

CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340

Clarence, NY 14031

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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 Clarence Fire District public budget meeting was called to order by Chairman Garlapo on **Tuesday, October 17, 2017** at 18:00 hours.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, Fire Company Secretary Jamie Dussing, Chris Morgan (CAM Services).

Chairman Garlapo indicated that this is a public hearing regarding the 2018 proposed budget. In accordance with New York State Town Law, all Fire Districts must, prior to the adoption of their budget, hold a public hearing. The budget hearing must be held in such a manner to maximize participation in the budget process. The purpose of this hearing is to discuss the contents of the Fire District's budget. The Board of Fire Commissioners, in accordance with the legal requirements, had adopted the 2018 proposed budget on September 11, 2017, which is more than 21 days prior to this budget hearing as required by Town Law 181[2].

The Secretary of the Fire District will file an Affidavit with the District upon her return:

1) Stating the notice of this public hearing was published and posted at least 5 days before the hearing date as follows:

- a) The official newspaper for the Fire District (The Clarence Bee);
- b) The official signboard of the Town of Clarence, where the Fire District is located;
- c) On the Fire District's website and signboard.

The notice of public hearing specified the time, date and place where this public hearing would be held. Upon its adoption, the Fire District Secretary also made available for inspection and copying of the proposed budget to any interested person at the Town Clerk's Office and the Clarence Fire District No. 1 during office hours.

The purpose of this public hearing is to allow any member of the public to make comments on the budget. Any person may be heard in favor of, or against, the preliminary budget or any item in it. Please note that this is only a proposed budget until the Board of Fire Commissioners adopts the final budget.

The Fire District Treasurer made presentation regarding the preliminary budget to the Board of Fire Commissioners. This budget must be adopted no later than November 6, 2017 and submitted to the Town Budget officer by November 9, 2017.

There were no public comments made regarding the Fire District's proposed 2018 budget. No questions were raised from the Commissioners or any others in attendance.

Chairman Garlapo concluded the budget hearing at 18:30 hours

The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Tuesday, October 17, 2017** at 18:30 hours.

SNOWPLOW CONTRACT BID OPENING

JMS Landscaping - \$9,500

CAM Services - \$13,900

Braunscheidel LGS Inc. - \$15,900

Commissioner Schlabach called Jon Meister to clarify if his bid included exclusive use of a loader as specified in the contract but was unable to reach him and did not receive a call back.

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Garlapo, to approve the September 11, 2017 Regular Meeting minutes with one change to page three to include the subject of the letter sent by Chairman Garlapo which was in regard to the December 2017 election of firematic officers, carried.

BOARD OF DIRECTORS' REPORT – Board of Directors Representative Jamie Dussing.

- 1) A motion was made at the October Fire Company meeting to approve the Chief's \$9,000 request to outfit the new mailroom.
- 2) Every good effort was made to publish the 100 year book but the committee members are spread too thin to see the project to completion. Funds will be returned to all that donated with an apology letter.
- 3) The Board of Directors will be creating a 2018 committee to address the needed by-law changes as a result of the District Rules and Regulations changes.
- 4) Commissioner Metzger attended the October 16 Board of Directors' meeting and reported that the Board room table would remain in the current conference room and would not be moving to the new District conference room.
- 5) Commissioner Garlapo asked Treasurer Lash to recount the status of unpaid Gui's Lumber Fire Company bills on the District account since June 2017 for work on the pavilion fountain. Request to ensure the bills are paid.

SECRETARY'S REPORT

- 1) The Permissive Referendum was posted in Sept 27th edition of Clarence Bee and it expires on October 25th.
- 2) Secretary Kiener has been in contact with Tracy Cardwell. She would like to use some of our tables, the podium, microphone, and speakers.
- 3) We are waiting for Erie County to send updated list of election inspectors for alternate(s). 2 inspectors have agreed already. A request was sent for machines and books of eligible voters.
- 4) 2017 requirements spreadsheet was updated. There are 16 people without OSHA. Upcoming dates posted on side of sign in desk. Everyone has completed First Aid and CPR. Garren Dudas doesn't have it yet, but he has 1 year from join date to get it, so he will need it by 4/10/2018. There are 21 who haven't completed the 6 drill requirement yet.

