

# CLARENCE FIRE DISTRICT NO. 1

FINAL COPY

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## 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

## Fire District Secretary

Yvonne Work

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

### Roll Call:

Present: Commissioners Garlapo, Metzger, Bissonette and Work, Fire District Treasurer Kim Lash and Fire District Secretary Yvonne Work

Absent: Commissioner Schlabach (on vacation)

Guests: Fire Chief Bill Major, 1<sup>st</sup> Assistant Chief Jeff Schlabach, 2nd Assistant Chief Ken Beil and Bob Stanley, Sr.

### APPROVAL OF PRIOR MEETING MINUTES

The minutes for the Board of Fire Commissioners Regular Meeting held on January 12, 2015 were reviewed. There were no recommended changes.

**MOTION** by Metzger, seconded by Bissonette, to approve the Regular Meeting minutes of January 12, 2015 as written, carried.

### BOARD OF DIRECTOR'S REPORT

- Bob Stanley, Sr. was the Board of Directors representative at this meeting; there was no report from the Board of Directors for this meeting.
- Commissioner Metzger attended the January Board of Directors meeting; there was discussion regarding the Fire Company paying the invoice for the uniform costs for non-Active members.
- Commissioner Bissonette will be attending the Board of Director's Meeting on February 16, 2015.

### SECRETARY'S REPORT

- Fire District Secretary Yvonne Work reported that the 2014 LOSAP points will be posted during the upcoming week. The report needs to be posted for a period of 30 days before being forwarded to Penflex.

### TREASURER'S REPORT

- Treasurer Kim Lash reported that there were problems with the server and Network Services was in to repair these. Fire Chief is still having issues with his computer. There were also issues with the copier and the RICOH repairman was in to service this.
- The Auditor from Amato & Fox was in on February 4<sup>th</sup> and 5<sup>th</sup> to begin the District's audit; no problems have been noted to date.

**TREASURER'S REPORT**

- Treasurer Lash reported on the amount of funds remaining in the General Fund until the taxes are received by the District. She indicated that she will contact Pam CuvIELLO, Director of Finance-Town of Clarence, regarding the upcoming deposit for the Fire District. This has been directly deposited in the District's account in the past.
- Treasurer Lash reported that there have been some changes with JP Morgan Chase Bank. The District has three savings accounts with JP Morgan Chase Bank; they now will charge \$127.00 per month to maintain these accounts. Treasurer Lash indicated that New York Sate Law specifies that the funds must be handled by a "Commercial Bank." Treasurer Lash mentioned that the District will continue to utilize M&T Bank; she will also be looking to utilize a second bank for the District as well.

Treasurer also indicated that Chase Bank will no longer be administering the District's charge cards; these will now be through Capital 1 Bank. She advised the Board that they will not have to change their credit cards. She will contact them to make sure the billing cycle due date falls within the same time period as it was with Chase Bank.

**MOTION** by Metzger, seconded by Work, to pay all bills from the General Reserve and included in the financial statements, including the additional bills listed below presented for payment at this meeting, in the total amount of \$35,732.61 (check #2772-2804).

Chase Credit Card	179.50
Modern Disposal (2 bills - December & January)	195.66
Massaro Cleaners (Uniform/Shirt - Mark Zuchlewski)	21.35
Withholding Tax	1,127.74
Yvonne Work (January Payroll)	179.83

Commissioner Garlapo requested that the bill for the Clarence Bee News for advertising be held as there is an additional fee which should not be included; Fire District Secretary will call regarding this. Treasurer will issue this check once new invoice is received.

Commissioner Garlapo indicated that he has reviewed all bank and financial statements for the month and found these to be in compliance.

Commissioner Metzger indicated that he has reviewed the three Chief Vehicle reports for the month; these were found to be in order.

**CHIEF'S REPORT**

There were a total of 25 calls for the month of January 2015, which included the following: 15 EMS, 1 Motor Vehicle Accident (No Injury), 4 False Alarms, 1 Fire, 1 Mutual Aid, 1 Hazardous Materials and 2 Other Responses. Drills included: 3 Fire, 1 EMS and 2 Work Calls.

