

# 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  
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, February 12, 2018** at 18:30 hours.

## ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, Assistant Chief Brett Hanford, Eric Olson, Dave Baumler

## APPROVAL OF PRIOR MEETING MINUTES:

**MOTION** by Metzger, second by Larkin, to approve the January 8, 2018 Regular Meeting minutes, carried.

## BOARD OF DIRECTORS' REPORT – Eric Olson

- 1) The cost of cleaning the carpet in the dayroom is \$300. Would the District be willing to split the cost between the District and Company? Chairman Garlapo stated it will be put on hold until Commissioner Schlabach returns.
- 2) The Board of Directors has sent a letter to Brian Powers stating he is reinstated. A copy was given to Secretary Kiener for incoming correspondence. His key fob was reactivated.
- 3) There will be discussion every month regarding the status of the discussion relating to membership requirements.
- 4) Chairman Garlapo and Vice-Chairman Metzger attended the January Board of Directors meeting and had no report. Hillery Dennies and Dana Ford were reinstated. Hillery's District requirements were satisfied, but Dana's were not. Dana Ford was sent a letter stating she had to make up drills before attending alarms.
- 5) Vice-Chairman Metzger will be attending the February Board of Directors meeting.

## SECRETARY'S REPORT:

- 1) Attended a webinar last month regarding the historical value of records and the appraisal of such records. Secretary Kiener will be attending another webinar this week about Informational technology for Records Management.
- 2) The Requirements spreadsheet was updated. Paul Meyer, Jr. and Travis Griner have expiring CPR cards, and Garren Dudas needs both CPR and first aid cards. Letters will be sent out to them this week to remind them.
- 3) Received a banquet room request from Jamie Dussing. The first copy was lost, but already approved by Chief Schlabach and President Dudas. A motion under new business was requested for approval of the request.
- 4) Emily Casell's and Dan Decker's folders have been moved to the inactive drawer.
- 5) New firefighter Brandon Richardson will need his beneficiary forms filled out. Secretary Kiener requested Chief Schlabach to give him the forms when he starts his new member training. Treasurer Lash already activated his fob.
- 6) Is the Board okay with giving one point of credit to members for the Dedication Ceremony? It is currently in the Red Alert system under "other" events.
- 7) OSHA training dates were posted.
- 8) EMT certification class is changing. The class will be held offsite for \$22.75 as compared to Bob Casper's price of \$80.
- 9) The letter from Mark Zuchlewski will be discussed under the Chief's report.

## TREASURER'S REPORT:

- 1) Regarding cell phone stipends for the first quarter, it was confirmed with the Chief that Fire Police Captain Mike Burkhardt is not paid for the first quarter and is replaced by Fire Police Lieutenant Jerry Lash. The policy states to pay the Fire Captain. There is only one Fire Captain for 2018 but in future years there will be three to be paid so a motion is requested for the necessary policy change.
- 2) Building Manager, Paul Meyer, Jr. moved the master keyed knobs from the old office closet to the old server closet and closet under the stairs for security and so that the Fire Company has access to their closet.
- 3) Still outstanding from the move are: the District legal posting board and contents are still in the coat room, the fax machine is in the old office, and two construction workers' key fobs are still to be returned.
- 4) Return of fees from Town for the building expansion project were received in amount of \$3,484.13.

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

- 5) The Federal government requested the update of our SAM account on January 23, 2018. The update was completed and also has to pass through the IRS, Defense Logistics Agency and the Commercial and Government Entity Code system. An e-mail was promised as each additional agency validates our authenticity. Our employer tax identification number passed approval by the IRS. Dun & Bradstreet had us listed as a subdivision of the Town which caused a problem. They are working to fix their records then the Defense Logistics Agency can work on their approval process. Though the initial e-mail didn't specifically say this was in regard to the grant the hope is it is another step in the process to release the funds. Without the funds the only unpaid invoice is from Transit Construction Services for \$170,297. There is another \$160,000 more to be paid on the project which represents a portion of the 5% retainage. The DASNY grant will cover most of the remaining expenses but an estimated \$30,000 has to be allocated from the 2018 budget. Attorney Butler said the DASNY funds might arrive within 3-6 weeks. It has been two months since the "Grants Disbursement Agreement" was returned to DASNY.
- 6) The \$170,297 Transit Construction bill which has been on hold pending the DASNY grant is included in the February bills to be sent after receipt of taxes from the Town.
- 7) Still on hold are the Stieglitz payment \$9,625 and \$425 to Amherst Alarm for the fire alarm inspection that hasn't yet been completed.
- 8) Please note also note for payment is the annual LOSAP contribution, which has traditionally paid when the tax receipts arrive.
- 9) Last week there were two times the computer system was not functioning. Network Services sent a technician immediately each time and the problem was resolved within an hour. The two problems were unrelated but Kevin Haskill will research further when he comes to do the preventative maintenance.
- 10) The annual audit will begin next week.
- 11) Contacted Rick Ganci about when work should begin for the next BAN. We will start in late April.

