

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

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The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, December 11, 2017** at 18:30 hours.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, Dave Baumler, Doug Larkin, Bob Stanley, Sr. and Christian Work

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by Garlapo, second by Metzger, to approve the November 13, 2017 Regular Meeting minutes with one updated amount to Commissioner Metzger's report, carried

MOTION by Work, second by Schlabach, to approve the November 27, 2017 Work Session minutes, carried.

BOARD OF DIRECTORS' REPORT – Board of Directors Representative Bob Stanley, Sr. had no report.

Commissioner Work reported that he had attended the November meeting and answered questions about when computers would be operating and about the Commissioner vacancy.

SECRETARY'S REPORT:

- 1) Ballots and machines were delivered today for the December 12, 2017 District election.
- 2) Attended the New York State Comptroller's cyber security webinar. Of note were:
 - (a) The importance of disaster planning,
 - (b) Ensuring files are backed up and to confirm the backup is actually done. An example was provided of a third party that was supposed to be backing up but it was not completed for two years.
- 3) The 2018 Fire District Officers' guide has been received. New this year are:
 - (a) Updated surplus resolutions and
 - (b) A new subchapter for new secretaries, treasurers and commissioners.
- 4) A records inventory has begun. When completed there will be an excel spreadsheet noting the records in each cabinet which will be distributed to everyone.
- 5) A spreadsheet on OSHA and drill standings has been included in the Board folders for more discussion under Old Business.
- 6) Minutes will not be out this week but later next week to due school exams.
- 7) A FOIL request was received from the Bricklayers and Allied Craft Workers union requesting the certified payrolls of Flex Epoxy Flooring. The District does not have these records and instructed that the response letter should so indicate.

TREASURER'S REPORT:

- 1) The 9-1 November vehicle report has been received for 1,020 miles and 84 gallons, which is 12.2 mpg for the month and 12.7 mpg year to date. The vehicle mileage is 45,920.
- 2) The move to the new offices went smoothly. Thank you all for moving the heavy filled filing cabinets, it saved us significant time not having to unpack and repack. Everything is moved from the old offices with the exception of Megan's computer and the fax machine. And thank you to Jim for building a temporary records storage room in the Harry Potter closet.
- 3) Tom Brady needs the date of the certificate of occupancy to cancel the builders' risk insurance. The information is not available so the builders' risk insurance cannot yet be cancelled.
- 4) FYI, the key for the camera system cabinet is in the District key box.

TREASURER'S REPORT (cont.):

- 5) The TV and VCR were left in the conference room. It has been determined that the District VCR tapes about old equipment and training are of no value and will be disposed.
- 6) Open items from the move:
 - (a) Change file cabinet door locks in the old office so the Company can access the space to be swapped out with the old server cupboard and the temporary records storage closet knobs.
 - (b) New wireless access point for the office is on top of a filing cabinet. Paul will put it in the ceiling like the others and will fish the wire through the wall.
 - (c) Old computer equipment and the thin clients are locked in the old office file cabinet closet.
 - (d) Members have asked about mail delivery to the District. The old office had a mail bin on the door. Until the new mail boxes are installed we have suggested sliding paper under the new office door.
- 7) The website wouldn't work on the new Windows 10 operating system. So an upgrade was purchased for \$49 and the gentleman that hosts the website came here to help install it. Network Services is in contact with the website host to discuss the best way to back up the website information.
- 8) A representative from RICOH came to help change settings on the copier so we can use the new computer to scan. It was working but they are also trying to set up scan to e-mail which is causing problems. Kevin from Network Services is now working with the Ricoh representative to resolve.
- 9) Commissioner Work asked that the Network Services payment be held until he authorizes the release pending the outstanding installation issues.
- 10) The new door fob system work continues. Many items on the original November 8th e-mail to Mark W. were addressed December 8th.
 - (a) Amherst Control will be providing quotes for a new hand reader and also the possibility of opening the doors with the tones instead.
 - (b) Amherst Alarm currently has 3 fobs to access the building.
- 11) Two new firefighters are entitled to begin collecting LOSAP payments January 1. One has returned the required paperwork and one has not yet been received.
- 12) The Explorer renewal has not yet been received.
- 13) On December 13th the Treasurer will attend the webinar for records management grant application on how to write a great narrative. The application is due January 16, 2018. We can't make that deadline but hope to gather the information necessary for the next year's application.
- 14) Some good news came from DASNY on Friday. The document was reviewed and 48 pages were forwarded to Attorney Butler. The "Grants Disbursement Agreement" required a letter from him. The entire package was turned around in less than 24 hours and returned by certified mail to DASNY. Without the funds the only unpaid invoice is from Transit Construction Services for \$170,297. There is \$185,000 more to be paid on the project which represents the 5% retainage. The DASNY grant will cover most of the remaining expenses. Attorney Butler said the DASNY funds might arrive within 3-6 weeks.
- 15) More good news with the return of funds from ECWA and the transfers from other budget lines last month the project deficit is now only \$16,600 which can likely be covered with additional 2017 budget reclasses noted on page three of the income statement report.
- 16) It is recommended the Board make motion to send the \$90,000 budgeted LOSAP contribution.
- 17) In addition, to the Transit Construction bill, we are holding \$5,899.88 to Cummins which was forwarded to Dadswell for payment for damage to the Ladder Truck during towing. The Stieglitz payment that was previously held is included in the bills to be approved. The Board requested the payment continue to be held pending Bob Shepard's discussion on our behalf with the subcontractor making the errors.
- 18) \$15,028.75 was received from the insurance company for replacement of the sign and is still included in the general fund.
- 19) The District spending margin is \$29,302. A short explanation was made of the calculation.

