

# CLARENCE FIRE DISTRICT NO. 1

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## **Board of Fire Commissioners:**

David R. Metzger, Chairman  
Douglas G. Garlapo, Vice-Chairman  
Gerald J. Roy, Jr.  
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 Metzger on **Tuesday, October 18, 2016** at 18:30 hours.

## **ROLL CALL:**

Present: Commissioners Metzger, Roy, Schlabach, Garlapo, Work, Secretary Megan Kiener

Absent: Treasurer Kim Lash

Guests: Second Assistant Chief Chad Hawes, Fourth Assistant Chief Brett Hanford, Board of Directors representative Ron Tyx Sr.

## **APPROVAL OF PRIOR MEETING MINUTES**

**MOTION** by Garlapo, second by Metzger, to approve the September 12, 2016 regular Board meeting minutes, carried.

**BOARD OF DIRECTORS' REPORT** – Ron Tyx Sr. was approached by members with concerns over the new requirements. He suggested that the Commissioners consider using OSHA and First Aid as drills versus training. EMS and fire drills will count as drill credits, and it doesn't matter what combination of drills a firefighter uses to get to the required 6 drills. Commissioner Work stated that there are mixed messages from the current First Aid course provider. The current provider says it should be a 2- day course, and it can't be done in one night. Narcan training could be added to the course as well. The EMS Captain should schedule another First Aid drill for next month.

## **SECRETARY'S REPORT**

- 1) The September 2016 NFIRS data was sent and submitted to New York State.
- 2) More beneficiary forms were returned this month. There are still 14 firefighters that need to complete the forms.
- 3) Per the records in the District office, there are 20 firefighters that need to take OSHA training for the year. Explorers take the same OSHA training class, so when they become an active firefighter they already have OSHA for the year.
- 4) There is a registration for next year at Firehouse Expo 2017 worth \$479.00 because of the cancellation from this year. There was \$117 flight credit to the Chief's account that expires on July 26, 2017. \$346 was credited back to the Chief's credit card. The flight that was cancelled was a restricted flight, which is why the total cost of the flight was not fully refunded to the Chief's card.
- 5) The District received the newest edition of New York State Fire District Officers Guide.
- 6) There was a question on one Red Alert report. A Chief didn't sign the sheet, but he responded to the incident.

**MOTION** by Metzger, second by Schlabach, to add Chad Hawes to incident 16-12904 sign in sheet, carried.

- 7) Secretary Kiener is at school until 5:50 pm on Mondays for the fall semester. Due to this, she could be late to some meetings. Treasurer Lash offered to keep minutes for Secretary Kiener until she arrived for the meeting, if she runs late.
- 8) Secretary Kiener has an exam on December 12<sup>th</sup> until 6:30 pm. She should be out of the exam by 6:30, but wanted to make the Commissioners aware of the situation.

## **TREASURER'S REPORT**

- 1) The draft New York State audit report was sent to the Board. This report was reviewed during the final exit conference. The auditor agreed to amend the statement in the audit that "as of June 15, 2016 construction on the building expansion project has not commenced" to reflect the project start date in August. The District has 30 days to respond in writing which will be included with the final audit report and 90 days from the issuance of the Final Report the Board is required to file a corrective action plan. Both documents were rolled into one and submitted at the final exit conference. The Board must approve an audit response by resolution.

**TREASURER'S REPORT (continued)**

- 2) Attorney retainer of \$615 remaining. (Charged: Lawsuit FOIL request \$422, 2016 Election/budget advisory \$98, Inspection dinner policy \$878, haz-mat municipal coop agreement \$488.)
- 3) Fire District of NY Mutual Insurance Co., Inc. sent notice that the VFBL insurance is expected to increase 5% to 9%.
- 4) The VFBL renewal application was submitted.
- 5) The second DASNY \$300,000 grant Project Information request was received. The 34- page document required submission of the: Grantee Certification, IRS Form W-9, Grantee Questionnaire and Financial Documentation for budget costs and dedicated funding sources. The next package will be the Grant Disbursement Agreement which is the contract between DASNY and CFD#1 which sets forth the terms by which the grant funds will be disbursed.
- 6) Also, completed the second construction progress reporting survey for the US Census which will be required to be submitted monthly during the duration of the building expansion project.
- 7) \$21,105.45 has been paid to date for uniform expense. \$993.40 reimbursement has been requested from the Fire Company for the cost of inactive firefighter uniform updates. A motion is needed to support the rationale for using Sewing Technologies without written quotes.
- 8) The Building Expansion project costs schedule is included for Board review. The total dollars available for the project are \$4 million. All known costs have been itemized. Current cash available is \$1.8 million which is estimated to cover costs through January based on RPOH's projections. With the DASNY grant the February costs could also be covered. Adding the 2017 tax receipts will pay the bills through April or May at which time the BAN cash will be required. The project payments made from the Building Reserve total \$200,581 to date.
- 9) Commissioner Work stated that the computer consulting fees for the budget next year had gone down to \$5,000.00, and he would consult Treasurer Lash about it next month.
- 10) AMD Environmental, the company that demolished and removed the asbestos in the house next door, required a \$2,386.00 payment.

