

# CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340

Clarence, NY 14031

Phone: (716) 759-8842

Fax: (716) 759-0641

## **Board of Fire Commissioners:**

Douglas G. Garlapo, Chairman  
David R. Metzger, Vice- Chairman  
James Schlabach  
Nathan M. Work

## **Treasurer**

Kim M. Lash

## **Secretary**

Megan C. Kiener

#

The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, January 9, 2017** at 18:30 hours.

## **ROLL CALL:**

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

Absent:

Guests: Chief Jeff Schlabach, Assistant Chief Jerry Roy, Board of Directors representative Ron Tyx Sr.

## **APPROVAL OF PRIOR MEETING MINUTES**

**MOTION** by Work, second by Schlabach, to approve the 12/12 Regular Meeting minutes with corrections to Commissioner Garlapo's report to say Steve Federowicz's resignation letter was received on 11/30, and Old Business #5 to say one new rim was put on the #9 truck, carried.

**MOTION** by Metzger, second by Schlabach, to approve the 12/15 Officer Approval Meeting minutes with corrections to the date, carried.

**MOTION** by Metzger, second by Schlabach, to approve the 1/2/2017 Organizational Meeting Minutes, carried.

**BOARD OF DIRECTORS' REPORT** – Ron Tyx suggested that the Board of Directors and the Board of Fire Commissioners have a joint meeting. Representatives for the Board of Fire Commissioners would be Chairman Garlapo and Vice- Chairman Metzger. Other attendees would be the Chief, President, and Board of Directors Chairman Ron Tyx. Meetings should be open to the public. The Board of Directors will discuss issues to bring them to the attention of the Board of Fire Commissioners. The Board of Directors requested that Commissioner Garlapo add the motion from the 12/12 meeting, about firefighters not meeting requirements, to the Rules and Regulations. Commissioner Garlapo will be preparing a new draft for the February meeting. The Board of Directors did not receive the resignation letter of Steve Federowicz, and requested that letters from Firefighters be distributed between the Boards to make sure everyone is informed. Ron Tyx also suggested that items involving the membership be tended to first in District meetings; the Board advised Ron that that is very difficult to do sometimes, and different items come up during discussions.

## **SECRETARY'S REPORT**

- 1) The December 2016 NFIRS data was sent and submitted to New York State, and the District has submitted all the year's data. There were 477 calls for the year.
- 2) There are still 13 people that need to turn in their insurance beneficiary forms.
- 3) End of year reports were given to the Chief and President.
- 4) Secretary Kiener is still working on LOSAP. Some drills were not 2 hours long, for example, new member drills, Search and Rescue drill, and Mutual Aid drill with Millgrove. For LOSAP credit, drills must be 2 hours long. Chief Schlabach was unaware and will advise the other Chiefs about it.
- 5) AJ Shisler dropped off his letter request to apply for the Commissioner Vacancy.
- 6) The key fob system needs to be updated. Some people's access needs to be fixed based upon their status. Secretary Kiener and Chief Schlabach will be coordinating this month to update.

## **TREASURER'S REPORT**

- 1) Past Commissioner Roy returned his District credit card and it was shredded 12/30/16.
- 2) The names have been changed on the gas credit cards for the new officers/drivers. It was decided that the card follows the vehicle, instead of the driver, so that the mileage is consistent.

**TREASURER'S REPORT (continued)**

- 3) Interest rates are starting to come up. \$98,624 or 5.6% return earned on LOSAP for 2016. However, payments to retirees totaled \$148,242 so fund increase was only \$36,482 for 2016 and totals \$1,796,525 at 12/31/16.
- 4) The District is waiting for the DASNY Grant Disbursement Agreement which will require the "Opinion of Counsel". The agreement is the contract which sets forth the terms by which the grant funds will be disbursed. Then requisitions for payment must be sent. Two communications were received from DASNY. The first requested more information on the State Historic Preservation Office review and compliance with SSGPIPA. Information was requested from Jim Callahan (Town of Clarence Director of Community Development) in the preparation of the response. The second e-mail requested financial information that had been sent in a previous DASNY request so those thirty pages were scanned and immediately e-mailed back.
- 5) \$679,000 has been paid out since the start of construction. There is \$1.2 million left in the Building Reserve plus \$400,000 in the 2017 budget and the \$300,000 DASNY grant. The District is running very close to budget and the District may need additional funds from the 2017 budget to complete the project.
- 6) Anticipate borrowing may be needed in May or June for the Building Expansion project. The Board will review the document received from Ganci last September to determine the best way to finance. The Board declined the offer to have Ganci attend a future meeting to discuss borrowing options.

**MOTION** by Garlapo, second by Metzger, to approve bills, check #3597- 3630, in the amount of \$54,878.01, from December 13, 2016 to December 31, 2016, carried.

**MOTION** by Garlapo, second by Work, to approve bills, check #3631- 3656, in the amount of \$60,226.80, carried.

Commissioner Garlapo reviewed the bank statements and found everything to be in order.

Commissioner Metzger reviewed the Chief vehicle report and found everything to be in order.

**CHIEF'S REPORT**

- 1) 45 calls for the month including: 35 EMS, 3 false alarm, 3 MVA, 1 fire and 5 other calls.
- 2) There were 477 calls for 2016.
- 3) FDIC sign up was posted this week. Firefighters who sign up will be approved at the February meeting. March 10<sup>th</sup> is the last day for room adjustments. Other departments have asked for the extra rooms, if any.
- 4) OSHA and First Aid dates are in the calendar in IAM Responding. There is the option to preload reminders so reminders are sent out automatically at specified times. Secretary Kiener will begin putting in more drill and training dates.
- 5) Chief Schlabach asked if the District should hold a Pump Ops and EVOC class. Because of the Building Project, it was advised that this year would not be appropriate to have a class at the fire hall. A better date for EVOC and Pump Ops would be in the spring of 2018. The District should focus more on EMS certifications for the time being.
- 6) The Hazmat trailer is completed. 7-1 is organized, and the portables are in service.
- 7) The District has 2 FCC channels, even though only one was paid for. One is the same channel as Niagara Falls.
- 8) Should the District create a Uniform policy? Assistant Chief Roy was assigned to the day to day uniform issues. Free dry cleaning was given for those whose uniforms came back from Sewing Technologies wrinkled. The lapel pins that were ordered for the Commissioners are not able to be seen when their jacket is on. They were a special-order item and are unable to be returned. Different ones could be ordered for the Commissioners but would be not available in time for the Installation Banquet.
- 9) The Hazmat MOU is still being worked on. The District should know what is to happen by the end of January. The District should still use Dival until the specifics are worked out.
- 10) 10-75 Lighting will be upgrading 7-1's lights to LED due to the age and condition. They are also installing a plug to tow the trailer.
- 11) Truck 6 headlights should be available at the end of the month.
- 12) LDH and attack hose will be bought. There is some spare gear due to year end changes in the Company. That gear will be used until the AFG grant arrives.
- 13) One of the Chief's goals for this year is to get the new Red Alert update.

**COMMISSIONER GARLAPPO –**

- 1) A medical certificate was received for Ryan Allasandra. The Chief and Ken Beil were advised. There is another medical certificate that the District is waiting on.

**COMMISSIONER METZGER –**

- 1) 9-3 will have red lights and 9-4 will not. The red lights for 9-3 will be installed for \$578. 9-3 and 9-4 will respond to calls like captains; they will respond to the hall first. However, Assistant Chief Roy can go directly to the scene dayside.
- 2) Commissioner Metzger asked for the Chief's thoughts for a long-term equipment purchasing plan in an email. Priorities need to be discussed and decided upon.
- 3) Equipment was inspected after the 1/2 Organizational meeting. There were some issues with the flood lights on Engine 1, and bodies on 6 and 7. Ladder 6 would need quotes because there is more of an issue. Rescue 7 could be taken to Steven's Collision.
- 4) The District has until March 10<sup>th</sup> to adjust rooms, without penalties, for FDIC. If the attendees are driving there, there will be one person per room.

**COMMISSIONER SCHLABACH**

- 1) At the December ECFDOA meeting, booklets of tickets were given out. Sales from the tickets go to a high school scholarship. Their Installation dinner will be at Millennium hotel, with rooms available. Tom Yager of Kenilworth just completed a new LOSAP program with Tony Hill. There is a 2<sup>nd</sup> Tier that was added to their program. The 2<sup>nd</sup> Tier is for those joining after January 1, 2017, and will consist of different benefits and a higher entitlement age. This creates a 50-60% savings.
- 2) Coca Cola Bottling Company of Buffalo sent a letter with a special on 16 oz. water bottles. A pallet (with 56 cases) is only \$6 per case, as compared to \$9.50 per case from Try-it.
- 3) DASNY is still asking questions. Commissioner Schlabach will reach out to Mike Norris, the replacement for Jane Corwin, and see if there is any available funding.
- 4) The new NYSEG service switch over will happen soon, transformers are needed. Power will be down for about 1 hour. Block work will start next week. The District will pay for heating, and was quotes for a total less than \$25,500. The other option, instead of paying for heating for block work, would be to shut down the project for 3 months until it warms up. It is expensive to start and stop though. RFIs were made for a drop ceilings, versus the drywall hard ceiling that was proposed. A drop ceiling is cheaper, and fiberglass insulation could be put right on the ceiling. Once block work is finished, trusses will go on, and then the roof. Because of the tight budget for the Building Project, does the District restrict spending for 6 months? What are the priorities? New technology is needed, and the District can shop around for other vendors. If money is to be taken out of the Equipment Reserve for a technology upgrade, a permissive referendum is needed for 30 days.

**COMMISSIONER WORK –**

- 1) Commissioner Work will wait to update the Commissioner plaque.

**OLD BUSINESS –**

- 1) The Explorer Post by-laws are still being discussed. The District will talk to Ken Beil again.
- 2) There was a letter received from Taddeo & Shanan, LLP stating that their firm will be representing the Insurance Company if the Notice of Claim becomes a real lawsuit. There is one year to file a lawsuit after the Weiss fire claim.

**MOTION** by Work, second by Schlabach, to pay OCCUSTAR for the November 2016 OSHA training in the amount of \$625, carried.

**NEW BUSINESS**

**MOTION** by Garlapo, second by Work, to approve Dana Jennings to active Firefighter status pending receipt of a complete physical, carried.

- 1) A legal notice will be sent to the Clarence Bee for the Commissioner Vacancy. Anyone residing in the District is eligible to be a Commissioner, so the posting should be available to everyone, not just those in the Fire Hall. Commissioner elections require a legal notice in the paper, so a vacancy should follow the same protocol. Commissioner Garlapo will draft a legal notice, and letters of intent will be due to Secretary Kiener before the March District meeting.

**NEW BUSINESS (cont.) -**

- 2) The firefighters that do not have OSHA training as of 1/9/17 are: Ryan Ostalski, Gary Siminski, Chris Nowak, and Hillery Duman. Ostalski, Siminski, and Nowak were removed by the Fire Company already. Hillery Duman filled out a call sheet that she attended OSHA with Mike Dennies, but her certificate wasn't received. Chief Schlabach contacted OCCUSTAR and confirmed that she attended, but they did not mail her certificate.
- 3) The firefighters that do not have 6 drills are: Ryan Dmochowski, Natalie Hochadel, Gary Siminski, Chris Nowak, Mary Schueler, Mark Heim, Emily Casell, Bobby Beil and Dan Nowak. Mark Heim moved to life status. Bobby Beil is on medical leave as of 11/22/16 and Dan Nowak is on medical leave as of 11/14/16. Dan and Bobby will have a 2-month credit, equivalent to one drill, and must complete 4 drills to make up the rest of 2016. Dependent upon their return, 2017 drill requirements will also be pro-rated. Chief Schlabach informed the Board that Mary Schueler's resignation letter was sent to President Dudas, and he would forward the letter to Secretary Kiener to file.

**MOTION** by Garlapo, second by Metzger, to make firefighters who did not complete the 6-drill requirement ineligible to attend any alarms until the deficient drill requirement is met:

Robert Beil – 4 drills	Paul Meyer, Jr. – 2 drills	Dan Decker – 1 drill
Ryan Dmochowski – 1 drill	Emily Casell – 2 drills	Dan Nowak – 4 drills

The Chief will remove their gear from the Truck room and move it to storage. The effected firefighters will receive a letter not to respond to calls until the drill requirements are met, carried.

- 4) In the Rules and Regulations, under Officer Requirements, the Chief questioned whether Fire Officer training and Firefighter 2 were swapped. Captain should read Firefighter 2 and Officers need Fire Officer. The special EMS hybrid course might not be needed for Captains and Officers. Administering oxygen for Officers can be done after enough in-house training. Commissioner Garlapo will draft a new Officer Requirement section for the Rules and Regulations for next meeting.

**MOTION** by Schlabach, second by Garlapo, to pay invoices for RP Oakhill for \$19,722, Thomann Asphalt for \$37,277, Transit Construction for \$68,410, Frey Electric for \$35,150, and C & S Companies for \$2,250 on December 31, 2016 for a total of \$162,809 to be paid from the Building Reserve, carried.

**MOTION** by Schlabach, second by Metzger, to purchase 1 pallet (56 cases) of water from Coca Cola Bottling of Buffalo for \$336, carried.

**MOTION** by Work, second by Garlapo, to purchase EMS disposables from Bound Tree Medical at a cost not to exceed \$1,500.00, carried.

**MOTION** by Work, second by Metzger, to purchase a replacement APC battery back-up device from Network Services at a cost of \$319.27, carried.

**MOTION** by Work, second by Metzger, to purchase a replacement connection cable and battery pack for existing Lifepack 12 device at a cost of \$381.53 from Physio Control, carried.

**MOTION** by Metzger, second by Garlapo, to put emergency red lights on Assistant Chief Roy's truck for \$578 from 10-75 Lighting, carried.

- 5) A proposal for the purchasing of Chief trucks will be discussed. Should new vehicles be purchased now or later?
- 6) Chief Schlabach will send an updated firefighter roster to Secretary Kiener.
- 7) The Pinsky Law Group annual seminar will be held outside of Syracuse from Thursday March 31<sup>st</sup> until Sunday April 2<sup>nd</sup>. Commissioner Work may attend. The cost of attendance is \$240.

**GOOD OF THE FIRE DISTRICT –**

Commissioner Schlabach will attend the Board of Directors meeting on January 16th.

**MOTION** by Work, second by Garlapo, to cancel the January 23<sup>rd</sup> Work Session, carried.

The next Regular District meeting is February 13<sup>th</sup> at 6:30 pm.

**MOTION** by Schlabach, second by Work, to adjourn the meeting at 21:45 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest, Megan Kiener, Secretary                      cc: Commissioners, Day Room Bulletin Board, Website