MOTION by Garlapo, second by Metzger, to approve bills, check #4043-4077, in the amount of \$49,903.68 from the General Fund and \$9,550 to DiVal from the Equipment Reserve, carried.

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 51 calls for the month: 39 EMS, 7 false alarms, 2 MVA, and 3 other calls.
- 2) There will be no more drills held this year.
- 3) The Chief thanked the Board for the striping that was completed. It is not reflective but can be redone in the Spring.
- 4) The new gear locker boxes have been received.
- 5) Forward Air has promised the check will be sent for reimbursement of haz-mat supplies used.
- 6) The new washer and dryer are here and will be installed.
- 7) The small items ordered from DiVal have not yet been received with the exception of the boots.
- 8) We are still waiting for the sizing to be done for the new gear.
- 9) The red helmets have not yet been received.
- 10) There was an operator error when training with the Rescue 5 pump. The pump motor not the entire pump must be replaced. The cost is not yet known. In the interim, we have a gas powered unit to use.
- 11) The mezzanine project is well under way. Only the locks are needed.
- 12) The final quotes have been received for the new Fitness Room equipment. Efforts to give away the surplus equipment through G&G, to a school or Fire Department have not yet been successful.
- 13) A request was made for new flags.

COMMISSIONER GARLAPO:

- 1) Three new prospective candidates for membership have been interviewed. The interviews were some of the best in which he has participated.

COMMISSIONER METZGER:

- 1) The motor repair on Truck 6 was \$4,300 and the tow damage \$5,900. After the initial letter was sent to Dadswell with the damage claim, a second letter was sent for second bill received for \$127 for the fan. Dadswell in turn submitted the bills to Erie Insurance and their adjuster will contact Commissioner Metzger.
- 2) The letter to the Fire Company listing the 2018 eligible officer candidates was sent December 1. There are 4 firefighters for 6 positions. One additional petition was received after the deadline.
- 3) The Janitor duties list will be adjusted based on Board feedback of the draft. Meetings with three firms are scheduled this week to walk through the hall to obtain quotes.
- 4) Meritime Charter School turned down the offer of the free surplus exercise equipment.

COMMISSIONER SCHLABACH:

- 1) The sign project is still on hold. Commissioner Schlabach reported that the District has one year remaining on the total two years allowed to complete the project before losing the remaining \$2,500 insurance reimbursement.
- 2) RP Oak Hill has set November 7, 2017 as the date of substantial completion on the Building Expansion Project. This starts the warranties running.
- 3) Bob Shepard of Stieglitz Snyder Architecture is requesting a refund on behalf of the District from their engineering consultants that made errors resulting in \$25,000 of change order expenses to the District.
- 4) Punch list progress is moving along slowly. The retainage will not be released to contractors until the punch list items are completed.
- 5) Commissioner Schlabach spoke to the current landscape contractor. He is willing to quote for the additional work required as a result of the Expansion Project.
- 6) The next ECFDO meeting is at Brighton on Wednesday, December 20, 2017. Clarence will host the next meeting on January 17, 2018. Dinner is at 6:30 PM and the meeting at 7:00 PM.

COMMISSIONER WORK:

- 1) Mike and Hillery Dennies completed their OSHA training October 11 and 18. Jarrod Saxton will take the December 16th OSHA training. Emily Casell and Garren Dudas have not completed OSHA. Dan Nowak is on administrative leave and therefore is not required to complete OSHA at this time. Brian Powers has submitted a letter from the airport certifying his completion of OSHA during the course of his employment.

PUBLIC COMMENTS – None.

OLD BUSINESS:

- 1) There is no new correspondence regarding the Explorer Post renewal.
- 2) Chief Schlabach booked a photographer for \$50/ hour. Brian Powers has pictures from his drone that will be used for the program. Gallagher Printing quoted Chief Schlabach \$85 for 100 invitations. Class A uniforms for members and casual dress for others is requested. Chief Schlabach went to Wegman's to price cakes for the ceremony. For 200 people, 3 or 4 sheet cakes would be needed. If desired, edible pictures would be placed on the cakes; it will be around \$400. Secretary Kiener sent the press release to the Clarence Bee on Friday, but did not receive a confirmation; a follow up email will be sent. Commissioner Metzger will go to Tim Horton's to get coffee for the ceremony.

MOTION by Metzger, second by Schlabach, to purchase invitations and envelopes for the Building Dedication Ceremony from Gallagher Printing for a cost not to exceed \$85, carried.

- 3) A new quote of \$38,607.77 was received from G&G Fitness for the Activate Series of equipment. For all Integrity Series equipment, it will be \$43,189.35. The Activate Series will be sufficient for our uses, but the treadmill should be of the higher series because of its use.

MOTION by Metzger, second by Schlabach, to purchase physical fitness equipment, the Activate Series with an Integrity Series treadmill from G&G Fitness for \$40,446.95, based on the permissive referendum from the Equipment Reserve that expired December 1st, carried. The cardio equipment has a 4 week lead time and the strength equipment has a 12 week lead time.

- 4) Garren Dudas took part in new member training drills, and did not fill out a call sheet to receive credit. Chief Schlabach will speak with his officers to check the number of drills that Garren should have. Dana Ford is short on drills, and Chief Schlabach will look into outside drills for her.

MOTION by Garlapo, second by Metzger, to amend the Treasurer's report submitted to approve the transfer of 2017 budgeted funds from the General Reserve to RBC Wealth Management as the 2017 LOSAP contribution required per the actuary in the amount of \$90,000, carried.

NEW BUSINESS:

- 1) The Stieglitz Snyder payments are still on hold.

MOTION by Garlapo, second by Metzger, to authorize the Treasurer to make the appropriate budget reclassifications and to pay all bills received prior to December 31, 2016 within the spending margin, carried.

MOTION by Metzger, second by Garlapo, to approve the Treasurer's March 1st submission of the annual report submitted to the New York State Department of Audit and Control to the Board of Fire Commissioners per Town Law, Section 177, in lieu of reporting at the annual Organizational Meeting, carried.

MOTION by Schlabach, second by Work, to purchase one gold aluminum pole, 4'x6' US and New York State flags, with an eagle and round top, for \$435 from Ace Flag, carried.

MOTION by Schlabach, second by Metzger, to enter into an agreement with Country Gardens and Gifts for lawn maintenance for the 2018 season for \$3,600 for the season, carried.

MOTION by Schlabach, second by Work, to approve Matt Meister's banquet room request on January 13th from 4-8 pm, carried.

MOTION by Schlabach, second by Work, to approve Mike Burkhardt's banquet room request on February 20th for the Clarence Newstead Fire Police Association, carried.

MOTION by Schlabach, second by Metzger, to approve Mike Burkhardt's banquet room request on February 27th for an installation banquet, with catering by Whistle Stop Café with alcohol being served, carried.

NEW BUSINESS (cont.):

MOTION by Schlabach, second by Metzger, to approve Dave Baumler's banquet room request on March 9th for a David DeMarie Dance meat raffle fundraiser, from 4-8 pm, carried.

MOTION by Schlabach, second by Metzger, to approve Brett Hanford's pavillion request on July 15th for a graduation party with alcohol being served, carried.

MOTION by Schlabach, second by Metzger, to surplus the T.V. and VCR from the old District Conference room because it is no longer deemed useful or necessary to the District, carried.

GOOD OF THE FIRE DISTRICT:

The 2018 Organizational meeting is January 2nd at 6:30 pm.

The next Regular District meeting is January 8th at 6:30 pm.

MOTION by Work, second by Schlabach, to adjourn the meeting at 20:48 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website