**MOTION** by Garlapo, second by Roy, to approve bills, check #3496-3538, in the amount of \$30,400.28, carried.

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

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

**CHIEF'S REPORT**

- 1) 31 total calls for September including: 18 EMS, 3 motor vehicle accident, 6 false alarm, and 4 other calls.
- 2) Gary Siminski's and Emily Cassell's boots came in.
- 3) Ladder 6 lights are on delay.
- 4) The pump test was completed and resulted were good.
- 5) The Chief plans to have the entire uniform project completed by November 1<sup>st</sup>. The Chief is working with Treasurer Lash to make sure everything billed for is correct. There is no need to withhold the payments for the project anymore. The project went over budget by \$15,000.00.
- 6) The projector screen that was installed worked nicely for the Tom Merrill presentation.
- 7) The Chief and Commissioner Work will discuss purchasing the Red Alert upgrade soon, or possibility waiting until the spring to purchase it. The money to fund the project might have to come out of next year's Chief budget, depending on the Building Project, if upgrading is that important. \$5,600.00 came out of the EMS budget for uniforms, but Red Alert still could be funded and purchased at the end of the year.
- 8) The Hazmat trailer is done. All that needs to be done with it, is to hang up the shelves and begin loading and organizing it. 7-1 should be done by the end of the year.
- 9) After the Building Project is complete, will there be an inspection or open house? Should there be a grand opening? It is still too early to say anything for sure.
- 10) The EMS inspection that was originally scheduled for October 27<sup>th</sup> had to be rescheduled due to conflicts.
- 11) The Hazmat trailer is taking longer because Mike Dennies, Chief Schlabach, and Fourth Assistant Chief Brett Hanford were the only ones working on it. 7-1 is very unorganized. 7-1 should not be touched until the trailer is done, that way there is only one thing going on at a time. There are 5 shelves already in the trailer, one more is needed. It should be completed by the end of the month.

**CHIEF'S REPORT (cont.)-**

12) Commissioner Roy stated that the Chiefs and the lieutenants need to keep an eye on the trucks because they are getting dirty. There is a film on the windows and the trucks need to get spruced up. There is also an issue with people not putting fuel in the trucks. This also needs to be monitored.

**COMMISSIONER ROY –**

1) Ladder 6 is ready to go.

**COMMISSIONER GARLAPO –**

- 1) Mitchell Szabo moved away. Commissioner Garlapo will move his folder to the unvested inactive personnel drawer.
- 2) OCCUSTAR approved First Assistant Chief Ken Beil for administrative/ light duty.
- 3) There are 56 active members. Of those 56: 35 are interior, 12 are exterior, and 9 are Fire Police. 2 others are administrative/ light duty.

**COMMISSIONER METZGER –** no report.**COMMISSIONER SCHLABACH**

- 1) Based on the Board of Directors meeting, the Commissioners could possibly put together a 2- page document outlining the new requirements. It might still be too lengthy and still might confusing.
- 2) The FEMA grant opened on October 11<sup>th</sup> and closes November 18<sup>th</sup>.
- 3) The District received the furniture from RP Oakhill. Commissioner Schlabach will write a thank you letter and have each Commissioner sign it.
- 4) There is extra topsoil from the Build project. Commissioner Schlabach told the Construction Manager to leave it piled, and put the remaining dirt in the back. The extra dirt will be used around the parking lot to fill in as needed. The gas line was done the 18<sup>th</sup> and 19<sup>th</sup>. The foundation will be dug and poured next week. There is one more set of forms for the Ranzenhofer grant, and there will be a press release for Ranzenhofer for the paper. The wash bay is now closed because the rebar was left behind the back door. The Search and Rescue trailer is by the Pavilion and plugged in; the Hazmat trailer will be put back there when it is finished. Frey Electric needs to put in more conduit for traffic signal control. It will run to the front corner instead of the breaker box. Commissioner Schlabach might talk to the state DOT beforehand because the department doesn't normally use it. Should the buttons be put back in? It hasn't been used in years. If it requires another conduit, don't bother to put it back in. Commissioner Schlabach will hand deliver the check to NYSEG for the pole and 3 transformers. The estimated in-service date is mid-November. There is a SWIP inspector that regularly comes to the site and will continue coming until about 70% of the grass is grown after the project. The AMD Inspector was also there for asbestos removal. There is another inspector that comes daily to check the moisture content in the soil and the compaction of the stone. The multiple inspections were not planned.

**COMMISSIONER WORK–** no report.**OLD BUSINESS–**

- 1) The Inspection Dinner Cost policy was talked about during the Budget Hearing. Under section A, bullet 4, was changed from 3 surrounding departments, to 4. Once it is approved, it needs to be sent to the Fire Company president.

**MOTION** by Garlapo, second by Work, to approve the Inspection Dinner Cost policy draft dated 10/1/16 as presented, except for the correction of 3 to 4 fire departments, carried.

- 2) The 5- year borrowing plan is still under review by the Board. Is there a possibility to go to a 10- year plan for borrowing so there is no need to worry about catching up? The Chief vehicles may have to wait until 2020 because the Building Project is the priority. Even with 5- year borrowing, there is an extra \$100,000 left to spend. The District will wait to see the expenses of the Building Project before committing to anything. The surprises with the Building Project should stop soon.
- 3) Firehouse Expo has credited the District a registration for next year after one was cancelled for this year's Expo. Should the District express their feelings to Brian Powers? The registration may or may not be used for next year. Should the District request an explanation? The District is willing to send people to training, but the person going is held accountable to go.

**OLD BUSINESS (continued)**–

- 4) Many members are still confused about the new member requirements. New member drills will complete the requirement for new members. Firefighters that are already members won't learn anything from the new member drills though. Better training for everyone is needed and it needs to be publicized more. The Chairman will review the firefighter requirements at the 11/2 meeting.
- 5) Based on the findings during the audit, the District should look for competition for OCCUSTAR at some point in time, because the auditor suggested RFPs for professional services. The reasoning for choosing the vendor for turnout gear needs to be in writing. The District needs to be more diligent and periodically investigate other vendors. Treasurer Lash should send out the final copy of the audit response.
- 6) A draft of an inter-municipal agreement went to Brighton and Buffalo. Should the District vote on it tonight or wait for a response from Buffalo? Who is the check made out to, City of Buffalo or Buffalo Fire Department?
- 7) New member drills take care of requirements for new members. Should the District start pro-rating call requirements for new members? Assistant Chief Hawes suggested to designate the call requirement based on the quarter of the year the member joins. More ideas will be discussed at the upcoming meeting.
- 8) The District went with Sewing Technologies because they have our patches so there won't be set up charges. The initial figure was not figured to be around \$20,000. Every member got new patches, alternations and brass name tags and collar tags.

**MOTION** by Garlapo, second by Schlabach, to use the 2016 OSHA class for Christian Rider-Work and Natalie Hochadel, taken as explorers, to meet the requirement for the 2016 active duty firefighters, carried. Commissioner Work abstained.

**NEW BUSINESS**

- 1) Please add the following motion made under new business to the 9/12/16 minutes: **MOTION** by Garlapo, second by Metzger, to adopt the proposed 2017 budget at \$943,965 to be raised by taxation at \$1.36 per thousand dollars of valuation. This budget includes line items totaling \$416,865 which will be used to help finance the Building Expansion Project. Motion carried.

**MOTION** by Schlabach, second by Work, to appoint CAM Services of 10169 Main Street for the snowplowing contract for 2016-2017 for \$9,000, carried.

**MOTION** by Metzger, second by Work, to approve the budget line item transfers, as presented by the Treasurer, carried.

- 2) Commissioner Work stated there is less in the technology budget due to the transfers. He was planning on upgrading Red Alert this year, but because of the Building Project and tax freeze, the budget was tight. There were no other options to go with.
- 3) There is one application received already for the 2017 officer interviews.

**MOTION** by Work, second by Metzger, to pay OCCUSTAR Inc. \$595 for OSHA training at Clarence Fire District No. 1 in 2016, carried.

**MOTION** by Metzger, second by Garlapo, to authorize Treasurer Lash to spend \$158,180.67 from the Building Reserve for Building Project expenses, carried.

- 4) A Fire Police portable radio was broken after it was run over at a call. The Fire Police man was issued a new radio from storage. It was bent and there was no microphone, so it was not worth it to fix it.

**GOOD OF THE FIRE DISTRICT –**

Commissioner Garlapo will attend the Board of Directors meeting on November 21<sup>st</sup>.

**MOTION** by Metzger, second by Work, to cancel the October 24<sup>th</sup> Work Session, carried.

The next Regular District meeting is November 14<sup>th</sup> at 6:30 pm.

**MOTION** by Garlapo, second by Work, to adjourn the meeting at 20:45 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

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

October 19, 2016

## **OSC Audit Report Response and Corrective Action Plan**

The Clarence Fire District No. 1 Board of Fire Commissioners would like to thank the Comptroller's Office for its very comprehensive review of the District's records and the subsequent suggestions.

It is of value to learn that vendors have made errors in the quote of State Contract price; the Board in the future will require documentation from its vendors proving the State Contract price quoted.

The Board acknowledges that it is important to provide detailed documentation in the minutes as to why decisions are made and we have strived to do so. However, on the few purchases noted, documentation can be improved. To right this omission the Board will amend its minutes to reflect this additional information for the professional service purchases cited:

Physical exams: Quotes were obtained at our medical program inception. This is documented each year in the District's organizational minutes. The District's medical provider has knowledge of the physical requirements and duties of the firefighters and performs a respiratory fit test for use of the breathing apparatus used, which is not something routinely available from all medical providers. The District now has a long standing professional relationship with this vendor who has always been extremely responsive to our requests and needs. They are highly recognized for service provided to WNY fire companies and fire districts and beyond. They do exams for all the surrounding companies/districts so this gives our **volunteers** many options for getting their exams completed within their personal schedules. The exam provider is responsible for retaining medical records. Constant switching of vendors would result in firefighter records being at multiple vendors, producing issues should the medical history be needed. This vendor also provides some mandated training (OSHA), and also does so for surrounding fire companies. As with exams, this gives the **volunteers** much more flexibility in getting this requirement fulfilled. Periodically the Board will investigate the cost of the exams and solicit other vendors that may be able to provide equivalent service.

Turnout gear cleaning and repair: This is a very specialized service with very few options as to vendors providing the full range of service needed. There were no vendors in the Buffalo area so a source out of the area is used. Longevity of turnout gear is largely based on use at incidents. This vendor not only cleans and repairs, but also provides an inspection as to the safety of the continued use of the gear. They do not sell turnout gear and therefore provide an unbiased third party opinion about the safety of the continued use of older gear thereby saving the District money by extending the gear's lifetime. The Board will continue to search for other vendors from time to time.

October 19, 2016

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OSC Audit Report Response and Corrective Action Plan

Architect: The District's construction project has commenced as of August 2016. This was a project that started and stopped a few times. Much of the preliminary studies and work was the same for the "starts and re-starts". To change firms would have required re-do of much of this preliminary work resulting in duplication of services

AND duplication of additional expenses. The District did interview many candidates prior to the start of the project's feasibility study. By the time the project scope was established a very good working relationship had developed with this firm. The firm also, as we switched gears, did several modifications at no additional expense to the District. It should be noted that this firm also had the most experience working with Firehouse construction and had an excellent reputation for this service. If and when we are in need of architectural services, the District will again solicit professional services.

In closing, there will be increased effort to ensure that the District's meeting minutes reflect the research and rationale for the procurement of professional services and the District will investigate the need of implementing a dollar threshold for the bidding of professional services. This document was approved by resolution of the Board of Fire Commissioners at their meeting on October 18, 2016.

For the Board of Fire Commissioners,

David R. Metzger  
Chairman