TREASURER'S REPORT

- 1) The tax valuation has been confirmed as final by the Town.
- 2) AFG grant turndown email was received. The Treasurer will attend the October 18th webinar offered to grants applicants that were denied.
- 3) The Secretary has class during the October 31st webinar to learn how to apply for a records management grant so the Treasurer will attend.
- 4) On November 3rd, the Treasurer will attend a free Lumsden, McCormick seminar for governments. The District was added to their email newsletter when we requested they submit an auditing bid.
- 5) The District's credit card has not yet been credited for the iPad mounts that were returned. The company has no record of the return but they are in the process of moving their warehouse. Assistant Chief Hawes supplied the tracking number so they will investigate further and send an e-mail when the credit is processed.
- 6) ECWA was contacted about the return of funds. The construction inspector sent the paperwork to accounting at the beginning of October. Accounting was contacted today and they did not return the call.
- 7) No news from DASNY this month. Last word Jim had was it was on the Governor's desk for signature.
- 8) \$3.7 million has been paid out since the start of construction. The most recent estimate has the total project cost at \$4.2 million. Current estimated \$48,000 of expenses greater than the cash available for payments.

MOTION by Garlapo, second by Metzger, to approve bills, check #3968-4015, in the amount of \$393,709.94 from the General Fund, \$127,742.88 from the Building Reserve for payments due on the Building Expansion project and \$4,131.25 from the Equipment Reserve for the initial payment for the new Red Alert carried. The payment for Stieglitz Snyder Architecture will be withheld for the second month bringing the total held to \$9,625. Commissioner Schlabach will be meeting with Bob Shepard.

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

Commissioner Metzger reviewed the Chiefs' vehicle reports and found everything to be in order.

CHIEF'S REPORT-

- 1) The Chief requests a motion to send the EMS Captain to the Vital Signs conference. Registration and per diem should only be a few hundred dollars.
- 2) Request approval for November 3 and 4 attendance of Second Assistant Chief to the Hazmat Leadership Conference. Cost includes one night hotel and per diem. The Chief will also attend but the cost of one individual from each team is not charged to the District. The Chief's truck will be used for transportation.
- 3) Request approval for Personal Advanced Safety & Survival (PASS) training at Ellicott Creek Fire Company for three people at \$25 each. Truck 7 will be used for transport.
- 4) The Chief completed his CPR training which should finalize the list of those required to receive the training for 2017.
- 5) There is a Search and Rescue drill scheduled for October 28, 2017 from 9:00 AM to 1:00 PM. This will be worth two drill credits due to the length and since it runs through a normal meal time \$250 is requested for food.
- 6) Pump Operators and EVOC training has been requested from Erie County for next May or June.
- 7) After the completion of driver training and after the installation of the new cork boards the driver list will be posted.
- 8) The Chief thanked Secretary Kiener for maintaining the First Aid and OSHA postings, which has helped him by stopping the firefighters' questions to him.
- 9) Research work continues on the possibility of purchasing a drone.
- 10) Ryan Dmochowski has been appointed as the Ambulance Lieutenant for the remainder of the year.
- 11) Millgrove Fire may request our Ambulance respond to incidents on the Thruway. The Chief will only send it with an EMT on board.
- 12) There will be no Open House in 2017. The Chief plans to be a part of Recruit NY in April 2018 and have an Open House in 2018.
- 13) Chief Schlabach asked Secretary Kiener and Treasurer Lash if they had received any other information regarding taxes for LOSAP. There was a letter received, but it was the same for all.
- 14) Can Twin City Ambulance rent space for a Clarence quarters? It would be \$600-700 per month in rent. They would need wash bay access, a restroom and sitting area. It would be more beneficial to the District to have TCA so close. It would be better for TCA because they are currently in Clarence Center, and a lot more of their calls are in our District versus Clarence Center.
- 15) The Cornerstone Bar & Grill asked to buy the walk-in freezer. They would remove it and clean up. They offered a \$500 credit for it.
- 16) Chief Schlabach has a quote for \$4,100 for next year for meter testing. He plans to make the motion in January. 1 meter failed this year, and it cost \$750 to repair; a new meter costs around \$1,800.
- 17) The pricing gear washer and dryer, and 10 sets of gear, which includes all but the gloves, was reduced from \$37,050 to \$33,800. There was a change in the spec of the gear, which gives the same protection. The new material is more suitable for us because of less wear and tear on our gear. The correct liner will be ordered with these sets. Old defective liners are fixed under warranty.
- 18) The Chief also requested 5 helmet lights used for Firefighter Survival, 6 pairs of halogen and flathead ax combo used for Firefighter 1, and elevator keys.
- 19) The fence project cost was decreased because Paul can do the labor and install. It will be about \$3,500 in materials which includes posts, 6-foot high vinyl fencing, and 2 4-foot doors. The north side (EMS & Fire area) will also have the old gear rack on the wall.
- 20) The Board of Directors approved the new cabinetry for the mail room, a new sign in desk, and corkboards. The cost of the project is \$9,000.
- 21) The Chief requested a permissive referendum for fitness equipment.
- 22) The Chief asked if there would be a meeting or discussion regarding access levels, doors and fobs for everyone once the new system is in place.
- 23) Chief Schlabach requested some safety upgrades to the new driveway. He requested for stripes to be placed on the blacktop so it helps driver back up the apparatus because the new doors are not as wide as the old ones. The funds can come from the Fire Equipment Capital. Can the floor contractor extend the lines or is it something Paul or Thomann could do?

