

# 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:**

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, December 12, 2016** at 18:29 hours.

## **ROLL CALL:**

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

Absent:

Guests: Chief Jeff Schlabach

## **APPROVAL OF PRIOR MEETING MINUTES**

**MOTION** by Garlapo, second by Metzger, with corrections: addition of "related to the history of a particular firefighter" in relation to the Executive Session, deletion of 3<sup>rd</sup> sentence in Chief's report #7, deletion of last sentence in Commissioner Metzger's report #3 and addition of "in relation to Brian Powers not attending Firehouse Expo in 2016" to motion under old business, carried.

**BOARD OF DIRECTORS' REPORT** – Jamie Dussing was not present. Commissioner Metzger filled in for Commissioner Garlapo at the Board of Directors meeting due to a conflict. There was a question about drill credits.

## **SECRETARY'S REPORT**

- 1) The November 2016 NFIRS data was sent and submitted to New York State. Year to November 30, 2016, there were 430 calls.
- 2) Erie County Board of Elections dropped off the election materials on Monday morning. The election on Tuesday is all set.
- 3) There are still 13 people that need to turn in their insurance beneficiary forms.
- 4) 4 people still do not have OSHA: Ryan Ostalski, Brian Powers, Gary Siminski, and Chris Nowak.
- 5) Secretary Kiener found the FDIC training certificates from 2014 and 2015. She will begin to put them into Red Alert and file them. There is still training records missing from 2010-2013.
- 6) At the 11/30 Interior Skills drill, Jamie Dussing didn't sign in, but was present. Commissioner Metzger was at the drill was can confirm his attendance.
- 7) There was a FOIL request for an incident on December 22, 2015. Secretary Kiener sent 2 sheets, the call sheet and PCR.

## **TREASURER'S REPORT**

- 1) The 1099 forms were distributed to the retirees this month. Treasurer Lash will check mailboxes periodically to make sure that they are picked up.
- 2) This year is the last year of the Audit Contract. Rebidding will need to take place this year.
- 3) The interest rate went up and will make a difference in the portfolio earnings.
- 4) The Sewing Technologies Bill came in for Paul Meyer Sr.'s long sleeve shirt. The District is holding the bill for the EMS jumpsuits that were not picked up yet; there was 6 or 7 jumpsuits to get. Commissioner Work or Chief Schlabach will be picking them up this month.
- 5) There was no vehicle report for #9 this month because it was being repaired.
- 6) The FEMA grant desk review needed a list of hazmat equipment from Chief Schlabach. It will be sent out upon receiving the list.
- 7) The last report request from DASNY was in October. The District is waiting for the Grant Disbursement Agreement. The District is still not close to being able to ask for the money. More bills are coming, and they need to be covered. Treasurer Lash is worried about having enough money to cover the bills without having the DASNY money coming in. Treasurer Lash put a lot of effort into the FEMA grant desk review that was received as well.

**TREASURER'S REPORT (continued)**

- 8) A package of bills from RP Oakhill was received for \$120,094.00. The District is paying for lots of little details. Commissioner Schlabach will bring up the issue as the next Building Project meeting.

**MOTION** by Work, second by Garlapo, to approve bills, check #3563-3596, in the amount of \$30,288.30, carried.

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

Commissioner Roy reviewed the Chief vehicle report and found everything to be in order.

**CHIEF'S REPORT**

- 1) 38 calls for the month including: 27 EMS, 2 false alarm, 3 MVA and 6 other calls.
- 2) The new antennas were installed and they work great.
- 3) 7-1 is complete. Mike Dennies is cleaning up and labeling things. There is no more money to spend on the project.
- 4) The bailout law was changed. Mark Butler said the District and the Chief should have copies for their records. The Chief provided Secretary Kiener with the papers to file.
- 5) Mike Burkhardt and Chief Schlabach cleaned the uniform closet. They will be making an itemized list for inventory.
- 6) Chief Schlabach is going to be posting a certified list. This included new driver training, interior skills, and a column for OSHA training that will be posted in the truck room for everyone.
- 7) Jim Havernick contacted Chief Schlabach and is contemplating returning to the District. He asked for his resignation to be revoked, and a 10-month suspension. There will be no official response from the District. The Commissioners suggested that Havernick put a request in writing.
- 8) Chief Schlabach has concerns about the 5, 10, 15 year borrowing plan. Will there be firematic consequences? Unexpected things have popped up, like Ladder 6 and Engine 1, and there needs to be a little wiggle room for emergencies. A plan for chief trucks and a new rescue needs to be done within the next few months; priorities need to be decided.
- 9) Some members are not coming back next year. Dues aren't being paid yet; they will be paid at the January 9<sup>th</sup> meeting because of changes.

