

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
David M. Bissonette
James Schlabach
Nathan M. Work

Treasurer
Kim M. Lash

Secretary
Yvonne J. Work

The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, November 9, 2015** at 19:00 hours.

Roll Call:

Present: Commissioners Garlapo, Metzger, Bissonette, Schlabach, and Work, Treasurer Kim Lash

Absent: Secretary Yvonne Work

Guests: Chief Bill Major, First Assistant Chief Jeff Schlabach and Second Assistant Chief Ken Beil, Paul Meyer, Sr. and Jerry Roy

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Bissonette, second by Metzger, to approve the August 10, 2015 regular meeting minutes as revised, carried.

MOTION by Bissonette, second by Schlabach, to approve the September 14, 2015 regular meeting minutes as revised, carried.

MOTION by Work, second by Metzger, to approve the October 20, 2015 annual budget hearing and regular meeting minutes as presented, carried.

BOARD OF DIRECTOR'S REPORT

Paul Meyer, Sr. represented the Board of Directors and had no report. Commissioner Metzger had made report to the Board of Fire Commissioners at their October 20 meeting regarding his attendance at the Board of Directors October 19, 2015 meeting. Commissioner Garlapo is schedule to attend the Directors' November 16 meeting.

SECRETARY'S REPORT

- 1) The new Fire District Officers' Guide arrived. The District may also purchase an e-book that allows for three downloads for the same price.
- 2) Certified budget copies were sent to the Town and receipt was obtained.
- 3) Letters were sent to election inspectors and alternates. Only one petition for the Commissioner opening has been requested by Jerry Roy. The required form was sent to the Board of Elections to order machines and poll books. Election notice was published in the November 4, 2015 Clarence Bee.
- 4) The copier was repaired October 21, 2015.
- 5) Dave Metzger took delivery of the election machines for the General Election and opened the Hall before 5:00 AM. Interim Secretary Lash closed the fire hall when election inspectors completed their duties at 10:00 PM.
- 6) It was learned that there are no current insurance cards in the vehicles as copy of the card is a requirement to complete the ambulance recertification. Replacement cards were requested from Tom Brady on November 3.
- 7) Red Alert has been updated for the September and October incidents but unsure of what to do with the training call sheets. No record of any training in Red Alert since 2010. Looked to the LOSAP files and found that a separate spreadsheet was used in 2014. Found the file on the Secretary's computer but could find no 2015 file. The Board had previously provided the direction to just keep up with current business but not work on any past backlog. Concern was expressed to complete the year end duties of both jobs in a timely fashion without early preparation including entering a year of members training courses. Request direction from the Board regarding entering members' training hours. Should this be to Red Alert or to a separate spreadsheet? Commissioner Work stated he began keeping training records outside Red Alert and will compile the records this way again for 2015.

TREASURER'S REPORT

- 1) The District's taxable assessed valuation changed to \$682,658,189 from the approved budget amount. This change will not impact the approved \$1.38 tax rate. The District 2016 budget was sent to Erie County and the tax cap form was submitted to New York State.
- 2) A \$625 Motorola minitor purchase rebate was applied for on September 16 and receipt was to be expected in four to six weeks. At seven weeks a call was made and they said the check was printed November 3 and will arrive soon.
- 3) Completed a Cybersecurity webinar offered by the New York State Comptroller. Technology security has been cited in many past Comptroller audits. The webinar stressed risk assessment by the Board is important. Many ways hackers have attacked municipalities were reviewed. Recommendations were made as to the steps the Board should take and included suggested policies to be implemented. The power point presentation was forwarded to Chairman Garlapo for future consideration.
- 4) Tried to update the Quick Books program from 2013 to the 2016 version but it won't install because the computer uses Windows XP which is no longer supported by Microsoft compromising Quick Book's security. So the computer software must be upgraded to proceed with the Quick Books program update or the Quick Books new software order can be cancelled for up to sixty days. Spoke to Kevin from Network Services today while he was at the office installing the new server and he stated he will resend their proposal for the new computer to Commissioner Work.

Commissioner Garlapo reviewed all October bank and financial statements and all was in order.

Commissioner Metzger noted that he has reviewed the three October Chief Vehicle reports and all was in order.

MOTION by Metzger, second by Bissonette, to pay all bills presented (including the additional \$300 invoice from the NYS Department of Health) for the total amount of \$41,406.72 (checks #3109 - 3135), carried.

CHIEF'S REPORT

- 1) No call totals reported. The request was made to the Interim Secretary to prepare seven specific monthly reports and copies of what is needed were provided.
- 2) No purchase requests are being made this month.
- 3) A new haz-mat frequency has been requested from Saia. This is a reapplication from earlier this year. What was obtained from the last request was a public safety frequency that does not have the range needed to function as the needed haz-mat channel. 25 watts is required. The reapplication process will emphasize obtaining the correct grade.
- 4) Third Assistant Chief Hawes is working on the annual drivers' training.
- 5) The Newstead drill was discussed and it was clarified that two Clarence Fire Company members were involved in the drill held at the house next door.

COMMISSIONER BISSONETTE – no report.

COMMISSIONER GARLAPO

- 1) 2016 physical exams will be held on both Tuesday, February 2 and Thursday, February 25 beginning at 6:00 PM.
- 2) New firefighter Jarrod Saxton has completed the required paperwork and may begin active duty. Interim Secretary Lash reported there are no pagers in stock so a request will be made to order him a pager. However, his key fob is programmed and he has been assigned as firefighter number 15.

COMMISSIONER METZGER

- 1) Officer interviews will be held during the month of November for the individuals that submitted applications to run for firematic office (Ken Beil, Brett Hanford, Chad Hawes, Jim Havernick, Jeff Schlabach and Mark Zuchlewski).
- 2) The Rescue truck committee went to the E-ONE facility in Hamburg on October 27 at 16:00 hours. Two of the four manufacturers have submitted prices.
- 3) Pump tests were completed on November 2 at Millgrove. The Churchville test trailer worked well.
- 4) The Ladder test was also completed and new waterway seals are needed.
- 5) The new Brothers of Mercy building will have tenants soon. A walk through has been scheduled for November 21, 2015 at 10:00 AM.

COMMISSIONER SCHLABACH

- 1) Paul Meyer, Jr. received a letter from the Workers' Compensation Board that will be added to his personnel file.
- 2) Commissioner Schlabach is requesting a FEMA grant amendment to obtain twelve half-hour, instead of twenty one-hour bottles, since bottles were received from Erie County after the FEMA grant application. The savings are planned to be reallocated for the purchase of dosimeters which the District doesn't have.
- 2) Vic Miller is drafting a letter to Senator Ranzenhofer's Chief of Staff, Ms. Donner to request grant funds for New York State mandated building upgrades such as: records storage, slip resistant heated front concrete pad, ADA compliant restrooms and the DEC requirement to run floor drains through a sand filter. RP Oak Hill has provided cost estimates for these items. The draft will be brought before the Board for review prior to sending.
- 3) **Building Expansion Update** - Commissioners Metzger and Schlabach attended a five hour meeting with the architects. Meeting highlights were as follows. The "alternate bid" was removed because cost estimates were too high. Contractors will retain the work completed to date for potential future consideration. A change order can be added for the offices later if it becomes affordable. The old offices will receive new ceilings and lighting, doors will be refinished and new hardware added. The office corridor will be refinished because of the required bathroom renovations. Radiant heat was deleted in the new offices and training room and a fin tube system will run off the existing boiler. The number of outside pole lights will be decreased. A transformer pole is planned for the southeast corner near the existing trees, not at Main Street, because it was estimated the extended distance might cause a drop in voltage. It was questioned whether the existing generator would handle the extra load and it is anticipated to be ample. The plymovent changes will be added to the mechanical contract. A new phone and camera system are planned. The current fob system has a maximum 32 doors with currently 20 in use. \$20,000 was quoted to add on and \$37,000 to upgrade. Commissioner Bissonette stated there are more options available then when the fob system was installed so it should be bid. Commissioner Schlabach plans to add a fob for the outdoor fuel box. There will be low maintenance shower finishes, rubber flooring in the workout room and carpet tiles for the new office. The apparatus room floor will be refinished with epoxy and the walls with epoxy paint, removing the existing tile. Samples of the brick and stone are here. Cleaning old brick will be too costly. Commissioner Bissonette commented that only enough brick needed to patch existing walls should be kept and cleaned to reuse. All construction documents are scheduled for completion by November 30 and the project is still on track for bidding after January 1.
- 4) The architects will be making presentation of the project to the Town Planning Board on November 16 at 7:30 PM. Any Commissioners that are able should attend.
- 5) Commissioner Schlabach noted that he will be having surgery on Friday and will need to be on medical leave.

COMMISSIONER WORK

Will be making a motion to transfer \$1,610 from the Chief's budget to computer capital for the cost of the accountability printer to provide upgrade to a District Office computer using outdated Microsoft software.

PUBLIC COMMENTS – none.**OLD BUSINESS**

- 1) Chairman Garlapo spoke to Attorney Mark Butler concerning the Board motion to retain him as District Attorney effective January 1, 2016. The initial \$3,500 retainer requested will be held until his Organizational Meeting appointment. It was confirmed that any unused retainer will be refunded at agreement termination or rolled over to a new year of service. Commissioner Metzger proposed getting Mr. Butler in the loop early for the Building Expansion Project and Rescue Truck purchase. Chairman Garlapo asked the Board to consider how they should communicate with the new attorney since each question now runs the clock versus the past practice of an annual retainer. Commissioner Work again agreed to draft the attorney notification letters.
- 2) **MOTION** by Metzger, second by Schlabach, to approve the Banquet Room/Pavilion and Grounds Policy as drafted, carried. Chairman Garlapo spoke to Mike Dudas who had been printing the forms for the District. Since this a District form the District will take on printing the form attached to the approved policy in the future.
- 3) Chairman Garlapo will be developing a policy going forward to state the basics for the Explorer Post.
- 4) Chairman Garlapo noted that he spoke to Fire Company President Dudas and plans to provide a brief overview of the District Rules and Regulations at the conclusion of the December Fire Company membership meeting and elections. He outlined a few clean-up changes that he proposed to the existing draft. Once those have been completed Commissioner Work will make copies of the Rules and Regulations to provide to the members.

NEW BUSINESS

- 1) Mercy Flight sent a letter requesting the District send a letter of support in their bid to obtain a certificate of need to provide ground ambulance service in Springville. Chief Major explained that the regional council has to approve the certificate of need. He advised against the District getting involved in the debate.
- 2) Penflex sent correspondence to Chairman Garlapo suggesting the District implement the practice of including the beneficiary designation form as part of the volunteer application and require new recruits to complete the form before the individuals are sworn in as active members to avoid the common practice of having to track down individuals for this information. Chairman Garlapo will discuss the proposal with the Fire Company Membership Chairman.
- 3) It was published that Erie County remitted a check to cover district expenses for the November 2014 snow response. No check has been received by the District. Chief Major will double check with the County.
- 4) **MOTION** by Garlapo, second by Work, to approve the following budget line transfers:
\$1,119 to Physicals and \$12 to Dues from Uniforms
\$128 from Training to Travel
\$594 to Building Capital and \$350 to HVAC Repair from Electric, Gas and Water
\$137 to Firefighter Health and \$286 to Computer Consultant from EMS Repair
\$1,385 from EMS Capital to Computer Consultant
\$1,610 from Fire Equipment Capital to Computer Capital.
Motion carried.
- 5) **MOTION** by Metzger, seconded by Garlapo, to approve the \$675 cost to Saia for FCC application to obtain a haz-mat frequency of public safety grade, carried. The frequency that was obtained through the initial application will be used at other events such as Day in the Park. The question was raised as to the future of the haz-mat team at Clarence Fire District as the training requirements to accredit teams will be increasing significantly.
- 6) **MOTION** by Work, seconded by Metzger, to approve the purchase of a new district computer not to exceed \$1,000, carried.
- 7) **MOTION** by Schlabach, seconded by Metzger, to approve \$300 payment to the Erie County Commissioner of Finance for a waste treatment construction permit to be remitted immediately, carried.
- 8) **MOTION** by Bissonette, seconded by Garlapo, to approve medical leave for Jim Schlabach beginning November 13, 2015 pending doctor approval, carried. It was noted that "Commissioner Jim Schlabach" may use the fire hall to conduct District business within his limitations but he may not fulfill his firefighter duties during medical leave.

GOOD OF THE FIRE DISTRICT

Commissioner Election will be held on December 8, 2015 from 6:00 to 9:00 PM.

The next regular meeting of the Board of Fire Commissioners will be held December 14, 2015 at 7:00 PM.

Work session scheduled for November 23, 2015 at 6:30 PM to finalize the District Rules and Regulations.

MOTION by Bissonette, seconded by Schlabach, to adjourn the meeting at 20:50 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kim Lash, Treasurer and Interim Secretary

cc: Commissioners