COMMISSIONER GARLAPO –

- 1) The Chief requested a change to Officer Training. ESIP EVOC course is an 8 hour course. The State's EVOC Course is a 16 hour course. Pump Operators need a State EVOC certification that is good for 3 years. Could the ESIP EVOC Course be used as a refresher course? The District could also hold a State EVOC Course.

COMMISSIONER GARLAPO (cont.) –

- 2) Should the Social Media policy be revised and refreshed? To be discussed at the next meeting.
- 3) District physician, Occustar, is moving November 1, 2017 to 4267 Transit Rd next to Aldi's.

COMMISSIONER METZGER –

- 1) The pump and ladder tests are complete and all trucks passed inspection.
- 2) Assistant Chief Hawes was working with repairmen to access the damage to the Ladder Truck during the meeting and reported that the drive shaft was removed and the vehicle was ready to be transported for repair at Cummins the next day.
- 3) The ladder truck broke down and was towed back to the Hall on the way back from testing. Dadswell's towed the truck with their 2nd biggest truck. When Commissioner Metzger returned to the Hall, he filled the truck with fuel to see if the issue was a broken fuel gauge or not. When it was towed, the frame extensions were shifted, and this caused the radiator to move. When it was started again, the fan blade hit the radiator. There is still a problem with the fuel as well.

COMMISSIONER SCHLABACH –

- 1) There is nothing to report on the new LED front sign. Commissioner Schlabach would like to bring it up to the company to see if they could pay for the rest of it, around \$8,000–10,000.
- 2) Dave Sanford from RP Oak Hill gave Commissioner Schlabach pricing for the front logo sign from Quality Quick Signs for a sign that is 5' 8" and 3 colors, carved. They require a 50% deposit, and have an 18-20 day lead time. The sign will cost \$2,956.89.
- 3) We were denied the AFG Grant.
- 4) Work calls will be needed to move the furniture around. There are 2 and 3 piece sets that are labeled, so those will need to be kept together. All the furniture is marked.
- 5) The punch list with Delia from Stieglitz Snyder will begin October 24th.
- 6) The epoxy floors will be done by Friday. Monday or Tuesday they will be okay to drive and park on.
- 7) Desks will have to be moved and placed before computers and phones are placed per Commissioner Work. This will make the switch easier. The data switch by Network Services and Red Alert will be done mid-November.
- 8) In 2 weeks, Commissioner Schlabach will be traveling to Ohio. Would the Board like to get ideas for a specially made conference table? A wood table with a Formica top, etc.?
- 9) There is an issue with 759-8842 line. There was an internal problem. Verizon will take care of.
- 10) The Dedication Ceremony was discussed with Tracy Cardwell. RP Oak Hill is paying for it.
- 11) JMS Landscaping bid is lower than CAM Services. Based on the knowledge of the Board, he doesn't have exclusive use of a front end loader. Commissioner Schlabach is waiting for a call back from Jon Meister. More for new business.

