

# CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340, Clarence, NY 14031

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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, December 10, 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 Chad Hawes, Travis Griner, Vic Miller and Johnathan Casillas

Vic Miller presented the plans for the Chief and 25 Year member plaque walls. The west wall will be for 25 year members, and the east wall will be the Chief pictures. The west wall will have 4 rows for a height of 48" and will be 156" long, with a 4" red oak frame, and 100 blank plaques. The east wall will be slightly longer. The total cost will be \$4,415, which also includes a mockup for approval. There is a 2-3 week lead time, and it will be finished 6-8 weeks after approval. Alternates include vertical grain background in lieu of horizontal grain for an additional \$250, and 40 custom matching frames for \$1,800. There are currently 23 chief pictures and there will be room for 48 total. There are 54 current 25 year members and the wall will be able to hold an additional 58 plaques. The Board will discuss payments for the project during New Business.

**MOTION** by Garlapo, second by Metzger, to enter into executive session at 6:45 pm to discuss the suspension of a firefighter, carried.

**MOTION** by Garlapo, second by Larkin, to exit executive session at 7:11 pm with no action taken by the Board, carried.

## **APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by Larkin, second by Schlabach, to approve the November 12, 2018 minutes with no corrections, carried. Commissioner Metzger asked the Board to confirm that at the November 12<sup>th</sup> meeting, it was decided that the new member mentor program mentors would be considered appointed officers, and therefore given LOSAP credit.

**MOTION** by Work, second by Larkin, to approve the November 17, 2018 minutes with no corrections, carried.

## **BOARD OF DIRECTORS' REPORT:**

- 1) Dave Baumler did not attend the meeting.
- 2) Commissioner Metzger reported that at the last meeting, Al Getter was changed to life status, effective 12/31/18.

## **SECRETARY'S REPORT:**

- 1) Election materials were received today.
- 2) Election inspector Pat Mergler cannot attend the elections tomorrow. Please make a motion to replace Pat Mergler of 9841 Limehouse Drive with Maureen Rider of 9907 Grantham Court.
- 3) The requirements spreadsheet was updated. Danny Beil and Ben Hanford have been awarded their 6 new member drills. Commissioner Work noted that Ryan Dmochowski is currently at U Crest fire department taking OSHA.

## **TREASURER'S REPORT:**

- 1) The Chief will be going to Sewing Technologies to confirm the order billed to release the check held from October.  
**MOTION** by Metzger, second by Larkin, to approve bills, check #4533 - 4556, in the amount of \$19,195.72 from the General Fund, carried.
- 2) We received 2 checks to be deposited: \$2,645.25 for the final insurance payment and \$250 rebate on the purchase of the pagers.
- 3) There are no expected remaining funds available from the 2018 budget for transfer to either the Building or Equipment fund. Cash flow will be tight until the receipt of 2019 tax levy.

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

- 4) Attended webinar on "Legalities of Competitive Bidding". A copy of power point will be left in the purchase order drawer for Board review. The purposes of the statute is to guard against favoritism, fraud and corruption. To foster honest competition in order to obtain the best goods and services at the lowest possible price to ensure the prudent and economical use of public money. In evaluating and determining to accept a higher priced offer the Board requires justification. The State recommends a cost-benefit analysis be used to show quantifiable value or savings from non-price factors that offset the price differential of the lower price offers.

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 53 calls for November: 37 EMS, 5 false alarms, 3 MVA, 1 mutual aid, 3 fires and 4 others calls.
- 2) Training is complete for this year.
- 3) Only a few people have to be watched to see if they can participate in company elections.
- 4) It is not confirmed yet if Hillery Dennies' 40 hour Hazwhopper class will count for a hazmat tech equivalent.
- 5) Ben Hanford and Danny Beil have completed their mentoring program. Brandon Richardson and Tom Braunscheidel are almost complete, and only have a couple of items left to take care of. There has been no information on Joe Mannarino.
- 6) Assistant Chiefs Hawes and Hanford are taking care of the hazmat call from I-90. There are some issues with paperwork that they are looking into.
- 7) The fire police flashlights are in, and so are the signs. The signs are too large and handles are not long enough for them. They can be used if there are longer handles. We cannot return them.
- 8) The mask lens inserts are on back order, but they should be in by 12/31/18.
- 9) The batteries went to Bomansville and Millgrove.
- 10) The letter to the town will be sent tomorrow regarding the repeater at Brothers of Mercy.
- 11) Ruth and Charlie completed Fire Officer 1. Travis retook the exam and passed. We are waiting on certificates.
- 12) Commissioners thanked and congratulated Chief Schlabach for his service and work over the last few years as chief.

**COMMISSIONER GARLAPO:**

- 1) Physical exams will be held Tuesday, February 5<sup>th</sup> and Thursday, February 28<sup>th</sup>.
- 2) Jonathan Casillas and Patrick Lawrence are cleared. Patrick Thompson needs to complete his exam.
- 3) Mackenzie Rider- Work applied for membership. The fire company vote will be the 13<sup>th</sup>, so we will hold off on a vote until the next meeting.
- 4) Dave Baumler was injured on 11/24. He went to MASH, saw a specialist and was then cleared by his doctor. He went to OCCUSTAR and they reissued a new certificate on the 27<sup>th</sup> and was back to active duty.

**COMMISSIONER METZGER:**

- 1) The Tahoes were ordered and will be in around February.
- 2) The Newstead tower was disconnected for a few weeks, and it has been reconnected. Pagers work better now.
- 3) Brothers of Mercy radio communication upgrade is required, and will be included in the new project. Chief Schlabach's letter will help.

**COMMISSIONER SCHLABACH:**

- 1) Kittenger is going to start to cut the table after the holidays. It should be here in early to mid-February.
- 2) The front sign is programmed. Commissioners Schlabach, Work and Secretary Kiener were showed the program. Commissioner Schlabach will get ahold of the mason in the next few weeks to start his work. We can build a tent so he can finish. Thanks to Commissioner Larkin for jumping in and getting the remaining money from the sign claim.
- 3) Buffalo Engineering will have a bid package ready to go out after approval at the January meeting.
- 4) The cooler was taken apart and cleaned up. The floor is 4" lower and will be filled with concrete. After painting the walls, the fire company can determine what they want to use it for.
- 5) ECFDOA meeting is at East Seneca on December 19<sup>th</sup>. Does anyone else want to attend?
- 6) The siren needs to be cut off between 11:00pm and 6:00am unless there is a working fire.

**COMMISSIONER WORK:**

- 1) Tim at OCCUSTAR sent us certificates from October.
- 2) The computer for the fire company treasurer is not updating. It is very outdated and is not worth fixing. The programs will be moved to the other computer that was updated successfully. The software for the treasurer is outdated and will not work on a Windows 10 system.
- 3) There was training taken for the front sign, and a policy should be approved for it.
- 4) An EMT class will be held at the hall in January. 5 firefighters will be taking it for certification and 1 or 2 will take for recertification. We need to buy EMT books for those attending.
- 5) There will be an EMT disposables purchase.
- 6) 1 TV is left to put up. Spectrum will come out and do updating upon its installation.
- 7) The CFD AV program was recommended by Network Services for \$594 for 3 years, and takes 3-4 hours for installation.

**COMMISSIONER LARKIN:**

- 1) Ruth Rider-Work's battery needed to be changed but Chief portables are different from what is on the trucks. Should we upgrade just the batteries or the whole unit?

**OLD BUSINESS :**

- 1) Bids received for the Chief truck lighting package were opened as follows:  
10-75 Lighting - \$12,271.64 per truck  
No other bids were received.
- 2) Does harassment training received at work fulfill requirements for volunteer firefighters?
- 3) Montabaur Heights is looking into a new system. Their contract with the current system is up on December 31<sup>st</sup>. Getzville does not receive no voice contact calls; they go directly to TCA. Is this a possibility?
- 4) The driver list will wait until next year.

**MOTION** by Garlapo, second by Metzger, to contract with ESIP, McNeil & Co., agent Potter, Harris and Scherrer for insurance coverage for the Cancer Disability Benefits Program for 2019. It should be noted that since this is the first year of the program there is no background or history on which to base decisions. The District is selecting this carrier and agent based upon the current relationship and history with them. NYS has approved 3 companies – VFIS at \$137/firefighter, ESIP and Hartford at \$174/firefighter. This will be reviewed in the 4<sup>th</sup> quarter of 2019, prior to renewal of the policy. In accordance with Section 210.5 of the Law, the District must submit to OFPC by 1/1/2019 and annually thereafter that the District is providing coverage through an approved insurance carrier. In addition, the Fire District must submit an annual report to OFPC by 12/1/19 and annually thereafter in accordance with Section 210.8 of the Law. Motion carried.

- 5) The District has many questions for Tom Brady regarding the cancer bill. There are 26 active, 8 inactive, and 1 light duty firefighters, for a total of 35 people.

**MOTION** by Metzger, second by Schlabach, to cover up to 35 people under the cancer bill pending conversation with Tom Brady of Potter, Harris and Scherrer.

- 6) Life members would like to use the fitness room. Will the District want to require approval from the firefighter's doctor or require a waiver of liability? A waiver can be drafted by Mark Butler.

**NEW BUSINESS**

- 1) Review of requirements for firefighters will be done at the January meeting.

**MOTION** by Garlapo, second by Metzger to authorize the treasurer to make appropriate budget reclassifications ad to pay all bills received prior to December 31, 2018 within the spending margin, carried.

**MOTION** by Garlapo, second by Metzger, to approve the Treasurer's March 1<sup>st</sup> submission of the annual report submitted to the NYS Dept. of Audit and Control to the Board of Fire Commissioners per Town Law, Section 177, in lieu of reporting at the annual organization meeting, carried.

**NEW BUSINESS (cont.):**

**MOTION** by Work, second by Larkin, to purchase a 3 year subscription of ESET Anti-Virus Software from Network Services at a cost of \$594.00, carried.

**MOTION** by Work, second by Larkin, to purchase EMS Disposables from Emergency Medical Products at a cost not to exceed \$1,600.00, carried.

**MOTION** by Garlapo, second by Work, to appoint Maureen Rider of 9907 Grantham Court to replace Patricia Mergler of 9841 Limehouse Drive as an elector inspector, carried.

**MOTION** by Schlabach, second by Metzger, to purchase the frames for Chief pictures for \$1,800 and to split the \$4,415 cost of the wall mounted cases with the fire company, for a total cost of \$4,007, carried.

**MOTION** by Schlabach, second by Work, to approve Chad Hawes' banquet room request for all day on February 10<sup>th</sup> for a spaghetti dinner, carried. Alcohol will be consumed, so an insurance certificate is needed. The District advises to watch the number of attendees, because there have been issues in the past with these events being overcrowded.

**MOTION** by Metzger, second by Work, to purchase letting for the new tahoes from VSP Graphics of West Seneca for \$2,250 (\$750 each), carried. Commissioner Metzger will get a second quote. This is to be paid from the Equipment Reserve.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Metzger will be attending the Board of Directors meeting on December 17<sup>th</sup>.

District Elections will be held Tuesday, December 11<sup>th</sup> from 6:00 – 9:00 pm.

The District Organizational Meeting is January 2<sup>nd</sup> at 6:00 pm.

The next Regular District meeting is January 14<sup>th</sup> at 6:30 pm.

1) Commissioner Garlapo read his resignation letter to the Board. His resignation was due to question on his residency.

**MOTION** by Schlabach, second by Larkin, to adjourn the meeting at 20:58 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

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