Purchases:

- Fire Chief indicated that the five Minitor 6's have been received and are being distributed.
- Commissioner Metzger is continuing to work with Saia Communications regarding the FCC licensing of the single UHF 4 watt Simplex public safety frequency.
- Fire Chief has requested to purchase a total of 12 RIT Rescue Egress Systems from DiVal Safety, to be utilized with the new turnout gear at a cost not to exceed \$4,080.00.
- Fire Chief has requested to purchase two TENNSCO combination cabinets for firematic supply storage from Grainger at a cost of \$485.00 each, total cost not to exceed \$970.00.
  
- Fire Chief indicated that he recently purchased an anti-virus program, as well as Microsoft Office program for the Tough Book; he used Fire Company credit card for this purchase.

Operational:

- Fire Chief indicated that Harris Hill Fire Company has updated their Fire Plan; this now includes the use of an Engine from the District instead of the Rescue.
- Fire Chief reported that he and Commissioner Schlabach went through the house prior to his leaving for vacation; they turned the power off to the house and checked out the bearing walls. Fire Chief mentioned that the Chief's Office would like to obtain permission to remove one of the back windows for training purposes; this will then be boarded up. They would also like to remove some of the walls so the firefighters can work with the old type of lathe. Chief's Office will try to obtain old furniture to be utilized with their training as well.
- Fire Chief mentioned that their Office has been looking into getting a total of five 40' by 10' storage containers to be utilized out back for training purposes; they are not sure of the cost of having these shipped as of this time. Fire Chief indicated that he spoke with Commissioner Schlabach regarding having a 100' x 60' stone pad area out back for training purposes. Commissioner Bissonette indicated that these have become a popular thing for Fire Departments to use for training purposes. He indicated that since these will be utilized on a long-term basis, he would like to have these placed on a solid foundation to insure their stability. He would also like to assist with the design of this area.
- 1<sup>st</sup> Assistant Chief Jeff Schlabach indicated that the LEL sensor on one of the Multirae meters is broken and has to be replaced. There is a question as to whether or not this would be covered under the warranty. Mention was made that Commissioner Bissonette is the Commissioner responsible for HazMat equipment.
  
- Fire Chief Major indicated that the "Safer Grant" application period is now open until March 6, 2015. This centers on Firefighter recruitment and retention, as well as educational expenses; funding would provide for gear for new recruits and exercise equipment as a form of retention. He spoke with Jean O'Connell's office; they would be able to utilize the demographic information which was previously submitted for the other grant by Commissioner Schlabach.

Fire Chief indicated that additional grants will be available this year, which include an Exercise Grant in the amount of \$10,000 plus the Grant Writer's fee, as well as a HazMat Grant in July.

There is an additional grant which will be open from March 16-April 17 which is Fire Protection and Safety; this would provide Fire Departments with fire and CO detectors and would provide funds up to \$2,500.00.

- Fire Chief brought up the issue of the Explorers being able to use the Exercise Room. The issue of firefighter's spouses also being able to utilize the Exercise Room was brought up for discussion. Board suggested that we continue to look at the issue of physical fitness and check with Attorney Schoellkopf and Insurance Representative, Tom Brady, regarding possible liability issues regarding this.

Training:

- Fire Chief indicated that 2<sup>nd</sup> Assistant Chief Ken Beil has posted the 1<sup>st</sup> Quarter 2015 training schedule. Additional trainings are in the process of being scheduled.
- Some additional conferences/training being considered for 2015 include the following:
  - FDIC – April 20 – 25, 2015
  - HazMat Training
  - Baltimore – End of May
  - New York State Chief's – June in Rochester
  - Vital Signs – October 22 – 26 – District usually sends 2-3 individuals to this
  - Fire House is a possibility this year
- Two individuals have signed up to attend FASNY training at the Frontier Fire Company (Safety and Wellness = Survival) on March 26, 2015. Commissioner Bissonette mentioned that he is planning on attending this as well.
- Harris Hill Fire Department has asked Clarence Fire Company if they are interested in participating in an Ice Rescue drill which will be held on February 16th at the pond in front of WalMart on Transit Road. Our Fire Company would be required to take a piece of apparatus to this.