COMMISSIONER WORK–

- 1) An email was received on September 23rd from Network Services. 2 data switches, 3 Wi-Fi points were supposed to be on a separate bill. The motion from last month will have to be amended, and is \$3,477 higher.

OLD BUSINESS–

MOTION by Work, second by Garlapo, to amend the September 11th motion regarding the Network Services to total \$22,453.33. It is \$3,477.73 higher than previously approved due to the addition of necessary hardware. Motion carried.

- 1) Stieglitz Snyder submitted a request for payment this month for \$9,000. It will be held again. Commissioner Schlabach is going to meet with them.
- 2) In order for a cleaning firm to give an accurate price, the furniture will need to be moved. Other firms will be able to look at it too.
- 3) The permissive referendum for the gear sets, washer and dryer ends on October 25th.
- 4) A letter was received from Shahan, the attorney handling the lawsuit. There will be an executive session at the end of the meeting for discussion.

NEW BUSINESS–

MOTION by Garlapo, second by Schlabach, to approve the renewal from Penflex for their services for \$3,350 as a base fee, carried.

NEW BUSINESS (cont.)–

- 1) The date for the Dedication Ceremony will be January 6th from 12-2 pm. The guest list will have to be revised.
- 2) An election petition was given to a former Commissioner. The petition is now available on the District website under the Election Policy.

MOTION by Garlapo, seconded by Metzger, to approve the following resolution adopting the form of the nominating petition for election of the Fire District Commissioner:

- 1) RESOLVED, that the Clarence Fire District No. 1 Board of Fire Commissioners adopt, as its official nominating petition, the attached form to be used by all candidates for the office of Fire District Commissioner, and it is further
 - 2) RESOLVED, that only registered electors of the Clarence Fire District No. 1 may obtain signatures on the form and in the manner as set forth in the nominating petitions, and it is further
 - 3) RESOLVED, that the signature of the witness to the signers of the nominating petition must be notarized in the form and in the manner as set forth in the nominating petitions, and it is further
 - 4) RESOLVED, that signatures of all signers of the nominating petitions must be dated between October 17 and November 22, 2017 (the date petitions are required to be filed with the Secretary), and it is further
 - 5) RESOLVED, that the Secretary of the Clarence Fire District No. 1 shall make the nominating petitions available to any interested party no earlier than October 17, 2017, and it is further
 - 6) RESOLVED, that in the event a special election for the position of Fire District Commissioner is required,
 - (a) The signatures of all signers of nominating petitions must be dated no earlier than 70 days preceding the date of the special election and the date the petitions are required to be filed with the Fire District Secretary, and
 - (b) The Clarence Fire District No. 1 Secretary shall make the nominating petitions available to any interested party no earlier than 75 days before the date of the Special Election of the Fire District Commissioners.
- Motion carried.

MOTION by Work, seconded by Metzger, to approve the following information regarding the Clarence Fire District No. 1 election:

- 1) It will be held on Tuesday, December 12, 2017 from 6:00 PM to 9:00 PM;
 - 2) It is for one Commissioner five year term commencing January 1, 2018 through December 31, 2022, and one Commissioner three year term commencing January 1, 2018 through December 31, 2020;
 - 3) Notice of the election will be posted in the District's designated newspaper (Clarence Bee) between the dates of November 8 and 15, 2017;
 - 4) Fire District Secretary will request registration rolls of eligible registered voters as of November 20, 2017 from the Erie County Board of Elections,
 - 5) Fire District Secretary Megan Kiener will serve as Election Chairperson, Patricia Mergler of 9841 Limehouse Drive and Teresa Payne of 9811 Kingsthorpe Terrace will serve as Election Inspectors/Ballot Clerks. All will be compensated at \$35 pursuant to Town Law, Section 175. Alternate Election Inspectors will be contacted when a list is provided by Erie County Elections in the event the appointed inspectors are unable to serve.
 - 6) Election will be held in accordance with Clarence Fire District No. 1 Election policy.
- Motion carried.

MOTION by Work, second by Metzger, to approve the 2018 budget at \$943,965 to be raised by taxation at \$1.35 per thousand dollars of valuation. It shall be noted: 1) The \$943,965 is the same as the 2017 budget due to the New York State tax freeze which allows residents to receive a tax refund from the New York State Department of Taxation, 2) The tax rate has decreased \$.01 from the 2017 rate of \$1.36 per thousand dollars of valuation, 3) An assessed valuation of \$697,219,226 is used for the tax rate calculation but the final valuation is not yet available from the Town of Clarence, 4) \$330,000 of the 2018 budget is to be used towards payment of the building expansion project BAN. Roll call vote: Garlapo – aye, Metzger – aye, Schlabach – aye, Work – aye. Motion carried.

- 3) The officer candidates for 2018 Office will be done like prior years. It was also mentioned at the Board of Directors meeting.

NEW BUSINESS (cont.)–

MOTION by Metzger, second by Work, to purchase 10 pairs of firefighting gloves from Dival for \$679.50, carried.

MOTION by Metzger, second by Garlapo, to purchase 5 helmet lights from Dival for Firefighter Survival for \$395, carried.

MOTION by Metzger, second by Schlabach, to purchase a hydraulic ram from Dival for \$1,695, carried. There was a comparison quote received from Churchville Fire Equipment.

MOTION by Metzger, second by Garlapo, to purchase 7 sets lock pulls from Dival for \$896, carried.

MOTION by Metzger, second by Work, to purchase elevator lock keys from Dival for \$ 1,365, carried.

MOTION by Metzger, second by Garlapo, to purchase 6 sets of ax/halogen tools, mentioned in the Chief's report, from Dival for \$1,758, carried.

MOTION by Metzger, second by Schlabach, to purchase fencing, as stated in the Chief's report, from Capital Fence not to exceed \$3,500, carried.

MOTION by Metzger, second by Schlabach, to purchase 10 sets of turnout gear, including coats, pants, helmets and boots, from Dival based on the State Bid contract for \$33,800 upon the expiration of the permissive referendum on October 25th, carried.

MOTION by Metzger, second by Work, to a gear washer and dryer from Dival for \$18,350, not including installation costs, upon the expiration of the permissive referendum on October 25th, carried. There were comparison quotes from Inventory Net and Symco costing \$19,200 and \$20,000, respectively.

MOTION by Work, second by Metzger, to accept the 3-year snowplow bid from CAM Services for \$13,500 per season based upon their exclusive control of a front end loader with a 2 yard bucket, as stated in the bid specifications. Roll call vote: Garlapo – aye, Metzger – aye, Work – aye, Schlabach – aye. Motion carried.

MOTION by Metzger, second by Work, to advertise in the Clarence Bee to spend up to \$50,000 for physical fitness equipment from the Equipment Reserve. Roll call vote: Garlapo – aye, Metzger – aye, Work – aye, Schlabach – aye. Motion carried.

MOTION by Metzger, second by Garlapo, to send the EMS Captain to Vital Signs training in Rochester, not to exceed 500, carried.

MOTION by Metzger, second by Schlabach, to send #9 and #9-2 to the Hazmat Leadership Conference, November 3rd and 4th, for \$250, carried.

MOTION by Metzger, second by Work, to send 3 firefighters to the PASS Seminar, November 10th-12th at Ellicott Creek for \$75, carried.

MOTION by Metzger, second by Work, to provide lunch, not to exceed \$250, for the 10/28 drill that is an extended time through lunch, carried.

1) The bill for Assistant Chief Hanford's deer accident was \$264.

MOTION by Schlabach, second by Work, to allow Bill Major to use the pavilion on October 29th from 1-4 pm for a confirmation party. There will be alcohol served, but not sold. Motion carried.

MOTION by Schlabach, second by Work, to purchase the logo sign for the front exterior of the Hall from Quality Quick Signs for \$2,956.89, and to have a 50% deposit of &1,478.39 to be paid now and the remaining balance to be paid upon delivery. This will be added to the previously approved bills. Motion carried.

GOOD OF THE FIRE DISTRICT –

MOTION by Metzger, second by Work, to cancel the October 23rd Work Session, carried.

The next Regular District meeting is November 13th at 6:30 pm.

Commissioner Work thanked Jamie Dussing for attending the District meeting and reporting for the Board of Directors.

Motion to enter Executive Session to discuss the lawsuit at 21:12 hours.

Motion to exit Executive Session at 21:41 hours.

MOTION by Schlabach, second by Metzger, to adjourn the meeting at 21:42 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website