

# CLARENCE FIRE DISTRICT NO. 1

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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 regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, November 13, 2017** at 18:30 hours.

## **ROLL CALL:**

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

Absent:

Guests: Chief Jeff Schlabach, Brian Powers, AJ Shisler

## **APPROVAL OF PRIOR MEETING MINUTES**

**MOTION** by Work, second by Metzger, to approve the October 17, 2017 Regular Meeting minutes with corrections to Commissioner Metzger's motions under New Business, and correction to the start of the Annual Budget Hearing, carried.

**MOTION** by Work, second by Metzger, to approve the October 30, 2017 Work Session minutes, carried.

**BOARD OF DIRECTORS' REPORT** – Board of Directors Representative AJ Shisler had no report.

## **SECRETARY'S REPORT**

- 1) The permissive referendum for fitness equipment ends on December 1<sup>st</sup>.
- 2) Commissioner Schlabach was the only person who has requested an election petition from Secretary Kiener so far. A reminder that the petitions have to be in by November 22<sup>nd</sup>.
- 3) The adopted 2018 budget was filed with the Town Clerk.
- 4) Secretary Kiener is still trying to schedule alternate election inspectors in case the inspectors already scheduled cannot make it. The list provided from Erie County seems to be outdated because some of the individuals listed are not current inspectors.
- 5) Secretary Kiener will not be attending the Regular District meeting on January 8<sup>th</sup> due to having class. Treasurer Lash will be taking the minutes for the meeting.

## **TREASURER'S REPORT**

- 1) First Assistant Chief Hawes October vehicle report was submitted for 980 miles, 87 gallons, 11.2 mpg for the month and 12.8 mpg year-to-date. Vehicle mileage is 44,900.
- 2) Working on the new fob program installation. System access is set up similarly to how it has been in the past. Input was received from Commissioners Metzger and Schlabach, the Chief and President. Changes may easily be made to door access within the program. A schedule will be provided for Board of Fire Commissioners' review after several outstanding questions are answered by Amherst Alarm. Three questions for the Board were all answered affirmatively: (a) 6 unknown fob holders are on the list. Should those be inactivated? Yes, they should be turned off. (b) Will the five construction keys be returned? Yes, the fobs will be coming back. (c) Would Board care to set up a procedure to change future door access changes? Each year captains and lieutenants will have to be changed. Certain rooms will be off limits. A plan may be addressed after a schedule is provided.
- 3) Treasurer Lash attended the October 18<sup>th</sup> webinar offered for those that did not receive FEMA grants. Over 10,000 applications were received. First applications are electronically scored. We did not make it to next step of peer panel review. There can be several reasons why an application would not make it to panel. We may not have received PPE because of the PPE age. The median PPE age of all applications was 12 years 2 months. The median PPE age of applications going to peer panel was 14 years.
- 4) On October 31<sup>st</sup>, Treasurer Lash attended the webinar to learn how to apply for a records management grant. Application are due January 16, 2018 with a maximum \$75,000 grant. There is classroom training on November 29<sup>th</sup> in West Seneca and a December 13<sup>th</sup> webinar for how to write a great narrative.

**TREASURER'S REPORT (cont.)**

- 5) On November 3<sup>rd</sup>, Treasurer Lash attended a free Lumsden, McCormick seminar for governments. Panelists included Bob Freeman, Executive Director for the NYS Committee on Open Government. A Niagara University professor spoke about the economy, which is in his opinion, is now operating close to optimum. The OSC audits' content was reviewed. An Independent Health Chief Medical Officer spoke about the US Health Care System and the change to Value Based Care instead of paying for visits. Social Media was another topic of discussion. There was no new insights provided for District use but the information presented was interesting.
- 6) ECWA returned \$25,000 funds not used of the \$36,000 paid.
- 7) No news from DASNY this month. Last word Commissioner Schlabach had was it was on the Governor's desk. Without the funds the District is unable to pay the invoice submitted by Transit Construction Services for \$170,297.
- 8) With the Transit Construction bill, \$4 million will have been paid out since the start of construction. The most recent estimate has the total project cost at \$4.2 million. Currently estimated \$45,000 of expenses greater than the cash on hand.

**MOTION** by Garlapo, second by Metzger, to approve bills, check #4016-4039, in the amount of \$17,931.00 from the General Fund, carried.

**MOTION** by Metzger, second by Schlabach, to approve the 8 vendor payment for \$132,988.75 from the Building Reserve, carried.

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) There were 43 calls for the month: 1 fire, 3 mutual aid, 25 EMS, 4 false alarms, 3 MVA, and 7 other calls.
- 2) Travis Griner and Christian Rider-Work will be attending training. Chief Schlabach and Assistant Chief Hanford will not be attending the Hazmat Training. There is a UAV Drone training program that will be no cost to the District. Does it need to be approved? The State Center, the same location as the Hazmat Training, will be December 18<sup>th</sup> and 19<sup>th</sup>. Chief Schlabach would be taking the Chief's truck. It is in the Syracuse area.
- 3) On Wednesday, Chief Schlabach will be meeting with Jeanette from Kreher's Farm regarding 5400 Davison Road. They will walk through the building for training. The rules have changed since the last time training was done on their other property. There has been plenty of burning opportunities. Training will not be done here until after January 1<sup>st</sup>.
- 4) Newstead Fire Company could refill air bottles for free instead of using S.O.S. We could still use S.O.S. for record and hydrostatic testing. Commissioner Metzger stated that if they need to get rid of their supply, they could top off our tanks.
- 5) Nick from Dival would like to meet with the Board of Fire Commissioners for about 10 minutes to discuss an apparel uniform program. They would put a pamphlet together and the District could fixate a budget for apparel. Chief Schlabach brought it to the Boards attention to see if there would be any interest in it; nothing needs to be done if uninterested.
- 6) The District received the bill for the supplies for the hazmat call on the I-90. It totaled \$818.70 for Level C suits, containment ponds and booms. Chief Schlabach has been trying to get the company, Forward Air, to take care of the bill. He spoke with a woman there who stated the check will be cut and should be received within 1-2 weeks. Payment is not going through Bomansville Fire Company. A PO can be written, and once the check is received and deposited, the invoice can be paid.
- 7) The Chief requested 2 red helmets for the new captains, 15 minuters, 6 pagers, and gear locker boxes. Assistant Chief Hanford will be collecting the serial numbers of the broken stock we have. Spare lights and radios will be surplus. Mueller Sound and Saya sent quotes for the minuters and pagers for \$775 and \$725, respectively. Gear locker boxes from Gear Grid would be \$50 each. We would receive a \$12 credit for each helmet holder, 74 in total, that will be sent back; there will not be a restock fee. Installation of the gear boxes would be done in house.
- 8) The gear washer is on, but the dryer isn't here yet. Paul will install after the dryer comes in. Who will have access to the washer and dryer? There will also need to be a special wall mounted soap dispenser. A log will be kept for recording the gear done.

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

- 9) When Turnout Express did the water penetration test, gear from a firefighter failed; it was a vapor barrier issue. The Sted Air 4000 model of liner was the issue. The new gear sets will have the Sted Air Gold liner that costs a little more. The Sted Air 3000 and Gold didn't have the same issue the 4000 model did. However, the manufacturer stated that the issue is fixed. Dival and Honeywell will inspect, and warranty any of the Morning Pride gear. Members with that gear would be without their gear for about 2 weeks. It will be no more than \$125 more per liner; the permissive referendum amount will cover the increase. If the Gold liner is used, you are not gaining anything by using that liner; there are not real improvements in the thermal protection, but they are more durable. It will be easier to wait for the new gear to come in before sending the old gear out. 5 explorers will be attending Firefighter 1 next year and will need compliant gear.
- 10) The mezzanine project is on hold until the mezzanine concrete is sealed. The project will continue after the Building Project is done.
- 11) There will be an 8-12 week lead time on the exercise equipment for the Fitness Room Project. Assistant Chief Hanford, Brian Powers and Commissioners will be meeting with the vendor on November 20<sup>th</sup> at 5:30 pm.
- 12) The Fire Company will be taking care of the mailroom project. The room will be finished before the Dedication Ceremony and Installation Banquet.
- 13) The NYS Chiefs dues and renewal are due and need to be paid.
- 14) Will the stripes be done in the front of the building? Commissioner Schlabach is waiting on a call back from Thomann Asphalt.

**COMMISSIONER GARLAPO –**

- 1) The insurance company for the injury at Timberlakes contacted Chief Schlabach because we responded to the EMS call. It is not appropriate for the District to give out information unless it is put in writing.
- 2) Penflex sent an email reminder to Commissioner Garlapo for the annual LOSAP contribution. A decision has to be made at the next meeting regarding the contribution.
- 3) Physical Exam dates have been set up for Tuesday, February 6<sup>th</sup> and Thursday, February 22<sup>nd</sup> at 6pm. They may want to rearrange the way they set up the exams in the hall.

**COMMISSIONER METZGER –**

- 1) The last thing needed to finish fixing the Ladder truck is the fan; it hasn't come in yet. There was \$5,900 in towing damage and a \$4,300 repair bill for the engine issues.
- 2) Ground Ladder Testing is next month.
- 3) Officer applications are due soon. The Company will receive the list of eligible people on December 1<sup>st</sup>.
- 4) Cleaners will provide quotes to compare after the desks are moved to the new office.
- 5) A recall for Takata airbags was sent to us. The airbags effect the 2007-2014 Tahoes, and the Chief trucks are 2013s.

**COMMISSIONER SCHLABACH –**

- 1) The sign project is still on hold. It needs to be taken care of by March 8<sup>th</sup>, or the remaining \$2,500 being held by the insurance company will not be given to us. With the money withheld, the total received from the insurance company will be \$18,000. For just a sign and posts, without any masonry work, would be \$25,000- \$28,000.
- 2) Dave Eirick will be sending us a quote for landscaping. He estimated \$600 per month, around \$3,500 to \$4,000 per season.
- 3) For the dedication ceremony on January 6<sup>th</sup>, Commissioner Schlabach contacted Pastor Steve Beigner for the ceremony. Father Joe is not available. Commissioner Schlabach will need help organizing the ceremony.
- 4) Everyone involved has a punch list written. The main water supply and incoming sprinkler will be changing. There are 85 items on Delia's punch list. The Commissioners will need to sign off at the end of a project, and after another walk through when punch list is almost complete. The office and conference room are cleaned, so furniture can be moved; Network Services can set up computers after the desks are moved. The AV contractor was at the hall today to install speakers and the scanner will go through the speakers. Name tags for the gear lockers have been ordered and gear will be moved in after touch ups are finished. The truck room floor will be getting washed. Snow plow stakes have been put up and Commissioner Schlabach had a walk through with CAM Services for the snow removal plan. The bailout simulator will need to be moved because it is deteriorating; it will need to be moved before the winter comes. If it isn't needed anymore, Paul can break it down for shelving.
- 5) Spectrum can come in after TVs are up and powered. TVs will be purchased from Best Buy; a plan needs to be created.

**COMMISSIONER SCHLABACH –**

- 6) On Commissioner Schlabach's trip to Ohio, he looked at an Amish-made table for the new conference room. It was around \$5,000 for the 16 foot boat shape table made of oak.
- 7) Commissioner Schlabach is waiting for pricing from Thomann Asphalt for the front striping.

**COMMISSIONER WORK –**

- 1) Kevin Haskell from Network Services is putting the upgrade project on hold for now. They will be sending an invoice but we do not need to pay it yet. However, we will owe a little more. Computers for Secretary Kiener and Treasurer Lash are already in. The users account information will be updated. Most can be done remotely. Red Alert is ready to go.
- 2) There will be an order for EMS disposables. Regulators, clip boards, and bandages are needed.
- 3) There is one last OSHA training on Saturday at Clarence Center from 9am until 5 pm.
- 4) Should there be a lock on the server room door? The lock sets off the red door can be put on door.

**PUBLIC COMMENTS**

- 1) Brian Powers asked if the server room is climate controlled and if the area has restricted access. The room will only have a few people with access with the fob system.

**OLD BUSINESS –**

- 1) How does the Board feel about a Twin City Ambulance quarters at the hall? We could make it work. The water in the pole barn doesn't have to be shut off. The old coat room could also be used. It will be discussed further.

**MOTION** by Work, second by Garlapo, to expend an additional \$2,518.47 to Network Services for Microsoft Software licenses needed with the new technology as a result of the capital project, carried.

**NEW BUSINESS –**

- 1) A decision needs to be made regarding the LOSAP contribution by next month.
- 2) The Boy Scouts of America sent an email to Chief Schlabach and Ken Beil. Explorer post renewal will need to be completed by December. Last year was a similar situation where the paperwork was not received until late.

**MOTION** by Garlapo, second by Schlabach, to renew the Explorer Post at a cost not to exceed \$500, pending receipt of the appropriate paperwork, carried.

**MOTION** by Work, second by Metzger, to expend an additional \$2,518.47 to Network Services for Microsoft Software licenses needed with the new technology as a result of the capital project, carried.

**MOTION** by Schlabach, second by Metzger, to approve Nate Work's banquet room request on March 10, 2018 from 9 am until 10 pm for a high school wrestling banquet, with no alcohol being served or sold, and no catering, carried. Work abstained.

**MOTION** by Schlabach, second by Metzger, to approve John Pulli's banquet room request on February 17, 2018 from 12 pm until 7 pm for a birthday party, with alcohol being served and Dash's will be catering the event, carried.

**MOTION** by Metzger, second by Work, to purchase 2 red Morning Pride helmets from Dival for \$508, carried.

**MOTION** by Metzger, second by Garlapo, to purchase 15 minuters and 6 pagers from Mueller Sound for \$775, carried.

**MOTION** by Metzger, second by Schlabach, to approve drone training at no cost and per diem, carried.

**MOTION** by Metzger, second by Work, to approve the payment for hazmat reimbursement supplies for \$818.70 pending receiving a check from Forward Air, carried.

**MOTION** by Metzger, second by Garlapo, to replace the current helmet storage system with 6"x6"x12" lock storage box at a cost not to exceed \$1,900, carried.

**NEW BUSINESS (cont.)**–

**MOTION** by Metzger, second by Work, to amend the motion for 10 sets of turnout gear to include the Sted Air Gold liner at an additional cost of \$1,250 from the Equipment Reserve account, carried. This amount will not exceed the amount that was advertised to be taken from the reserve account.

3) Budget lines look reasonable. Changes to the apparatus repair line will be held off. The lawn maintenance line can be changed because there are no more landscape payments for the year.

**MOTION** by Metzger, second by Work, to approve the budget line item changes as presented by the Treasurer, and to move the small equipment repair line, carried.

**GOOD OF THE FIRE DISTRICT** –

A walk through for the Building Project punch list is schedule for November 27<sup>th</sup> during the Work Session.

Commissioner Work will be attending the Board of Directors Meeting on November 20<sup>th</sup>.

The next District Work Session is November 27<sup>th</sup> at 6:30 pm.

The next Regular District meeting is December 11<sup>th</sup> at 6:30 pm.

**MOTION** by Work, second by Schlabach, to adjourn the meeting at 21:10 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website