**COMMISSIONER BISSONETTE**

- Commissioner Bissonette indicated that he and Dave Baumler have spoken with Jamie Dussing, Town of Clarence Highway Superintendent, regarding the issue with snow around and covering the fire hydrants. The Clarence Fire District has an opportunity to partner with the Highway Department to assist with snow removal. Mr. Dussing will supply an operator and front end loader and those firefighters interested would also be able to help with hand shoveling. Mention was made that the Explorers might be interested in assisting with this; 2<sup>nd</sup> Assistant Chief Ken Beil indicated that there is an Explorer meeting on Tuesday and he will mention this to them. The Explorers would be able to assist with adult supervision.

**COMMISSIONER GARLAPO**

- Commissioner Garlapo indicated that firefighter Nicole Schlabach has returned to Active status from medical leave, effective February 4, 2015.
- Commissioner Garlapo indicated that he contacted Attorney Schoellkopf regarding video communication of the Board of Fire Commissioner meetings. The District does have a requirement to notify the public in order for this to be legal. Public Officer's Law, Article 7, states that "Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in on or more designated public locations at least seventy-two hours before such meeting."
- Occustar physical exams were held on February 03, 2015; there were a total of 16 firefighters and 2 Explorers who had their physicals this date. Occustar will be completing physicals again at the Fire Hall on February 26, 2015.
- Commissioner Garlapo brought up an issue with Occustar. Recently, two mailings of firefighter physical exam test results and certifications (both marked "Confidential") were mailed to the Clarence Center Fire Company. One firefighter had his exam done on January 14, 2015; Commissioner Garlapo contacted Occustar because the District had not received his results and was advised that the results had been mailed out. He then received a call indicating that the physical results for this firefighter were never mailed out and would be mailed out that day. Consequently, two copies for this individual were received, one was received by Clarence Center Fire Company and the other was received by the Fire District. Recommendation was made that Commissioner Garlapo contact Mr. John Haller regarding this issue of confidentiality.

- Commissioner Garlapo mentioned that he has started to review the District's Rules and Regulations. He indicated that he has asked Fire Chief Major and 2<sup>nd</sup> Assistant Chief Ken Beil for input regarding the training component, as well as Officer requirements.
- Commissioner Garlapo recently reviewed the District's Policy regarding Inspection Dinner Costs. He recently approved the Fire Company's reimbursement for the Installation Dinner costs pursuant to the District's Policy. Discussion followed regarding this Policy and the need for review and revision.

### **COMMISSIONER METZGER**

- Commissioner Metzger indicated that the list for the firefighters attending FDIC has been finalized.
- A Rescue Committee meeting has been scheduled for Saturday, February 14, 2015 at 8:00 A.M.
- Commissioner Metzger indicated that the District has received a quote for the paint and corrosion repairs for Ladder #6 from Churchville Fire Equipment in the amount of \$6,200.00.

### **COMMISSIONER SCHLABACH**

Commissioner Schlabach is currently on vacation in Florida.

### **COMMISSIONER WORK**

- Commissioner Work indicated that Carl Fisher will be offering OSHA training at the Fire Hall from 8:00 A.M. to 4:00 P.M. on Saturday, March 7, 2015. Commissioner Work also mentioned that there is reciprocity for the firefighters attending OSHA training at other Companies.

Other Occustar training being offered in 2015 include:

February 9 and 16	Ellicott Creek	18:30 – 22:30 hours
February 15	Forks	08:00 – 16:00 hours
February 21	Collins Center	08:30 – 16:30 hours
February 28	East Otto	08:00 – 16:00 hours
March 7	Clarence	08:00 – 16:00 hours
March 16 & 18	Harris Hill	18:30 – 22:30 hours
March 31 & April 2	Clarence Center	18:30 -22:30 hours

- Commissioner Work indicated that he has registered to take the Commissioner Training being offered on April 11, 2015; he paid the \$125.00 fee for this with his District credit card.
- Commissioner Work indicated that he has requested Network Services to perform a site review of the District's computers. Fire Chief has been having some issues with his computer.
- Commissioner Work reported back to the Board regarding the "LENS Program". There is no cost to the District for this. The Board would be advised of various licensing events, such as expirations, renewals, convictions, etc. via e-mail. Mention was made that every firefighter signed a Driver License Check Disclosure and Release Form when they applied for membership. Commissioner Bissonette will bring this up at the Board of Directors meeting on February 16, 2015. Fire Chief also indicated that he will mention this at the Fire Company Meeting in March. The Board requested that Commissioner Work move forward with this process for all active firefighters.

### **PUBLIC COMMENTS**

None.

**OLD BUSINESS**

Commissioner Work is interested in attending the Fire & EMS Law & Management Conference at the Turning Stone Casino & Resort being offered on March 26-29, 2015. He will be attending from March 27-29, 2015.

**MOTION** by Garlapo, seconded by Bissonette, to authorize Commissioner Work's attendance at the Fire & EMS Law & Management Conference at Turning Stone from March 27-29, 2015 with reimbursement pursuant to the District's Training and Travel Policy (Commissioner Work abstained), carried.

The Annual Meeting and Installation of Officers of the Erie County Fire District Officers Association is being held on Saturday, March 21, 2015 at the Millennium Hotel in Cheektowaga, NY; the cost is \$120.00, which includes the member and guest. Commissioners Bissonette and Work are interested in attending this.

**MOTION** by Garlapo, seconded by Metzger, to approve Commissioners Bissonette and Work's attendance at the Erie County Fire District Officers Association meeting on March 21, 2015 at the total cost of \$240.00, carried.

**MOTION** by Metzger, seconded by Bissonette, to approve six firefighters (Chad Hawes, Brett Hanford, Jerry Roy, Jim Schlabach, Mark Zuchlewski and Dave Metzger) to attend the FDIC training being offered in Indianapolis, IN during April 20-25, 2015 (specific dates of attendance to be determined), carried.

**MOTION** by Metzger, seconded by Bissonette, to authorize the paint and corrosion repairs for Ladder #6 pursuant to the quote of \$6,200.00 received by Churchville Fire Equipment dated July 1, 2014; this work will be completed in conjunction with the upcoming turn-table repair work being completed by Churchville Fire Equipment, carried.

**Updated Building Project Cost Estimate from Project Manager, Dave Sanford**

Board reviewed the updated building project cost estimate from Project Manager, Dave Sanford. The modifications recommended by the Board have now been included in the building project cost estimate. Commissioner Bissonette raised the question as to whether Commissioner Schlabach has received any further information from Architect Bob Shepard regarding the drain separation issue. The Board will need to have an answer back from the Architect Shepard, as well as the EPA, regarding this issue prior to moving forward.

The Board also discussed possible dates for the presentations, public hearings and referendum dates. Various presentations and public hearings could be held in April and the referendum date could be scheduled for Tuesday, May 5, 2015. Recommendation was made that Attorney Schoellkopf be consulted regarding this to make sure there is nothing further to be completed by the Board.

**NEW BUSINESS**

Commissioner Garlapo indicated that he received a survey from the State Association of Fire Districts. They will no longer be holding their Fall conference in Ellenville and are looking to hold one annually in the Spring. The Board recommended that Commissioner Garlapo complete the survey and forward back to the State Association of Fire Districts.

Commissioner Garlapo mentioned that the Board will be holding a Work Session with Penflex representatives on February 23, 2015. The Board previously met with Ed Holihan in February 2014 regarding the District's LOSAP program and requirements. There have been recent audits performed by the Comptroller's Office citing various Fire Companies/Districts for not being in compliance with General Municipal Laws with regard the administration of their LOSAP Programs. Mention was made that the District Rules and Regulations need to be reviewed and revised if needed to be consistent with the LOSAP Plan document.

**MOTION** by Garlapo, seconded by Work, to approve Emily Casell as an active firefighter of the Clarence Fire District No. 1 pending successful completion of a physical exam and arson/sex offender background check, carried. Fire Chief mentioned that Emily's Volunteer Firefighter Inquiry Form was received back on February 05, 2015.