**MOTION** by Metzger, second by Work, to approve bills, check #4143-4186, in the amount of \$313,880.41 from the General Fund, carried.

**MOTION** by Metzger, second by Larkin, to approve \$31,031.70 from the Equipment Reserve for the turnout gear, 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 50 calls for January: 33 EMS, 1 MVA, 9 false alarms, 1 fire, 1 haz-mat, 3 mutual aid and 2 other calls.
- 2) FDIC training was offered to lieutenants and up. Assistant Chief Hawes and Commissioners Schlabach and Metzger have signed up. It is good hands on training for younger members but April is not a good time of year for many. State Chiefs training in Syracuse in June should be better timing.
- 3) Christian Rider-Work and Travis Griner are on the wait list for GRIT (Getzville Rapid Intervention Training). It is \$250 each and is 2-day hands on training on April 14<sup>th</sup> and 15<sup>th</sup>.
- 4) State Chiefs training is in June, so approval will be needed in March or April. The Chief would like to take #7 and stay overnight.
- 5) The Hazmat Conference is in Baltimore and Nashville Firehouse Expo is in October.
- 6) Local EMS conferences are being looked into.
- 7) 4 or 5 explorers could potentially take a Firefighter 1 boot camp together this summer. They have to be 18 to take the Firefighter 1 course, but Chief Schlabach was unsure of how to they had to be to take the boot camp training. Commissioner Larkin suggested that the Chief look into age requirements and report at next month's meeting.
- 8) The drill schedule will be coming out soon. Would the District prefer a whole year schedule or only committing to dates a few months in advance?
- 9) Charlie Ferguson and Mike Dennies have given their gear back. The light bar from 9-4 vehicle belongs to Assistant Chief Hawes, so it was returned.
- 10) Dan Decker's and Emily Casell's gear was requested. Garren needs to attend his new member drills, and Dana also needs to complete drills. Hillery and Brian are back.
- 11) Who else from the approved new members will be needed for the insurance roster? Treasurer Lash will send Chief Schlabach the template.

**CHIEF'S REPORT (cont.)**

- 12) Chief Schlabach would like to create a mentoring program. This would also merge with the new member orientation packet. A mentor would be assigned for the process but will not do the drills. Mentors will work with the new members for 4-5 months. This type of program has worked well with Clarence Center, Williamsville and Ellicott Creek.
- 13) Camera in the building work, but were moved for construction. If they are repositioned, they will record. Kevin Pastuszynski from RP Oak Hill and Gene from Frey still have key fobs.
- 14) Hose reels were installed. The gear washer and dryer accessories and soap came in. They are placed but not in service. We received the hydram. The flooring was installed in the fitness room today. G&G Fitness will be coming in soon. The Prorack install takes about a day. There should not be any conduit under that area of the floor, but Commissioner Schlabach will confirm. The mailroom project is complete; there is a Commissioners mailbox with two keys. Secretary Kiener and Treasurer Lash have the keys.
- 15) There is a sketch from the man who provided the mailbox and cork boards for another set of cork boards for the District that includes a glass case. Everything will match what is already there. It will be around \$1,600.
- 16) Uniforms have been updated for the year-end. Ruth Rider-Work will be taking over the uniforms. Pink sheets have been updated as well. A PO request will be given to Commissioner Metzger. EMS jumpsuits need to be resized. Can the District adopt a policy by the end of the year?
- 17) What are the sign ons for the computers? What is the login and file structure on the server? A list of people who need logons will be given to Commissioner Work.
- 18) The response order of trucks was changed slightly. The boards, out-of-service signs and magnets were updated. It was less than \$1,000.
- 19) Purchases were requested: hand tools and tables, Nomax hoods for \$1,790, 10 bailout systems for \$399 each, 3 metal cabinets from Grainger for \$400-600 each, and Chiefs trucks using State bid.
- 20) An executive session was requested for a safety concern with personnel in reference to the letter received from Mark Zuchlewski.

