

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
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 13, 2017** at 18:30 hours.

ROLL CALL:

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

Absent: Commissioner Schlabach

Guests: Chief Jeff Schlabach, Assistant Chief Chad Hawes, Assistant Chief Brett Hanford, Assistant Chief Charlie Ferguson, Board of Directors representative Bob Stanley Sr.

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Work, to approve the 1/9 Regular Meeting minutes, with correction to page 4, New Business #2: The Chief contacted OCCUSTAR, carried.

BOARD OF DIRECTORS' REPORT – Bob Stanley Sr. had no report.

SECRETARY'S REPORT

- 1) The January 2017 NFIRS data was sent and submitted to New York State.
- 2) There are still 9 people that need to turn in their insurance beneficiary forms.
- 3) Secretary Kiener has received 2 letters of interest for the Commissioner vacancy. Letters were received from AJ Shisler, and Brian Powers.
- 4) The key fob system was updated. Secretary Kiener met with Chief Schlabach and President Dudas to revise the key fob access for members. Members were given access according to their title in the fire company.
- 5) Secretary Kiener has an exam that is tentatively scheduled for April 10th from 6-8 pm. If the exam is not moved, she will be absent for the April regular Board meeting. Treasurer Lash said that she will take the minutes for that meeting.
- 6) Secretary Kiener created a checklist for gear that needs to be returned from members that leave the company for Chief Schlabach.
- 7) PCR Sheets have not been sent in for December 2016 and January 2017.
- 8) Secretary Kiener will starting going through old call sheets again in order to make room for more sheets and before the District moves to new offices after the Building Project is complete.
- 9) Old training certificates are still being input into Red Alert.
- 10) The bulletin board in the truck room was updated to reflect the most recent information available.
- 11) Secretary Kiener asked if a spreadsheet with members' names and training completed for this year should be posted in the Truck room. The sheet would have OSHA, CPR training, and First Aid training columns so members would be able to see what they need for the year's requirements.
- 12) Commissioner Garlapo will attend the Board of Directors meeting in March, and Commissioner Work will attend in April.

TREASURER'S REPORT

- 1) If the response letter to the States' 1/11 correspondence is approved tonight, there is a copy for signatures tonight.
- 2) Penflex sent communication with the annual posting requirements that noted they will be changing their mortality tables. This adjustment is needed because a person's life expectancy has increased. The change will impact the 2018 annual LOSAP contribution, causing a 5-10% increase.
- 3) Dave Rogers is coming to town on 3/6 and 3/7, if the Board would like to meet with him either day.
- 4) 1099s were sent to vendors and W-2s were given to employees. Jim Moore's 1099 was returned by the Post Office as undeliverable because he has changed his address. His information was updated to reflect the new address.
- 5) The District's auditor will be here 2/15 until 2/17.

TREASURER'S REPORT (continued)

- 6) Treasurer Lash spoke to the new Town of Clarence finance person, who replaced Pam. She introduced herself, and provided wire information to ensure the timely transfer of 2017 tax receipts. There is \$6,000 left in the General Fund until the 2017 taxes are received.
- 7) \$782,000 has been paid out of the Building Reserve since the start of construction. There is \$1.1 million left in the Reserve plus \$400,000 in the 2017 Budget and the \$300,000 DASNY grant. The District is running very close to the budget. Additional funds from the 2017 budget may be needed to complete the project. The VFBL annual bill was less than budgeted, so the remaining \$4,930 can be transferred to the Building Reserve. Possible Board motions were added to the agenda for this, but the motions don't have to be made this month.
- 8) Treasurer Lash spoke with M & T Bank, and they suggested financing by bond anticipation note. The current rate is about 1.5%, and they only require 2 years of financial statements. The turnaround time is no longer than 2 weeks. Closings can be completed at the branch in the Hollow. Rates can change by the time financing is needed. If the District doesn't extend the financing term beyond the 5 years, and bond anticipation notes can be used, the District would still require a lawyer. M & T Bank would not charge any additional fees like would be required to issue a bond using Rick Ganci.
- 9) Treasurer Lash asked Commissioner Work if he has a PO for the EMS Disposables that was approved by a motion at the January meeting. Is there something to document the purchase for the credit card bill?
- 10) Treasurer Lash asked Chief Schlabach about the Scott Electric bill. The Chief stated that no action is required.

MOTION by Garlapo, second by Metzger, to approve bills, check #3657- 3693, in the amount of \$57,307.84, carried.

MOTION by Metzger, second by Garlapo, to approve 2 Building Project bills, to be paid from the Building reserve, in the amount of \$79,871.00, carried.

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

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

CHIEF'S REPORT

- 1) 51 calls for the month including: 43 EMS, 3 MVA, 3 hazardous materials and 2 other calls.
- 2) There were 4 people who signed up for FDIC, but now only 3 people are going. Chief Schlabach, Chad Hawes, and Ryan Dmochowski are going to attend.
- 3) IAM Responding has been updated to send pages for reminders about meetings, drills, training, etc. Assistant Chief Brett Hanford is taking care of inputting events and reminders.
- 4) The District will not be participating in the Hollowfest Touch- A- Truck if they are charging a fee. The District will participate if it is free, or if the trucks are in a non-coned off area.
- 5) Paul Meyer Jr can do small engine repairs in house when he is able to. C.F. Ross could do the other engine repair.
- 6) Fire extinguishers are out of date on the trucks. Commissioner Schlabach will call Dival. Should we take the extinguishers off the trucks and put them in one area, so Dival doesn't need to go on the trucks?
- 7) No officers have HIPA training. McNeil and Company have an online course that is 18 or 60 minutes. Should this be mandated? If the EMS captain and Lieutenant take the course, they could close out drills with the information. Lessons from the training could be incorporated. It could also be addressed at Company meetings.
- 8) The first meeting for those under the EMS Contract will be in the next few months. Twin City Ambulance has been adequate thus far. Other companies, like Clarence Center, have had issues with their responses. The contract expires 12/31/17.
- 9) The Hazmat MOU has been put on hold. There will be a meeting tomorrow, 2/14. Meter testing was done today. It is done quarterly. A PO number is needed before the bill is sent. CO meters are done once a year in the fall, for about \$1250. Hazmat meters are around \$750 per quarter.
- 10) Erie County training records are going digital, so historical training cards were given back to us. Chief Schlabach will give them to Secretary Kiener to file them in the members' personnel folders.
- 11) All members need the CPR and First Aid cards by April 1st. The Fire Police have first aid, but still require CPR training. A letter will be sent out to the Fire Police to explain the requirements.
- 12) At the Officers meeting, there was discussion about a paper and ink allowance. Many of the officers do work at home.
- 13) Assistant Chief Hawes has a set of red lights that can be put on Assistant Chief Ferguson's vehicle. There is a siren in the barn that can also be put on the 9-4 vehicle. It can be installed easily in house, for a relatively low cost.

CHIEF'S REPORT (cont.)-

14) The Chief had a purchase request for meter calibration for the whole year. He also asked for a motion to order helmet shields at a cost not to exceed \$750, but the cost should be around \$500. Class 2 safety vests are needed to hand out to more people. The cost should not exceed \$590. The Chief trucks' handles need to be repaired. After looking online and getting other quotes, West Herr price matched the lowest quote for \$1,116.57. Assistant Chief Hawes has Hakes leather fire boots, so the Chief requested the purchase of 6 more pairs. 4 officers need new boots. The cost should not exceed \$2,075. Squeegees and buckets are needed; 4 sets of supplies should cost around \$535. R.C. Fire equipment quoted the District for 5 lengths of 100 foot Key Proflow LDH hose for \$2800, and 20 lengths of 50 foot 1 3/4" attack hose in varying colors for \$2,530. The Chief requested to have the tablet project finished. 1 Samsung tablet for \$299.99 and 2 Apple iPads for \$379.99 each, for a total of \$989.97. The plan would be \$40 per month for the devices with unlimited data or \$29.99 per month for 2 GB of data. It would replace the tablet on #5 right now. However, that tablet does not get much use, so should it be replaced? A light upgrade on 7-1 would finish the Hazmat project. 7-1 tows the trailer, without lights and no brake controller. Lights would be replaced with LEDs and a new siren. 10-75 Lighting quoted \$7,767.07. The equipment cost will come out of the Chief's budget. The labor portion will come from the Equipment repair budget.

COMMISSIONER GARLAPPO –

- 1) New Explorer Tyler Longwell was cleared for full participation on January 11th.
- 2) Daniel Kazuta was met with on January 30th, and was not approved by the Fire Company at the February meeting.
- 3) Dan Decker and Ryan Dmochowski completed their deficient 2016 requirements (1 drill) on January 18th. Paul Meyer Jr completed his deficient requirements (2 drills) on January 31st. Emily Casell still needs 2 drills. Bobby Beil and Dan Nowak are still on medical leave.
- 4) An updated signature form was signed and sent to RBC Wealth Management for the LOSAP investment.

COMMISSIONER METZGER –

- 1) Is there a detailed form that can outline who is entitled to what, and what they get, for uniforms? Assistant Chief Roy oversees the uniforms. Hardee Brothers Cleaners are in charge of alterations and cleaning. The Chief made pink sheets that members can fill out in order to make alterations to their uniforms that are outside on the door of the Chief Office. Patches are here and need to be brought to Hardee Brothers.
- 2) Will Captains get mileage as 9-5 starting next year?
- 3) The Engine 1 generator required more labor, so the price increased. It totaled \$11,618.71.
- 4) Recruit NY is April 29th and 30th. Can the doors be opened with construction here? Depending on construction, there might be an open house in the fall to show off the new building.

COMMISSIONER SCHLABACH – No report.**COMMISSIONER WORK –**

- 1) There were issues with computers when the power was shut down. Network Services came and reset the system.
- 2) There will be 6 offerings of CPR and First Aid before the April 1st deadline. The classes will be in chunks, so it won't seem so long. Bob Casper is willing to help with firefighter sign in and tracking members. The 9 Fire Police will be sent letters to remind them about the requirement for CPR and First Aid. Without both cards, members will be unable to respond to calls.
- 3) Fire Police OSHA is different than the regular 8-hour OSHA refresher course. The Fire Police OSHA is done by the Fire Police captain. This needs to be updated on the website.
- 4) The Certificate of Insurance from Twin City Ambulance was received.
- 5) Commissioner Work is attending the Erie County Officers installation banquet.
- 6) Commissioner Work would like to attend the Pinsky Law Firm training. Commissioner Garlapo asked if it was necessary this year because of the need to fund the Building Project.
- 7) The Chief and Commissioner Work will meet for a possible new computer project. 4 vendors will attend the meeting, and quote the District based upon our needs.

OLD BUSINESS –

- 1) Usually up to 6 people attend FDIC, but it costs a lot. It is okay for 3 people to attend this year.

OLD BUSINESS (cont.)–

2) The Building Project can't be stopped, so funding will be tight. Is it possible to cancel the rest of the year's out of state training in order to cut down on costs? Is it possible that the LOSAP contribution not be paid for only 2017? It is about 90% funded. If the 5-year BAN is chosen, then it would be \$313,000 per year, to pay off in 5 years. The BAN can be paid with any amount each year; \$313,000 is not a set payment. If the BAN is not paid off in 5 years, then the rest of the amount can be bonded. There would still be \$100,000 left in the budget for other projects during the 5 years if the BAN is chosen and if \$313,000 is paid off each year. Next month, the District hopes to come to a decision on borrowing. Commissioner Garlapo stated that if something other than the BAN is chosen, it would be lying to the public because the District said in the hearing that it would not cost a taxpayer more if the BAN was used. Priorities need to be discussed. Priorities are needed to finance, not the other way around. Rescue 5 was the only change that was made to the schedule. The Equipment Reserve could be used for the computer and Red Alert project. Most municipalities go with a BAN to start, and bond out after the 5 years. If the BAN is chosen, it lasts for 1 year and the District can use the BAN for a maximum of 5 years.

MOTION by Metzger, second by Work, to send 3 people to FDIC, carried.

MOTION by Garlapo, second by Metzger, to approve the response to the State's correspondence dated 1/11/17, carried.

MOTION by Metzger, second by Garlapo, to amend the 10/18/16 minutes to show the approved response to the State's first letter, attached the letter to the minutes, and to explain the decisions made for using one company for professional services, carried.

3) The Commissioner Vacancy notice was posted in the Clarence Bee on January 25th. The letters of intent are due on February 28th. The interviews will start March 13th at 5:30 pm.

4) The Explorer Post Bylaws were updated to reflect the operational limits of Explorers. Also, male and female advisors are needed. Article VII was updated to reflect the rewording of the 4th and 5th bullets to say "Explorers who have been certified by the Fire District's medical services provider as Interior Qualified may wear and train in SCBA. This training may use machine generated or fake smoke."

MOTION by Garlapo, second by Metzger, to approve the Explorer Bylaws with revisions, carried.

MOTION by Garlapo, second by Work, to approve attached draft to Article VI of the Rules and Regulations, carried.

MOTION by Garlapo, second by Metzger, to make Jim Laczkowski ineligible to attend alarms until he completes his 2016 Fire Police OSHA training. It does not forego the 2017 requirements. Motion carried.

5) Officer requirements need to be updated. Firefighter 2 and Firefighter Officers need to be switched. Should the EMS requirement be taken out? The Chief will send recommendations to Commissioner Garlapo.

MOTION by Metzger, second by Work, to install the red lights and siren on Assistant Chief Ferguson's vehicle without any cost to the Fire District, carried.

NEW BUSINESS

MOTION by Metzger, second by Garlapo, to amend the Treasurer's report submitted to approve the transfer of 2017 budgeted funds from the General Fund to the Building Reserve and Equipment Reserve Funds upon receipt of tax revenue in the amounts of \$139,333 and \$2,500, respectively, carried.

- 1) Chief Schlabach and Commissioner Garlapo will attend a training seminar in May to detect the signs of being under the influence.
- 2) There is no test or hands on portion, and gear is not put on at the end of the class with online OSHA.
- 3) Emily Casell was short by 2 drills in 2016, but she completed Firefighter 1 and EMT training. She is beneficial EMS calls.

NEW BUSINESS (cont.) –

MOTION by Garlapo, second by Metzger, to wave Emily Casell's 2 deficient drills and allow her to attend alarms upon review of completed training in 2016, carried.

- 4) An email was received from James Havernick for Board Consideration. The Board has a signed statement stating that Havenick resigned from the Clarence Fire District No. 1 and Clarence Fire Company as a member in good standing on March 22, 2016. Commissioner Garlapo drafted a response on January 12th, stating that Havernick should obtain an application form from the Clarence Fire Company, and reapply.

MOTION by Garlapo, second by Metzger, to send the response letter to Jim Havernick, carried.

MOTION by Work, second by Garlapo, for Commissioner Work to attend the annual Erie County Fire District Officer's Association Installation Dinner on March 25, 2017 at a cost of \$150.00, carried.

MOTION by Metzger, second by Garlapo, to order helmet shields from Conway not to exceed \$750, carried.

MOTION by Metzger, second by Work, to purchase 6 firefighter boots from Dival for \$2074.38, carried.

MOTION by Metzger, second by Work, to purchase 20 Class 2 safety vests from Dival for \$590, carried.

MOTION by Metzger, second by Garlapo, to purchase squeegees and buckets for \$532.40 to come from the Miscellaneous Building Repair line, carried.

MOTION by Metzger, second by Work, to repair the 3 Chief vehicles, based on the quote from West Herr, for \$1,116.57, carried.

MOTION by Metzger, second by Garlapo, to purchase 5 lengths of 5" LDH hose for \$2,800, carried.

MOTION by Metzger, second by Work, to purchase 1 ¾" diameter attack hose for \$2,530, carried.

MOTION by Metzger, second by Garlapo, to upgrade the lighting on 7-1 from 10-75 Lighting, with labor coming from Equipment repair and parts from the capital budget, for \$7,767.07, carried.

MOTION by Work, second by Metzger, for Commissioner Work to attend the annual Fire & EMS Law and Management Conference hosted by the Pinsky Law Firm from March 31st to April 2 at a cost not to exceed \$1,200.00, carried.

MOTION by Work, second by Garlapo, to approve \$500.00 for meals for the 8-Hour OSHA training being hosted at CFD on March 4, 2017, carried.

MOTION by Work, second by Garlapo, to approve \$500.00 for meals for the full day CPR/First Aid training being hosted at CFD on February 25, 2017, carried.

GOOD OF THE FIRE DISTRICT –

Commissioner Metzger will attend the Board of Directors meeting on February 20th.

MOTION by Metzger, second by Work, to cancel the February 27th Work Session, carried.

The next Regular District meeting is March 13th at 6:30 pm.

MOTION by Metzger, second by Work, to adjourn the meeting at 22:20 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website

Attachment to:

Rules and Regulations of Clarence Fire District No.1
Article VI-Training & Education

GUIDELINES AND PROCEDURES
(Attachment to Article VI)

Article VI, Section 3 of the Fire District Rules and Regulations states the minimum annual training requirements for active duty firefighters. It is noted that "New Firefighters" (those with less than 1 year of active service) are covered by requirements in Section 2 of this Article. The requirements for "Active Duty Firefighters" include annual OSHA refresher training, minimum of 6 drills, maintain an active CPR card and basic First Aid card.

To document the procedure that the District will follow as to those firefighters not completing the annual requirements of Article VI, the following motion was made, seconded and approved at the Fire District meeting of December 12, 2016.

Motion: 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 Sept. 12, 2016 Fire District meeting that a motion was passed to extend the deadline for completing the EMS certifications for 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, 1 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 calendar year.
- d) Active basic First Aid card---This will be treated the same as the CPR card.