Fire Chief mentioned that he began utilizing the new New York State Division of Criminal Justice Services Volunteer Firefighter Inquiry Form. The Results of Inquiry include the following:

- No Record of an Arson Conviction or a Conviction Requiring Registration as a Sex Offender
- Convicted of Arson; No Record of a Conviction Requiring Registration as a Sex Offender
- Convicted of a Crime Requiring Registration as a Sex Offender; No Record of an Arson Conviction
- Convicted of Arson and Convicted of a Crime Requiring Registration as a Sex Offender

Fire Chief also mentioned that these forms have to be U.S. mailed, faxed or hand delivered between Agencies; e-mail transmission is no longer permissible.

**MOTION** by Garlapo, seconded by Metzger, to authorize Bill Major's request to utilize the Banquet Room on Friday, February 13, 2015 from 6:00 P.M. to 11:00 P.M. for approximately 10 individuals; no alcohol and no caterer, carried.

**MOTION** by Bissonette, seconded by Garlapo, to authorize Nathan Work's request to utilize the Banquet Room on Saturday, June 27, 2015 from 9:00 A.M. to 9:00 P.M. for a birthday party; drop-off catering will be utilized and alcohol will be served, carried. (Commissioner Work abstained).

Commissioner Work did mention that he will provide a copy of his Liability Insurance prior to this event.

**MOTION** by Garlapo, seconded by Metzger, to authorize Mary Eleccko's request to utilize the Banquet Room on Saturday, February 28, 2015 from 1:00 P.M. to 4:00 P.M. for a birthday party for approximately 50 individuals; no caterer and no alcohol, carried.

**MOTION** by Work, seconded by Metzger, to authorize the expenditure not to exceed \$500.00 for food for the annual OSHA training being offered at the Clarence Fire District No. 1 on March 7, 2015 carried.

**MOTION** by Work, seconded by Metzger, to approve the expenditure by the Chief (placed on his Fire Company credit card) for the purchase of internet security and Microsoft Office for the Tough Book which is utilized on Rescue 5 at a cost not to exceed \$200.00, carried.

**MOTION** by Metzger, seconded by Work, to authorize the Chief's Office request to purchase a total of 12 RIT Rescue Egress Systems with 50 foot Kevlar Rope, AL R Descender with Kevlar Lanyard 7", Tri Link with RSS Hook from DiVal Safety at a total cost not to exceed \$4,080.00 (individual cost of \$340.00) to be utilized with the new firematic gear recently purchased, carried.

**MOTION** by Metzger, seconded by Bissonette to authorize the Chief's Office request to purchase two TENNSCO combination cabinets for storage of firematic supplies from Grainger at a cost not to exceed \$970.00 (cost of \$485.00 each), carried.

**MOTION** by Metzger, seconded by Work, to authorize apparatus out of the District for the following training dates: Ice Rescue Training on February 16<sup>th</sup> and FASNY training at Frontier Fire Company on March 26<sup>th</sup>. carried.

**District's LOSAP Portfolio** – The Board held discussion regarding the information recently presented by Treasurer Lash. In response to the near 0% return earned on the LOSAP portfolio in 2014, RBC has recommended a proposed update to the District's LOSAP Investment Policy. This suggests new strategic asset allocation ratios which would allow our Investment Adviser the ability to potentially increase the size of asset portfolios that may have the opportunity to increase income (and also risk). Commissioner Garlapo indicated that RBC has sent the District a LOSAP Investment Statement Update, which needs to be signed; he reviewed the contents of this with the Board.

**MOTION** by Metzger, seconded by Bissonette, to authorize Commissioner Garlapo to sign the LOSAP Investment Statement Update package from RBC Wealth Management, carried.

**GOOD OF THE DISTRICT**

- Board of Fire Commissioners will hold a Work Session on **Monday, February 23, 2015 at 6:30 P.M.** Penflex representatives will be present at this meeting.
- Board of Fire Commissioners Regular Meeting is scheduled for **Monday, March 9, 2015 at 7:00 P.M.**
- Additional Work Sessions have been confirmed for the following dates and times:

**March 23, 2015** Insurance Representatives (Tom Brady and Jim Ring)

**April 27, 2015** RBC Wealth Management Representatives

**MOTION** by Work, seconded by Bissonette, to adjourn the meeting at 22:00 hours.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief