioner Metzger mentioned that the sign-up sheet for 2015 FDIC training scheduled for April 20-25, 2015 in Indianapolis, IN will be posted. Rooms have been reserved, but decision as to those firefighters attending will need to be made by the February Board of Fire Commissioner meeting as rooms not being utilized for the entire week will need to be cancelled.
- Commissioner Metzger reported that he has talked with Brett regarding the #6 repair; the parts have been ordered; these are anticipated by the end of February. The repair work on #6 will be done in Tonawanda.
- Commissioner Metzger indicated that the District should receive some specs in the next few weeks for the Rescue Truck replacement. The Committee will continue to work on this.

**COMMISSIONER SCHLABACH**

- The January meeting of the Erie County Fire District Officers Association is scheduled for January 21, 2015 at River Road Fire Company. He gave a brief update on the topics covered during their previous meeting. The Firefighter 1 course will now require 101 hours of training instead of the previous 91 hours. Firefighters will also be required to have a CPR card prior to graduation. He mentioned that the issue with the pages being transmitted through the Erie County paging system is due to the fact that the pages are queued in line, not by priority. Fire Chief indicated that this seems to be working better recently. They were provided with an update on the November Winter storm.
- Commissioner Schlabach provided the Board members with a copy of the recent building drawings provided by Architect Bob Shepard for review. The Board's recent recommendations have been incorporated.
- Utilization of the house for training was brought up for review. Commissioner Metzger raised the issue of the asbestos survey. Commissioner Schlabach indicated that asbestos showed on the 9 x 9 floor tiles, some of the window glaze and flashing on the roof. Commissioner Schlabach indicated that electric is still on at the house; recommendation was made that the Fire Chief, 2<sup>nd</sup> Assistant Chief Ken Beil and Commissioner Schlabach mark the interior walls at the house with regard to the heat source. Board felt that the house could be utilized for training purposes in the future without destroying the integrity of the house. They would be able to come in from the back side, smoke up the house and breach the walls.
- 1<sup>st</sup> Assistant Chief Jeff Schlabach has requested use of the Banquet Room on April 18, 2015 for a family member fundraiser; caterer will be utilized and alcohol will be served.
- Commissioner Work has requested use of the Banquet Room on March 14, 2015 for the Clarence High School Wrestling team's dinner pending Fire Company approval; no caterer and no alcohol.

**COMMISSIONER WORK**

- Commissioner Work indicated that he has received information from the Pinsky Law Group regarding the 7<sup>th</sup> Annual Fire & EMS Law & Management Conference at the Turning Stone Resort from March 26 – 29, 2015; registration deadline is March 1, 2015. He indicated that he may be interested in attending this.
- Commissioner Work indicated that Carl Fisher will be offering OSHA training at the Fire Hall in February. When all dates for 2015 are listed, Carl will provide the District with a copy of the various offerings.
- The issue of the "LENS Program" was previously brought up for Board review and tabled. The Board has requested that Commissioner Work look into the details of this.
- Commissioner Work indicated that Network Services has completed their technology review for the Fire District; they have recommended that "Trend Micro" anti-virus be installed at the cost of \$204.20.

**PUBLIC COMMENTS**

None.

**OLD BUSINESS**

Commissioner Garlapo indicated that he has prepared a draft copy of the "OSHA Safety and Health Standards and Training Policy" for the Board's review pursuant to recent discussion.

**MOTION** by Metzger, seconded by Schlabach, to approve draft copy of the "OSHA Safety and Health Standards and Training Policy" with the revisions as presented, carried.

**OLD BUSINESS**

The Board discussed the issue of granting two drill credits for the annual 8-hour OSHA training as opposed to making this a requirement.

**MOTION** by Bissonette, seconded by Schlabach, that the Policy be changed effective January 1, 2016, to reflect that firefighters attending the OSHA training would no longer be awarded 2 drill credits consistent with LOSAP policies and procedures, but would receive 8 hours of training credit in lieu of the drill credit. Mention was made that the By-Laws state that the Chief has the authority to determine whether training is considered as "training" or a "drill".

Commissioner Garlapo mentioned that "Article V – Training" of the Fire District's Rules and Regulations refers to OSHA training. Board further discussed the Fire Company's requirements in relation to the LOSAP requirements.

**MOTION** by Bissonette, seconded by Schlabach, to rescind the above Motion until further investigation by the District, carried.

Commissioner Garlapo indicated that the District received a copy of the revisions to the Clarence Fire Company's personnel roster from the Fire Chief, as well as Fire Company President Mike Dudas.

Individuals removed from the roster, effective January 5, 2015 by the Board of Directors included: T.J. Blakely, Stephen Burke, Justin Rugg and Christopher Ryan.

The following individuals' status changed effective January 5, 2015: Paul McCarthy from Active Life status to Life status, Jim Kwiatkowski from Active status to Life status and Don Helms from Active status to Active Life status (mention was made that he should have been Active Life status last year, but the District was not notified).

**MOTION** by Garlapo, seconded by Work, to approve the Fire Company's updated listing as provided, carried.

**NEW BUSINESS**

**MOTION** by Metzger, seconded by Garlapo, to authorize the purchase of a light bar, as well as removal and installation on 3<sup>rd</sup> Assistant Chief Chad Hawes' new vehicle; purchase is from 10-75 Emergency Lighting at the cost of \$2,547.00, carried.

**MOTION** by Metzger, seconded by Work, to authorize the purchase of 5 Minitor 6's from Saia Communications at the cost of \$346.32 each, for a total of \$1,731.60; these will be used as replacements for the Minitor 5's, carried.

**MOTION** by Metzger, seconded by Schlabach, to authorize the Chief's Office to apply for an FCC licensing lease through Saia Communications for a 10-year period at the cost of \$675.00, carried.

**MOTION** by Metzger, seconded by Garlapo, to authorize the Treasurer to pay the Clarence-Newstead Chief's dues in the amount of \$150.00, carried.

**MOTION** by Metzger, seconded by Schlabach, to authorize up to 10 firefighters to attend FASNY training at Frontier Fire District on March 26, 2015; Fire Chief is strongly urging that two Safety Officers attend this, carried.

**MOTION** by Work, seconded by Metzger, to authorize Network Services to update the Fire District's annual anti-virus protection at a cost not to exceed \$204.20, carried.

**MOTION** by Schlabach, seconded by Metzger, to approve Jeff Schlabach's request to use the Banquet Room on April 18, 2015 for a family member fundraiser pending submission of appropriate Insurance documents; event will be catered and alcohol will be served, carried.

**NEW BUSINESS**

**MOTION** by Schlabach, seconded by Bissonette, to approve Nathan Work's request to use the Banquet Room on March 14, 2015 for a Clarence wrestling dinner pending Fire Company approval; no caterer and no alcohol, carried.

Commissioner Garlapo indicated that the 71<sup>st</sup> Annual Meeting and Installation of Officers of the Erie County Fire District Officers Association will be held on Saturday, March 21, 2015 at the Millennium Hotel, Cheektowaga, NY. Cost is \$120.00 per ticket for member and guest; reservations are due by March 7, 2015. This will be brought back to the Board during the February meeting. Commissioner Schlabach indicated that he will not be attending as he will be out of town.

Commissioner Bissonette mentioned that he has attended critiques regarding the recent November Winter storm. FEMA is making it difficult to make a claim; it appears that the MOU's did not mean much. Agencies are disappointed with the manner in which the Federal Government is handling this.

**BUILDING PROJECT**

The Board reviewed the revised building project drawings submitted by Architect Bob Shepard.

**GOOD OF THE DISTRICT**

- Board of Fire Commissioners Regular Meeting is scheduled for **Monday, February 9, 2015 at 7:00 P.M.**
- Board of Fire Commissioners will hold a Work Session on **Monday, February 23, 2015 at 6:30 P.M.** Penflex representatives will be present at this meeting.

**MOTION** by Garlapo, seconded by Bissonette, to adjourn the meeting at 21:35 hours.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief