

CLARENCE FIRE DISTRICT NO. 1

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Board of Fire Commissioners:

Douglas G. Garlapo, Chairman
David R. Metzger, Vice- Chairman
Douglas J. Larkin
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, November 12, 2018** at 18:30 hours.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, Assistant Chief Brett Hanford, Johnathan Casillas, Attorney Mark Butler

MOTION by Garlapo, second by Larkin, to enter into executive session at 6:30 pm to discuss the suspension of a firefighter with attorney Mark Butler, carried.

MOTION by Garlapo, second by Larkin, to exit executive session at 8:24 pm with no action taken by the Board, carried.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by Garlapo, second by Metzger, to approve the October 16, 2018 minutes with no corrections, carried.

BOARD OF DIRECTORS' REPORT: - Eric Olson, no report.

SECRETARY'S REPORT:

- 1) Thank you to commissioners for mentioning at the company meeting that requirement discrepancies need to be taken care of as soon as possible and not at the end of the year.
- 2) Chief Schlabach and Secretary Kiener will be working on new member binders.
- 3) Erie County Board of Elections will be delivering machines and other materials for the December 11th elections. No petitions have been received yet; they need to be in by November 21st.
- 4) The election notice for the District elections will be in the November 14th edition of the Clarence Bee.

TREASURER'S REPORT:

- 1) Tony Hill from Penflex requested a meeting since he was in town. He toured the building and shared a number of interesting points on: how they compute the annual contribution, how they differ from VFIS' LOSAP program and RBC's performance in comparison to other investment firms. They will soon also be sending out a newsletter and asked that I review his first draft.
- 2) The Chief has requested the October check for Sewing Technologies not be released until he picks up the order and confirms it is correct. He hasn't had a chance to get there yet but Commissioner Metzger agreed the check could continue to be held since the product is not yet received.
- 3) Chief Schlabach also noted the pike poles have not yet been delivered so the Witmer check should also be held. Additionally, a second pallet of speedy dry is on order that must not be paid for as it will be paid for by the insurance company of the spiller.

MOTION by Garlapo, second by Work, to approve bills, check #4487 - 4531, in the amount of \$94,035.84 from the General Fund, carried.

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

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

CHIEF'S REPORT:

- 1) There were 37 calls for September: 27 EMS, 4 false alarms, 3 MVA, 1 mutual aid and 2 others calls.
- 2) The last drill of the year will be on December 1st at 9:00 am.

CHIEF'S REPORT (cont.):

- 3) All certificates and expense reports were submitted for Firehouse Expo.
- 4) Brian Powers attended the Getzville EMT recertification. No other EMTs attended. A copy of the certification was given to the District.
- 5) Chief Schlabach requested Secretary Kiener to update the requirements spreadsheet.
- 6) Hillery Dennies took the 40 hour Hazwoper training. Chief Schlabach is checking into if it is equivalent to the OFPC hazmat tech equivalent.
- 7) The tool mounting project complete and saws are installed on 1,2,5,6.
- 8) New Member Training/Mentoring Program is finalized and in-process. Chief Schlabach will be meeting with Secretary Kiener to make additional copies of binders. The probationary member spreadsheet will be posted twice per month. Ben Hanford & Danny Beil will be finishing the program very shortly. The District will receive a memo regarding program completion on letterhead with copy of log sheet and asking for 6 drill credits. Mentors will be receiving LOSAP points as appointed officers and won't get drill credits.
- 9) Drivers List discussion is on hold until next month.
- 10) There is no paperwork on the hazmat call on I-90 from last week. Assistant Chief Chad Hawes is working on getting it.
- 11) Lea Stanley's equipment was returned. Commissioner Larkin has a signed copy of the equipment return sheet.
- 12) Commissioner Larkin has been in contact with Mike and Garren Dudas to return his class B uniform. They can't find it due to moving.
- 13) Pike poles were ordered, but not received yet. Please hold the check.
- 14) Thermal Imaging Cameras were received, labeled, and put into service.
- 15) Scott Lens Kits & Schutz Optical Cost order will be placed soon.
- 16) Fire police flashlights were ordered and received.
- 17) Fire police signs were ordered, but not yet received.
- 18) Rescue equipment was donated to Swormville FD and a receipt left with Commissioner Metzger.
- 19) We received equipment and supplies from Snyder to be put on hazmat trailer.
- 20) The driver qualification list does not require any action this year.
- 21) Commissioner Schlabach congratulated and thanked Chief Schlabach for his hard work and dedication as chief the last three years.

COMMISSIONER GARLAPO: no report.

COMMISSIONER METZGER:

- 1) The rescue truck committee met on October 23rd and is progressing. The committee will give its recommendation after meeting with other manufacturers.
- 2) 10-75 Lighting fixed 7-1 after the lights were found to not be working during the call on the thruway.
- 3) Amherst Fire Control radio upgrade was announced at the last Chiefs meeting. They are looking for recommendations for weak areas. The Board can submit a list of concerns. Commissioner Larkin stated that the radio is getting worse. Commissioner Metzger said that the transmission signal is weaker, and the phasing signal is better. They are possibly on back up because it has been happening for a few months.
- 4) Commissioner Metzger asked that the Chief write a letter to the Town Engineer requesting / communicating the issues at Brothers of Mercy radio communication, and request an upgrade. The process to upgrade can be started by the request.

COMMISSIONER SCHLABACH:

- 1) The conference table was ordered from Kittenger. There are emails and calls to document other quotes. The lead time is 8-12 weeks.
- 2) Once Paul Meyer, Jr. gets power to the front sign, Ulrich Signs will come back and teach the District how to use it. The mason will possibly come to do the brick in 2-3 weeks. There are blankets that we have and can use so that the mason can get it done this year. The sign project has to be finished by March 8th per the insurance company. Mary Gilbert from McNeil and Co. is taking care of this claim.
- 3) The exterior lights were repaired by Frey Electric. They changed the drivers and LED strip lights.
- 4) Tri-R Mechanical is coming on Wednesday to take the gas out of the cooler compressor. Paul Meyer, Jr. may dismantle it right after, and he may need help. After it is dismantled, we can look at the wall and floor to rebuild as storage.

COMMISSIONER WORK:

- 1) Sexual harassment training cannot be included in OSHA training. Commissioner Work received a proposal from Triple Track HR Company for the training in the amount of \$1,800. There are 3 sessions that are 1.25 hours, and an exam afterwards for firefighters. There is a 30 minute session for the Board of Fire Commissioners. Every firefighter needs it by October 2019.

COMMISSIONER LARKIN: no report.

OLD BUSINESS :

MOTION by Metzger, second by Work, to advertise for sealed bids for the emergency response light package for 3 new chief vehicles to be opened at the December meeting, carried.

- 1) The driver list discussion will be held off until the new year.

MOTION by Metzger, second by Larkin, to award 3 new chief vehicle mini bid to Basil Chevrolet for \$109,577.10, carried.

- 2) Commissioner Garlapo will follow up with Tom Brady regarding the cancer bill. ESIP and VFIS have comparable programs. ESIP and Hartford cost \$174 per year per firefighter. VFIS costs \$137 per year per firefighter. There is no history with this program, so accurate costs are not yet known. Tom Brady does not believe that the \$137 from VFIS is sustainable. The Board can supply Tom Brady with the number of firefighters by January 1, 2019 and the names of those firefighters by January 31, 2019. A motion needs to be made before the first of the year. Since the District currently has ESIP, the Board would likely use them, if it can be added to the policy. Commissioner Larkin will talk with Tom Brady to see if it can be easily added to our current policy.
- 3) Commissioner Garlapo will follow up on the use of the fitness room by inactive life members for next month's meeting.
- 4) Commissioner Work will get a comparison quote for the harassment training that is required in order to make a motion at the next meeting.

MOTION by Garlapo, second by Larkin, to approve the revision to the medical leave policy, section III, paragraphs D and E, carried.

- 5) Commissioner Schlabach received an invoice from Buffalo Engineering for the roof top unit replacement project. It is for 42.31% of the project, for a cost of \$2,200. The remaining portion of the project will be completed in the next 2-3 weeks and bids will be sent in January.

MOTION by Schlabach, second by Work, to add the invoice from Buffalo Engineering to the bills to be paid this month, carried. The checks approved from the meeting are #4487-4532 for a total of \$96,235.84.

NEW BUSINESS

- 1) The interview that is scheduled for 10:00 am on Saturday morning was rescheduled for 9:00 am. After the meeting, a motion will be made to add members to the eligible officers list for the company elections.

MOTION by Garlapo, second by Schlabach, to approve Patrick Thompson as an active firefighter in Clarence Fire District No. 1 pending a physical exam and background checks, carried.

MOTION by Garlapo, second by Work, to approve Patrick Lawrence as an active firefighter in Clarence Fire District No. 1 pending background checks, carried. Patrick has completed his physical for the year as an explorer.

GOOD OF THE FIRE DISTRICT:

Commissioner Garlapo will be attending the Board of Directors meeting on November 19th.
The next Regular District meeting is December 10th at 6:30 pm.

- 1) Commissioner Work will look into getting new polo shirt quotes.
- 2) The Board would like to hang up Commissioner Schlabach's plaque in the Board Conference room.

GOOD OF THE FIRE DISTRICT (cont.):

- 3) Commissioner Schlabach will not be in town for the December 19th ECFDOA meeting that will be held at East Seneca. Commissioner Schlabach asked if another member of the Board can attend in his absence.

MOTION by Schlabach, second by Metzger, to adjourn the meeting at 21:26 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Chief, Commissioners, Day Room Bulletin Board, Website