

# 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 and Interim Secretary

Kim M. Lash

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The regular Board of Fire Commissioners' meeting was called to order by Chairman Metzger on **Monday, February 8, 2016** at 18:30 hours.

## Roll Call:

Present: Commissioners Metzger, Garlapo, Roy, Schlabach Work and Treasurer and Interim Secretary Kim Lash

Absent:

Guests: Chief Jeff Schlabach, Eric Olson and Bob Stanley, Sr.

## APPROVAL OF PRIOR MEETING MINUTES

**MOTION** by Garlapo, second by Roy, to approve the January 11, 2016 regular meeting minutes as presented, carried.

**MOTION** by Garlapo, second by Metzger, to approve the January 25, 2016 meeting minutes with two revisions, carried. District Rules Review number 4, change the word eliminated to "substantially reduced" and under New Business first motion add the words "so he can attend to administrative duties".

## BOARD OF DIRECTORS' REPORT

Bob Stanley, Sr. represented the Board of Directors and reported Ryan Ostolski is out of town at college and will not return until April for his physical exam. Ryan's e-mail address will be given to Commissioner Garlapo. Commissioner Metzger attended the Directors' January 18 meeting and Commissioner Schlabach will attend the February 15 meeting.

## SECRETARY'S REPORT

- 1) Truck room bulletin board postings were updated for Board of Fire Commissioners 2016 committees, VFBL & Workers' Compensation legal posters and SH-900 work related injury legal posting.
- 2) The pager groups through Erie County were updated for the newly elected officers and the new member.
- 3) Suggestion to no longer enter Board meetings to Red Alert since they are not a requirement for either LOSAP or Fire Company requirements because then they have to be backed out again to determine LOSAP points. Will keep the sign-in sheets in a separate file in the same drawer so attendance may be determined if required. It was suggested the data should be entered so members may have totals for tax purposes.
- 4) Penflex now has a secure mail system to transmit sensitive data such as social security numbers.
- 5) Members' 2015 LOSAP points are completed except for the training points. Sorting of the unfiled papers has begun to find 2015 training certifications. For now like things are just being grouped together in smaller piles in the conference room. The piles left on the Secretary's desk is what is remaining to sort. The 2015 training certificates found so far have been given to Commissioner Work.

**TREASURER'S REPORT**

- 1) The website is updated for the new Commissioner terms.
- 2) Workers' Compensation & VFBL insurance premiums are down \$10,000 from 2015.
- 3) The FEMA grant SF-425 report due 1/30/16 was submitted.
- 4) The auditor came to do the district's audit field work on February 3 and February 4.
- 5) RBC and Penflex were notified of Paul McCarthy's passing. He received the full LOSAP payments, not the reduced ten year guaranteed payments, so no February 2016 payment will be made.
- 6) A letter was sent to Gui's and Hectors with the list of individuals that are able to charge on the District's account.
- 7) An electronic purchase order form has been created rather than ordering the preprinted forms to save cost.
- 8) With the requirement that all employees submit a time sheet then should those hours be reviewed for all employees before payment? Currently the janitor is paid at the end of the month and other employees are after the Board meeting when time sheets are reviewed. It was agreed all employees should be treated the same and Commissioner Schlabach will notify the janitor that his paycheck will be issued after the Board's review and approval.

Commissioner Garlapo reviewed all January bank and financial statements and all was in order.

Commissioner Roy noted that he has reviewed the three January Chief Vehicle reports and all was in order. There was discussion regarding use of the Chief vehicles and their use outside the district which the Chief will relay to the officers.

**MOTION** by Garlapo, second by Roy, to pay all bills presented for the total amount of \$81,078.10 (checks #3217 - 3248), carried.

**CHIEF'S REPORT**

- 1) 27 total calls for January including: 16 EMS, 1 mutual aid, 4 hazardous conditions and 6 false alarms. There were also 2 drills and 3 work calls.
- 2) Three individuals have signed up for FDIC training: Chad Hawes, Mark Zuchlewski and Brett Hanford. Two of the individuals have expressed an interest in driving therefore the Board would like all to travel in the vehicle. The Chief will report at a later date which individuals will be moved up to fill in during their absence.
- 3) Two drills are scheduled at the house next door: 3/12 breaching and 3/9 FAST team. The windows may be broken during the drill as long as the house is secured after the drill. There is no definite end date for when the house will be demolished. More might be known after the 2/24 bid opening.
- 4) A letter was received from Don Helms requesting to change his status to Life.
- 5) The Chief requested a meeting with Chairman Metzger and Commissioner Roy to review the list of outstanding items from the Annual Inspection and apologized for not being able to be in attendance.
- 6) Helmet shields were ordered and the price was less than originally quoted.
- 7) The proposed haz-mat frequency can only be issued at 5 watts which is anticipated to be inadequate this will also require some further discussion.
- 8) The emergency response equipment has not yet been removed from Chad Hawes personal vehicle. Commissioner Roy will follow up with him.
- 9) The Chief reported some money will be saved by having Building Manager Meyer spray paint the Explorer helmets instead of hiring Stevens Collision to do the job for \$1,200. The Chief's office should request the use of the Building Manager for projects from the Board and not make the request to him directly in the future.
- 10) The uniform purchase order was written for \$1,000 and \$212 has been expended to date. Additional purchases will be required and the Board requested the Chief prepare a list of what is needed for Commissioner Roy to approve.
- 11) The printer is now working in the Chief's Office.
- 12) The Chief requests a District credit card. Commissioner Garlapo will revisit the policy and the law.