**COMMISSIONER GARLAPO:**

- 1) On February 6<sup>th</sup> only 9 people came to the physical exam; 6 staff came for the night. The next session will be monitored. If there is a pattern, then there will likely be only one on house physical exam next year.
- 2) Brandon Richardson was cleared to start. OCCUSTAR billed it and we didn't get the results immediately because the fax machine is in the old office. A new fax machine line may need to be run from the boiler room to the server room to the District office. If Paul can't run the wire, Ralcom will need to be contacted; they are the subcontractor for Transit Construction. Robert DeWick has not responded.

**MOTION** by Garlapo, second by Metzger, to enter into executive session due to the results of a physical exam for a new member, carried.

Executive Session entered at 19:39 and ended at 19:55.

- 3) A FOIL request was received from the sister of a man who was killed in 1981 on Ransom Road; she was looking for any records regarding his death. A letter was sent back to her stating those records exceeded the records retention period of the District.
- 4) A letter was received from an attorney for Al Getter regarding the December election and commissioner residency requirements. Mark Butler will be preparing a response.

**COMMISSIONER METZGER:**

- 1) Approval for FDIC participants will be brought up under new business.
- 2) Janitorial services are going very well. There will be an upgrade in the Connie's Laundry towel service. The new towels are better quality. Also, they will dropping the next shipment off at the rear truck room door.
- 3) The waterway on #6 will be rebuilt in warmer weather.
- 4) The purchase of a new ladder for #6 will be brought up under new business.
- 5) Lancaster bought new chiefs' trucks for \$60,000. The current boxes won't fit in the new Tahoes. We could potentially get \$20,000 for the current trucks.
- 6) The connectivity of the portable radios is not good. There are 2 different batteries so there is an issue with them fitting in the other charger. Color coding the batteries and chargers may help for now.

**COMMISSIONER SCHLABACH:**

- 1) The \$170,000 bill to Transit can be paid after the tax receipts are received from the town.
- 2) The current runners in the hall are too short. Commissioner Schlabach will look into longer singular hall runners to purchase when he returns.
- 3) Exercise equipment training and sign offs will be discussed under new business.

**COMMISSIONER WORK:**

- 1) Commissioner Work and Chief Schlabach finished the TV purchases; they just need to be mounted. A google docs feed is to go up on at least one of them.
- 2) New full motion mounts will need to be purchased.
- 3) There is a difference between the New York State Contract and US Communities pricing for the printer. The US Communities pricing was lower than NYS. The office will have to be moved around, but the printer is 10 business days out.
- 4) Commissioner Work will be attending the Fire and EMS Conference in Verona.
- 5) OSHA training with Carl Fischer and Chad Hawes' fundraiser are both on March 3<sup>rd</sup>. OSHA class will work through lunch because Chad's event is in the afternoon and will need to be set up.
- 6) Will anyone be attending the Erie County District Officers Installation?
- 7) Red Alert is in the process of being updated.
- 8) There will be an EMS disposables order to include defibrillator pads, batteries, gloves, etc.

**COMMISSIONER LARKIN:**

- 1) Commissioners Larkin and Work will be attending a meeting with Ron Tyx on Thursday regarding the District Rules and Regulations for Company Bylaw updates.

**OLD BUSINESS :**

**MOTION** by Work, second by Metzger, to reactivate key fobs for Hillery Dennies, Dana Ford, and Brian Powers based upon actions taken by the Board of Directors, carried.

**NEW BUSINESS:**

- 1) The Fire Company would like to rehang the pictures in the hallway. John Pulli, President Dudas, and a District official will need to run everything by the District before anything is replaced. Commissioner Larkin will coordinate.

**MOTION** by Metzger, second by Larkin, to approve FDIC training for 3 people at a cost of \$1,500 per person due to the registration from last year, carried.

**MOTION** by Metzger, second by Garlapo, to replace the roof ladder on #6 for \$400, carried.

**MOTION** by Metzger, second by Larkin, to purchase 20 firefighter hoods from ElizaCo for \$1,790, carried.

**MOTION** by Metzger, second by Work, to purchase a toolbox and tools for small projects from Lowe's not to exceed \$500, carried.

**MOTION** by Metzger, second by Work, to purchase bailout equipment to match turnout gear at a cost of \$3,990, carried.

**MOTION** by Metzger, second by Work, to purchase 3 storage cabinets, 1 for EMS supplies and 2 for uniforms, at a cost not to exceed \$2,000, carried.

**MOTION** by Metzger, second by Larkin, to send 2 firefighters to GRIT training in Getzville for \$250 each, carried.

**MOTION** by Metzger, second by Work, to purchase a glass cabinet and bulletin boards for a cost not to exceed \$1,600, carried.

- 2) All Doors will need door stops and/or bumpers.

**NEW BUSINESS (cont.)**

**MOTION** by Work, second by Larkin, to approve Commissioner Work to attend the 10th Annual Fire & EMS Law Conference in Verona, New York from March 23-25th, 2018 at a cost not to exceed \$1,300, be it further moved that a check in the amount of \$250 for the registration fee be authorized to be mailed by the Treasurer as soon as possible to ensure attendance in required classes, carried.

**MOTION** by Work, second by Metzger, to purchase a RICOH MPC4504 Copier from RICOH USA off the U.S. Communities Pricing, for a cost of \$7,822.56, carried. The quoted unit comes with a 60 month service agreement. Of note, the pricing on the U.S. Communities contract is more cost effective than the New York State Contract bid pricing for the same model and machine.

**MOTION** by Work, second by Larkin, to purchase food for the upcoming 8-Hour OSHA Training on Saturday, March 3rd, 2018 at a cost not to exceed \$500, carried.

**MOTION** by Work, second by Garlapo, to purchase 6 additional full motion mounts for the purchased televisions for the offices and common areas at a cost not to exceed \$500, with funds coming out of the Computer Equipment budget line, carried.

**MOTION** by Work, second by Larkin, to purchase EMS disposables from Emergency Medical Products at a cost not to exceed \$1,000, carried.

**MOTION** by Garlapo, second by Larkin, to approve the budget transfers as presented by the Treasurer, carried.

**MOTION** by Garlapo, second by Metzger, to update the Cell Phone Stipend Policy Section 3 guidelines, paragraph B to read "Fire Captains (C-1, C-2, C-3)", carried.

- 3) Should there be a policy, or at least documentation, for the fitness room? There will be an orientation from the vendor. Sign in sheets should be posted for the use of the facility. People entering the room can also be tracked by the key fob system. If a policy is created, it will be posted on the walls. Chief Schlabach will contact other companies and Districts for guidelines and will report back next month.

**MOTION** by Metzger, second by Work, to approve Jamie Dussing's banquet room request for a meat raffle on September 15<sup>th</sup> from 9am until 10pm, pending insurance and that the event not exceed the occupant capacity, carried.

**MOTION** by Metzger, second by Garlapo, to approve Sam Baker's banquet room request for a birthday party on March 15<sup>th</sup> with no alcohol being served, carried.

**MOTION** by Metzger, second by Garlapo, to approve Sam Baker's banquet room request for a birthday party on May 5<sup>th</sup> from 2-9pm with no alcohol being served, carried.

**MOTION** by Work, second by Larkin, to enter into executive session at 20:39 to discuss the professional competence of a particular individual, carried.

**MOTION** by Garlapo, second by Larkin, to enter back into regular session at 21:12, carried.

**GOOD OF THE FIRE DISTRICT:**

- 1) There are already email addresses sent up for District officials. The messages being received in those emails are being forwarded to everyone's personal emails. Commissioner Work will get everyone's emails and Secretary Kiener will update the website with those email addresses. The messages will continue to forward to personal emails, but after everyone is comfortable with the email, the forwarding will stop. Commissioner Work will send out instructions on how to stop forwarding at that time

Commissioner Metzger will attend the Board of Directors meeting on February 19<sup>th</sup>.  
The next Regular District meeting is March 12<sup>th</sup> at 6:30 pm.

**GOOD OF THE FIRE DISTRICT (cont.)**

**MOTION** by Metzger, second by Work, to adjourn the meeting at 21:20 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website