**COMMISSIONER ROY** – no report.

**COMMISSIONER GARLAPO** –

- 1) No documents were received from Dan Nowak.
- 2) Bobby Beil's documents for medical leave came in.
- 3) Steve Federowicz's resignation letter was received on 11/30. Chief Schlabach will report it to the Fire Company.

**COMMISSIONER METZGER** –

- 1) An account was set up with Hardee Brothers Cleaners. They will be able to do simple tasks for uniforms, like zippers, stripes, and rips, if members have a purchase order and authorization. It will be done more in house and will be easier to adjust.

**COMMISSIONER SCHLABACH**

- 1) The renewal for dumpster service with Modern was received. Commissioner Schlabach looked into using Waste Management, but their service was more per month.
- 2) 15 air bottles are out of service. They will be going to S.O.S. to be used for parts.
- 3) Commissioner Schlabach stated it would be easier to bundle phone, TV, and internet with Time Warner Cable, versus using Verizon for phone service and paying both companies. Commissioner Schlabach will talk with Commissioner Work about different recommendations.
- 4) The money from avoidable alarms is going to the Town of Clarence. Avoidable alarms money should be put into a separate account. The District is a separate political entity from the Town. The Town Supervisor said to put a request in writing. It may only be a couple thousand dollars' worth of avoidable alarms.
- 5) The demo car was removed.
- 6) The foundation is in. Block and steel are starting. Trusses will be in in the 2<sup>nd</sup> week of January. The block needs heat for the mortar and the District will be supplying the gas for it. There are cracked blocks in the Fire Company computer room, so an engineer was called in. They will patch it for a little extra. There are snow load beams that are supposed to

**COMMISSIONER SCHLABACH (cont.)**

be coming in. Do we really need them? Electrical needs to be moved then, and it will be more money. The storm sewer elevation was incorrect; it would hold the water instead of letting in flow. The pipes need to be in place before the conduit, and the 16" water main and 8" gas main are in the way. Other options for the storm sewer were considered, but the most viable option is moving the main lines. It will be \$17,000 to move the water main. The Erie County water rep has a list of things to do before the main can be moved. Thomann Asphalt and NYSEG are continuing their work so that the project keeps moving. A drainage system isn't needed right away.

7) Wednesday's ECFDOA meeting is at Doyle (Walden Fire District).

**COMMISSIONER WORK-**

- 1) There will be a large EMS disposable order around the 1<sup>st</sup> of the year, costing about \$1,000- \$1,200.
- 2) Brian Powers took OSHA at work. If the Chief writes a letter to say that he took it, and outlines what he has taken and signs off, the District can approve it to complete his OSHA training for 2016.
- 3) On November 15<sup>th</sup>, there was an EMS drill for the Fire Police that was held at the Fire Hall, but was not approved. No one else knew about it, except the Fire Police. It cost \$30 per person, and was first-aid only, no CPR. The District should pay the bill, but the Fire Police still need more training for their requirements. Having unapproved training is a violation of the Training Policy and will not happen again. Pulse is willing to make accommodations for Fire police by having CPR training on a table. Ruth Rider- Work can help train in CPR since she is certified.

**OLD BUSINESS-**

- 1) The Explorer Post by-laws are still being discussed. Some items that were added in prior were taken out. The District will talk to Assistant Chief Beil again.
- 2) The Drug and Alcohol policy can be modified to include a drug and alcohol testing at each physical. It is \$40- \$45 for drug testing and \$25 for alcohol testing using the urine tests. It is an extra \$40- \$45 for drug testing and \$2 for alcohol testing using a saliva test. The District is not in jeopardy right now, and can wait before adding this to the policy. Annual exams cost around \$10,000 for 55-60 people. Another option would be to schedule recognition training for drug and alcohol use for commissioners and Chiefs.

**MOTION** by Garlapo, second by Work, any active duty firefighter not completing the training requirements in a calendar year will be ineligible to attend any alarms until the deficient requirements are met. This will not count towards the training requirements of the new calendar year. The firefighter will be responsible for completing the current (new) year requirements. It shall be noted that at the September 12, 2016 Fire District meeting that a motion was passed to extend the deadline for completing the EMS certifications for the calendar year 2016. The completion date for 2016 is March 31, 2017. Any firefighter who was on military leave, medical leave, light duty or pregnancy leave for a portion of the calendar year will be addressed according to the following:

- a) OSHA – This refresher training must be completed as stated in this motion.
- b) Drills – These will be pro-rated based upon the number of months that the firefighter was active during the calendar year. Therefore, one drill is required for every 2 months of active duty. Any partial months will default to the lesser number of drills. For example, 5 months of active duty would require 2 drills.
- c) Active CPR card – This will be waived for the calendar year that the firefighter was on leave but must be met the following year.
- d) Active basic First Aid – This will be treated the same as the CPR card.

Motion carried.

- 3) Fire Company can select officers and there can be more than on the list sent from the District to the Fire Company. The District can approve or not approve those nominated. Nominations can also be made on the floor. Commissioners can't hold both offices. The list for chief was: Jeff Schlabach, Chad Hawes, and Brett Hanford. The list for assistant chief was: Jeff Schlabach, Chad Hawes, Brett Hanford, and Jerry Roy. After the Fire Company elections of December 15<sup>th</sup>, the Board of Fire Commissioners will hold a special meeting to approve officer selection.
- 4) The amendment of firefighter uniforms was a monumental task taken on by the Chief, in an effort to truly unify uniforms. Due to the variety of work to be completed on each firefighter class A and B uniforms (alterations, hash marks, striping, etc.), it was impossible to write an RFP for the project. So, it was decided to utilize our past provider, Sewing Technologies of Seneca Street in Buffalo. The Fire District historically strictly complies with its procurement policy as well as any applicable New York State laws.

**OLD BUSINESS (continued)–**

5) The Steven's Collision bill was revised for decals; it was taken off the bill. There were no new tires put on the #9 truck because insurance didn't approve new tires, but put on one new rim. To re-letter the sides of the truck with decals it will be \$775. The District will hold the check until the tires and door whistle questions are answered.

**MOTION** by Work, second by Metzger, to pay \$270 to CPR Pulse Center for First Aid training for Fire Police on November 15, 2016, Roy opposed, carried.

**MOTION** by Schlabach, second by Metzger, to pay the Erie County Water Authority right away, so not to hold up the Building Project, with an initial estimate of \$17,000, carried.

6) Class A uniforms came back from Sewing Technologies very wrinkly. If the Chief brings back the uniforms to Sewing Technologies and talks to them about the way the Class A uniforms were returned, could the District get some money back?

**NEW BUSINESS**

**MOTION** by Work, 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.

1) The money in the general fund will be left there to pay bills, and will not be moved to the Reserve.

**MOTION** by Work, second by Metzger, to approve the Treasurer's March 1<sup>st</sup> 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 Garlapo, to approve Kathryn Hammond of 5215 Hillcrest Drive to serve as an Alternate Elections Inspector at the rate of \$35 pursuant of Town Law, Section 175, in the event the appointed inspectors are unable to serve.

**MOTION** by Roy, second by Metzger, to deny the request for use of apparatus for Prom 2017, carried.

2) The threshold for surplus was raised from \$50,000 to \$100,000. A mandatory referendum is needed for approval.

3) The Equipment Inspection will be on January 2<sup>nd</sup>, following the Organizational Meeting.

**MOTION** by Metzger, second by Garlapo, to approve the FEMA Grant Desk Review response as presented by the Treasurer, carried.

**MOTION** by Schlabach, second by Garlapo, to enter an agreement with Modern Corporation for dumpster use for \$128.69 per month. Please note, Waste Management cost \$161.78 per month, and PSI Disposal of Akron has not called back after 10 days. Motion carried.

**MOTION** by Metzger, second by Roy, to add Jamie Dussing to the 11/30/16 drill sheet. Commissioner Metzger can attest to his attendance. Motion carried.

**GOOD OF THE FIRE DISTRICT –**

Commissioner Roy will attend the Board of Directors meeting on December 19th.

**MOTION** by Metzger, second by Schlabach, to cancel the December 26<sup>th</sup> Work Session, carried.

The 2017 Organizational Meeting is January 2<sup>nd</sup> at 6:30 pm, with Inspection after the meeting.

The next Regular District meeting is January 9<sup>th</sup> at 6:30 pm.

**MOTION** by Garlapo, second by Work, to adjourn the meeting at 21:11 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website