

CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340

Clarence, NY 14031

Phone: (716) 759-8842

Fax: (716) 759-0641

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 Board of Fire Commissioners' work session meeting was called to order by Chairman Garlapo on **Monday, November 27, 2017** at 18:30 hours.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach

BUILDING PROJECT PUNCH LIST

A punch list review is scheduled with Mishelle Smith and Kevin Pastuszynski tomorrow morning. The punch list work is coming along very slowly. There was only a tile guy at the hall today; he took care of the wall base in the closet. There is no "overall completion" date set yet because of this. The concrete in the Boiler Room will look bad if it is just sealed, so Mishelle is looking into pricing for painting the floor instead. There is no reason for the whole Board to walk through the building right now, because the punch list isn't completed. Once it is, the Board can do another walk through. Magnigrip will be coming back to fix #6 and #8 trolleys and transmitters. The roof guys still need to come back and put a boot on the roof near the siren; they have known about it since July and it still isn't completed. The cleaners finished the construction scope last week. Commissioner Schlabach requested pricing for cleaning for the kitchen, banquet room, and foyer. It will cost \$800 to dust, sweep, mop, clean the glass, disinfect, and wipe down counters; it will be \$2,100 to remove all debris from the banquet room and put 3 coats of wax on the floor. Commissioner Schlabach also received a quote of \$300 to clean the dayroom floor. It is 5 weeks until the dedication ceremony. Should the dayroom and banquet room be closed off during the ceremony since they were not part of the Building Project?

MOTION by Schlabach, second by Metzger, to have Cleanscapes of East Amherst clean the foyer, banquet room, and kitchen for \$2,900, carried.

Should the old fitness equipment be put into surplus, or should we advertise bids to sell it?

MOTION by Metzger, second by Schlabach, to place the old universal training equipment, the elliptical trainer, and bike into surplus because they are no longer useful or necessary to the Fire District, and to donate them to a needy school or fire department, carried. There shall be a receipt with the equipment that it is sold in "as is" condition.

BUILDING DEDICATION CEREMONY

The guest list from Tracy Cardwell has been updated. Bill Major is going to give a list of suggestions to Chief Schlabach. Chief Schlabach is also going to talk with the baking class at ECC to see if they would be able to make a cake. How does the Board want seating to be arranged? About 50 chairs should be set out. Chief Schlabach stated that everyone will be in their Class A uniforms. There will be more work calls to finish moving items. Since it is open to the public, will any security be needed? Truck officers, 2 per vehicle, will be with each vehicle to keep watch. Others can be spread around. The time is changed to 10am until 12pm on January 6th. Instead of having lunch, there will be coffee and cake or cookies. What about cupcakes? Linda and/or Erica Olson could possibly make and serve them; Commissioner Schlabach will speak with them. There should be enough to feed around 200 people. The public will be first, then firefighters.

Prime contractors, RP Oak Hill, Architects, and the Commissioners will be able to speak. Father Joe will not be attending, so Pastor Steve Beigner could be the MC. There is a long list of those who could speak (Mike Dudas, Chief Schlabach, Commissioner Schlabach, Ranzenhoffer, RP Oak Hill, etc.) The list needs to be cut down. Invitations will be taken care of by Treasurer Lash and Secretary Kiener. They will get 100 invites and mail them out as soon as possible. On the invitation it should have the date, time, address, and a picture of the new building. Also, it should state that the ceremony is starting at 10:15 am. Chief Schlabach is going to be designing the program and have 250 printed. The front cover will be the

BUILDING DEDICATION CEREMONY (cont.)

welcoming; the inside left will have before and after photos; the inside right panel will have the agenda of the ceremony. On the back of the program will be the prime contractors and thank you. Julie Pavlock will be contacted to do the photography. President Dudas is working on the logo that will be going on the front of the podium. The uncoupling still needs to be figured out still logistically. The “old” section will be cleared, and the seating and ceremony will happen there. The uncoupling will happen in the doorway, and then the public will be allowed to walk around the new addition. The siren can be sounded when the uncoupling happens. Children that attend will receive helmets. Refreshments will be served around the lieutenants’ room. Coffee will be from Tim Horton’s. A press release will be put in the Clarence Bee; Commissioner Metzger is taking care of it. It should run in the Bee in the December 22nd issue, or earlier. The invites should be sent out in the first week of December. Is the January 6th date realistic? The AV/phones will be completed on Thursday. Network Services will be coming in after that. Should there be another work call on Saturday or tomorrow after the drill to keep everything moving?

Commissioner Garlapo’s move was mentioned at the Board of Directors meeting, and Commissioner Garlapo will be discussing it at the December Company meeting. Based on what Attorney Mark Butler said, he is still allowed to hold his position as a Commissioner. Because Commissioner Garlapo also moved after October 1st, his seat would not be included on this year’s ballot. There was an incomplete election petition turned into Secretary Kiener; the last page was missing, so it wasn’t notarized. Also, it was for a position that is not currently vacant. The petition will be sent back.

G&G Fitness will be sending another quote based on the comments of the Commissioners from last Monday’s meeting. There will be more options to pick and choose from. Brian Powers and Assistant Chief Hanford were also in attendance. They agreed with the Commissioners’ comments and agreed that the lower level commercial grade equipment will still meet the needs of the members and will save money. The treadmill will still be from the “better” line, because that is used more, with more wear and tear. Until the new quote is received, the motion and PO will be held off.

MOTION by Schlabach, second by Metzger, to adjourn the meeting at 20:53, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website