

# 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 **Monday, November 14, 2016** at 18:30 hours.

## ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, First Assistant Chief Ken Beil

Executive session was entered into at 6:30 pm and ended at 6:36 pm related to the history of a particular firefighter.

## APPROVAL OF PRIOR MEETING MINUTES

**MOTION** by Work, second by Schlabach, to approve the October 18, 2016 regular Board meeting minutes, with corrections to Treasurer report bullet 3 moved to new business, old business bullet 2 revised to say the borrowing is still under review, old business bullet 3 revised to say Brian Powers, old business bullet 4 revised to have Chairman to review firefighter requirements at the 11/2 meeting, old business bullet 5 revised to explain the suggestion from the auditor for RFPs for professional services, carried.

**MOTION** by Garlapo, second by Metzger, to approve the November 2, 2016 Board election meeting minutes, carried.

**BOARD OF DIRECTORS' REPORT** – Jamie Dussing was not present.

## SECRETARY'S REPORT

- 1) The October 2016 NFIRS data was sent and submitted to New York State.
- 2) Erie County Board of Elections has not sent a list of election inspectors for the District yet. There is still no word about the request for election assistance.
- 3) Tom Brady was sent the police report and call sheet from Assistant Chief Hanford's accident on 11/6.
- 4) There are still 14 firefighters that are missing beneficiary forms.
- 5) There were still 15 people missing OSHA training for 2016. Emily Casell and Jarrod Saxton are currently in Firefighter 1 and will meet the OSHA requirement upon completion of Firefighter 1. Bill Major has changed his status and will not need OSHA for the year. Hillery Duman and Mike Dennies took the course on 10/29 but never filled out a sheet, but the Chief was aware that they attended.
- 6) The webinar that Secretary Kiener took was not very informative. The information that was given was very broad, basic, and was meant for larger municipalities.

## TREASURER'S REPORT

- 1) There will be a \$28,000 bill for the Building Project for testing. The testing will be going on for the entire project. There has been \$383,000 paid to date for the project. RP Oakhill project to pay \$772,000 to date, so borrowing isn't needed right away, but should be finalized soon. At the Building Project meeting, Commissioner Schlabach was informed that there would be a \$20,000 credit coming from Transit for digging.
- 2) Nothing has come back from DASNY yet.
- 3) If there are no projected EMS capital/ disposable expenses for the rest of the year, that line will be used for the E1 generator cost.
- 4) The Board needs to be aware of the spending because the budget is very tight this year. There is only \$49,000 left in the budget for the year. There is \$215,000 in the General Fund, prior to November, that allows for the Board to go over budget by a spending limitation margin if the purchases are justified.

**TREASURER'S REPORT (continued)**

- 5) Mike Dennies misplaced his reimbursement check and Treasurer Lash replaced it this month.
- 6) It was \$3,119 per person for Nashville.

**MOTION** by Schlabach, second by Garlapo, to approve bills, check #3539-3561, in the amount of \$14,611.57, carried.

**MOTION** by Garlapo, second by Metzger, to approve 5 payments from the Building Reserve, in the amount of \$181,900.00, carried.

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

Commissioner Roy reviewed the Chief vehicle report and stated that the 9-2 vehicle mileage was a little high for the month, and that the Chief should keep an eye on that.

**CHIEF'S REPORT**

- 1) 40 calls for the month including: 21 EMS, 3 fires, 2 hazardous material, 1 false alarm, 5 MVA and 8 other calls.
- 2) This is the last year for 9-3 and 9-4. What happens if the remaining spots are left unfilled after elections?
- 3) Was the issue with Brian Powers not attending Nashville justified? Will there be any repercussions?
- 4) No taxi receipts were given to Chief Schlabach, even though he asked for them. Treasurer Lash attempted to look up taxi prices in Nashville to compare to the amount Chief Schlabach gave her. The Board can decide whether to reimburse him or not because there is a lack of documentation.
- 5) Engine 1 is still in service but will be out around Thanksgiving for the generator. The engine will be out of service for the day while it is being installed again. Brett will give the District a quote. The generator is in Wisconsin getting worked on.
- 6) The Knox Box on Rescue 7 will be installed shortly.
- 7) The FCC radio license from January for the Hazmat frequency was awarded. There is no \$95 fee that goes with it.
- 8) The hazmat trailer is now in service. The only thing left to do is to mount the portables. The trailer still needs to be undercoated. The District would like to tow the trailer with 7-1. It needs to be weighed first to see how much is being towed. Secretary Kiener or Commissioner Schlabach will contact Kreher's Egg farm to use their weigh station.
- 9) The hazmat meters were tested on 11/14.
- 10) The Twin City Ambulance contract is being discussed. The Chiefs from the area are planning to get and work together more often.
- 11) Matt Meister said that the roof of 9-1 was leaking at the antenna when he was driving it. The Chief took off the old one, replaced it with a new one and caulked around the base to make sure it would not leak again. The new antennas are smaller than the old ones.
- 12) The Chief's truck is being worked on and is expected back on December 1<sup>st</sup>. While his truck is being repaired, the Chief is using Rescue 7. He cleaned it out, and from more use, the truck is starting up better. A rental car was discussed, but would not be a good idea because the Chief would have to go cold to calls and would have nothing for control at scenes. Rescue 7 should be taken for an oil change though. Rescue 7 is the only truck that tows the search and rescue vehicles, so if they are needed, 7 must be returned for use.
- 13) The Chief requested to take one truck, either Engine 2 or Ladder 6, to Lancaster's Christmasville parade on November 26<sup>th</sup>. Those who decorate the truck need to be careful and watch the paint because there were issues after decorating last year.
- 14) The First aid course is not going to be exclusive to any vendor. There was too much confusion and lack of communication to use one vendor. Any firefighter can go and get a basic first aid card from whomever they choose. Bob Casper has not been responding to Commissioner Work.
- 15) The ambulance failed the pre-inspection for the NYS EMS inspection. The ambulance was missing some items that were borrowed from other Companies to help pass until the items missing were bought, which would cost between \$300- \$400. The ambulance passed the inspection and the District can keep transporting.

**COMMISSIONER ROY** – no report.

**COMMISSIONER GARLAPO** –

- 1) The annual physicals will be held at the Fire Hall on Thursday, February 7<sup>th</sup> and Tuesday, February 23<sup>rd</sup> at 6 pm.

**COMMISSIONER GARLAPO (continued)**

- 2) Bill Major requested to change his status from active to life on November 5<sup>th</sup>. Secretary Kiener moved his file to the inactive drawer.
- 3) Ken Beil was cleared for full duty as of November 9<sup>th</sup>.
- 4) Should drug testing be added to the yearly physical? Should it be mandatory or voluntary? Many other Districts require it. It will cost about \$30- \$40 per firefighter, and added to the physical exam. It could become an E.A.P. issue though. Commissioner Garlapo will call OCCUSTAR and discuss drug policies.
- 5) The District should start to create an Accident Policy.

**COMMISSIONER METZGER –**

- 1) There has been no communication with the Notice of Claim.
- 2) The Floss agency gave a very different presentation of a LOSAP Program for the Fire District. It would take the place of Penflex, and guarantee 3%. Usually municipalities go with an insurance company like the Floss Agency. The Fire District will still stay with Penflex.
- 3) There were 3 applications for officers. A letter will go to the Fire Company on December 1<sup>st</sup>. The officer interviews will take place in late November. Would the District be okay with having the 9-2 vehicle so far out of the District? The District needs to be mindful of the effects of the standards on the election. The most qualified person should hold the position.
- 4) There have been low response numbers to calls.

**COMMISSIONER SCHLABACH**

- 1) The NYSEG energy audit was completed and described way to improve lighting costs for the rest of the building. The Fire District could replace the current lighting with LED lights; it would cost \$34,000, but the District would only contribute \$12,000. The District is not in the position to do those upgrades right now.
- 2) Commissioner Schlabach needs to fine tune the numbers for the FEMA grant. The numbers need to be broken down for each item. Commissioner Schlabach also must contact Chris Collins and Chuck Schumer for recommendations as well. The District is asking for 23 full sets of gear, which includes coats, pants, helmets, boots, gloves, and hoods. The grant will also include a gear washer and dryer and fitness equipment. It is due at 5pm on November 18<sup>th</sup>.
- 3) The cable for the traffic light was unhooked by the D.O.T. The foundation for the Building Project is almost complete, it should be done by the week of November 21<sup>st</sup> at the latest. The pole from NYSEG will be coming the week of the 21<sup>st</sup> as well. Commissioner Garlapo can talk to NYSEG to make sure the fire hall is on the schedule. The excavator found the water line, which was 8 feet away from where the water company marked it. To put the trusses on the roof, the whole roof will need to be stripped down.

**COMMISSIONER WORK**

- 1) The updated list of firefighters who need OSHA training needs to be updated further. If the firefighter was on extended medical leave, or a new member, they are not required to take OSHA that year.
- 2) The last OSHA class is December 10<sup>th</sup> from 8am until 4pm at U-Crest in Cheektowaga.
- 3) OCCUSTAR sends the certificates for OSHA at the end of the year. If the District would like them earlier than that, OCCUSTAR could send a report early for a fee.

**OLD BUSINESS**

- 1) The Explorers by-laws need to be edited to follow the District's procedures more closely. Article I needs to include wording about exams for explorers. Explorers should be at least 16 years old to be on a call, and must be 14 years old to join the Explorer post. Explorers can only respond at certain times due to school. They can only be exterior with no SCBA use. There must be a permission slip from parents to go on calls, and they can't go with blue lights. Explorers will only play a support role in cleanup after a large incident. If their help is needed, a special page will be sent out by the officer in charge to call them to the incident. The chief or officer in charge would need to supervise them. The Explorers will not participate in a live fire, or in any live smoke atmosphere.

**MOTION** by Metzger, second by Schlabach, to advance the Explorer Program to include a controlled program for responses to calls. Roll call vote: Garlapo- no, Metzger- yes, Work- no, Roy- yes, Schlabach- yes. Motion carried.

**OLD BUSINESS (continued)**–

- 2) There has been no communication from the inter-municipal agreement. The District may have lost their contact, Terry, and needs to be more careful about signing the agreement now.
- 3) The original quote was \$33 per person from Sewing Technologies. Sewing Technologies already had the layouts and designs for the District. The uniforms would be consistent if purchased again from them. When the uniform project was first started, there was no way of telling that the project would go to the extent that it did. There were many unknowns with the project.
- 4) If firefighters don't meet their requirements, then they cannot attend calls. There could be discipline for not meeting the requirements. What happens if members don't meet the requirements for 2 years? Should they be dismissed? A format for a policy should be considered. A motion for consequences for not meeting these requirements will be made at the December meeting.

**MOTION** by Metzger, second by Garlapo, to take no further action against Brian Powers in relation to not attending Firehouse Expo, carried.

- 5) Firefighters are reminded that out of state training that they are planning on attending must be adhered to so not to expend monies from the training budget. The registration fee for Brian Powers was retained for use in 2017 and a portion of the airline ticket was refunded.

**MOTION** by Metzger, second by Garlapo, to reimburse the Chief for the cab fare expenses even though documentation was not obtained, but an attempt was made to get a receipt from the cab driver, carried.

**NEW BUSINESS**

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

- 1) There is no paperwork regarding the Explorer Post renewal yet. Assistant Chief Beil stated that the cost was \$26 per member last year and there should be little to no increase in price this year.

**MOTION** by Metzger, second by Work, to renew the Explorer Post for a cost up to \$500, carried.

- 2) Assistant Chief Beil asked parents to drive to transport Explorers to AFC for a tour. He may need to use Rescue 7 but does not anticipate it.

**MOTION** by Roy, second by Schlabach, to grant permission to Assistant Chief Beil to use Rescue 7 to AFC for a drill, carried.

**MOTION** by Roy, second by Metzger, to allow the Chief to take Ladder 6 to the Christmasville parade in Lancaster, carried.

**MOTION** by Garlapo, second by Schlabach, to place Dan Nowak on medical leave effective immediately, based upon information obtained by Commissioner Roy, carried.

**MOTION** by Work, second by Metzger, to renew the Trend Micro Antivirus software for 1 year at a cost of \$256, carried.

**MOTION** by Garlapo, second by Work, to amend the OSHA policy by removing "ending November 30<sup>th</sup>", carried.

**MOTION** by Roy, second by Schlabach, to approve \$244 to 10-75 Lighting for 3 new antennas for the Chief trucks, carried.

**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 November 28<sup>th</sup> Work Session, carried.

The next Regular District meeting is December 12<sup>th</sup> at 6:30 pm.

**MOTION** by Garlapo, second by Work, to adjourn the meeting at 20:12 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website