

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, March 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)

Guest: Fire Chief Bill Major

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.

The minutes for the Board of Fire Commissioners Regular Meeting held on February 9, 2015 were reviewed. There were a few revisions, which are listed below:

- On page 2, under "Treasurer's Report, second paragraph, it should indicate that 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 State 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.
- On page 5, under Commissioner Work's report, it should state that the OSHA training is from 8:00 A.M. to 4:00 P.M.
- On page under Commissioner Work's report, it should indicate that the Commissioner Training is at the cost of \$125.00, not the \$120.00 as indicated in the minutes.

BOARD OF DIRECTOR'S REPORT

There was no representation from the Board of Directors at this meeting.

Commissioner Bissonette indicated that he was the District's representative for the February meeting.

- He mentioned to the Board of Directors that the Board of Fire Commissioners will review and approve the list of guests for the Installation Banquet next year.
- He advised the Board of Directors that the current LOSAP point system is being reviewed pursuant to the Board of Fire Commissioners recent meeting with Mr. Ed Holihan from Penflex.

Commissioner Garlapo will be the District's representative for the March meeting.

SECRETARY'S REPORT

- Fire District Secretary Yvonne Work reported that the 2014 LOSAP will be posted for a period of 30 days on March 14, 2015; after this time period, these will then be forwarded to Penflex.

TREASURER'S REPORT

- Treasurer Kim Lash indicated that an invoice has been received from the Auditors, Amato & Fox in the amount of \$3,000.00 for their preliminary work. The District will receive their final bill once the draft of their audit has been submitted and finalized.
- Treasurer Lash reported that the taxes were received by the District.
- The Commissioners have received their new credit cards through Capital 1; these have been validated through the District phone line.
- Treasurer Lash discussed the subject of "Bid Sinc", a plan through the Federal Government; she has signed the District up for this. She indicated that through this, the District would be able to advertise the selling of a vehicle/truck.
- Treasurer Lash indicated that there was a new form for the account at M&T Bank which required signing by Commissioners Metzger and Work, Fire District Secretary and Fire District Treasurer; this has been completed and sent back to them.
- Treasurer Lash reported that when completing the District's budget, the issue of a Government Efficiency Plan was brought up. The Plan is due no later than June 1, 2015; there is an on-line application, but she reported that there is nothing on the portal for completion of this as of yet. The District is to decrease their overall budget by 1%, or \$10,000 each year. One of the incentives of this Program is that the taxpayers get a rebate back.

Some of the components of this are:

- There has to be planned savings in 2017, 2018 and 2019. Agencies cannot utilize revenues, only reduction of expenses.
- The things which need to be documented include: (1) what action was taken; (2) when the action was taken and (3) amount of savings for the three years. The 1% has to be documented.

Treasurer Lash indicated that the District may be able to use the cost savings with the switch to the Erie County pagers. She also mentioned the savings with the change from Standard Insurance to McNeil, which resulted in a \$2,550 savings in the premium; she does not know if this will qualify or not. Another way may be with a decrease in the LOSAP contribution; she has requested Penflex to run some figures for the Board's review.

- A review of the mileage for the three Chief's vehicles shows a range of 8.8 MPG to 13.7 MPG. For the month of February, Vehicle 9 had 12 MPG, 9-1 had 8.8 MPG and 9-2 had 13.7 MPG. Fire Chief mentioned that these figures might be different due to the time of the month when they purchased gas. Suggestion was made that the Board look at a 12-month average for the vehicles.
- Mention was made that there was some improvement in the Service Award fund value. The LOSAP investment showed a net of \$21,386 from the end of the year.

MOTION by Bissonette, seconded by Metzger, to pay all bills from the General Reserve and included in the financial statements, including the three additional bills listed below presented for payment at this meeting, in the total amount of \$313,203.17 (check #2805-2834).

Verizon (Building Phones)	\$	225.23
Modern Disposal (increasing by 4.4%		
From \$97.83 to \$106.83 per month)		106.83
LOSAP Contribution to RBC Wealth Management		70,000.00

Treasurer Lash indicated that the Snowplowing Contract with Braunscheidel provides for a closeout to be paid, which is due April 1st, but we will have to wait until the snow melts to pay the closeout.

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 40 calls for the month of February 2015, which included the following: 23 EMS, 3 Motor Vehicle Accidents (1 With Injuries/2 Without Injury), 6 False Alarms, 0 Fires, 3 Mutual Aid, 1 Hazardous Materials and 4 Other Responses. Drills included: 4 Fire, 1 EMS, 1 HazMat and 1 Work Call.

Purchases:

- Fire Chief indicated that the private channels have been programmed, but the Chief's vehicles still need to be done. He mentioned that Mike Schreiber from Harris Hill will take care of this.
- The two TENNSCO combination cabinets for firematic supply storage have been put into the storeroom; this was done through a Work Call.
- Fire Chief indicated that old blue Fire Police jumpsuits were found in the storeroom; Treasurer Lash will check to see when these were purchased.
- A large box of old pagers was in the storeroom; District Secretary will check with Erie County regarding these.
- Fire Chief mentioned that there is no interest in renewing the "First Responder" newspaper.

Purchase Requests:

- Fire Chief has requested to purchase a total of 12 REXT tools to be utilized for forcible entry from Elizaco at a cost of \$139.95 each.
- Fire Chief has requested to purchase two PRO 200 Gas Detectors from Professional Utility Services, Inc. at the cost of \$283.00 each with free shipping.

Operational:

- Fire Chief indicated that Fire Captain Mark Zuchlewski is working on a "Fire Prevention" Grant; they will check with Commissioner Schlabach regarding this when he returns from vacation. Fire Chief mentioned that upon further review, he decided not to apply for the "Safer Grant." Treasurer Lash asked if there is any type of prep work which she could do for any upcoming grants.

Training:

- FDIC Training in Indianapolis, IN is all set.
- Chief's Office is looking to send two firefighters (HazMat Techs) to attend training in Baltimore, Maryland from May 27-31, 2015; cost would be in the range of \$1,500.00 per individual (training-\$400; per diem-\$355; hotel-\$450 and airfare-\$270).
- Eggertsville Hose Company is offering an 8-hour hands-on training, "Beyond the Academy: Small Machinery Rescue" on May 16, 2015 from 8:00 A.M. to 4:00 P.M. at the cost of \$250.00 per person; would like to allow up to four firefighters to attend this.
- Newstead Fire Company is offering training called "Flashover Training Simulator" on June 6-8 at the cost of \$100.00 per firefighter; deadline for this is 4/1/2015; would like to allow up to five firefighters to attend this.

COMMISSIONER BISSONETTE

- Commissioner Bissonette brought up the issue of the recent fire hydrant snow removal by the Fire Company members. He feels that the Town of Clarence should be put on notice regarding this issue and a plan should be implemented on their behalf to address this in the future; this should not be up to the Fire District to take care of this. He will contact Attorney Schoellkopf regarding a letter.

COMMISSIONER GARLAPO

- Commissioner Garlapo indicated that new firefighter, Emily Casell, has been released for active duty, effective March 5, 2015.
- Commissioner Garlapo indicated that physical exams have been completed by Occustar, which seemed to go well. They are putting together the District's book with the exam results.
- Commissioner Garlapo reported that Brett Hanford hit a deer on February 22, 2015 while responding to a call at 5:15 A.M.; this resulted in damage to his vehicle. Commissioner Garlapo provided the necessary information to Insurance Representative Tom Brady. Brett is working with his Insurance Company and the District's Insurance Company, McNeil & Company.
- Commissioner Garlapo reviewed the response to the letter which was sent to Mr. John Haller at Occustar regarding the issue of confidentiality of physical exam results.
- Commissioner Garlapo indicated that he is continuing to review the District's Rules and Regulations; he has completed 10 of the 17 articles. He forwards these to Fire Chief Major and 2nd Assistant Chief Ken Beil for their input regarding any training components and Officer requirements.
- Commissioner Garlapo mentioned that circles will be put on the Red Alert sheets for those firefighters who are either Town or State employees as they do not receive LOSAP credit while attending calls during their work hours or on paid days off.
- A review of the Rules and Regulations for the Explorer Program will also be completed.
- 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 arrangements have been made for three firefighters (Brett Hanford, Chad Hawes and Mark Zuchlewski) to fly to FDIC training in April; three other firefighters (Dave Metzger, Jerry Roy and Jim Schlabach) will be driving.
- Commissioner Metzger indicated that the preliminary specifications document for the Rescue should be available in the next few weeks.
- Commissioner Metzger reported that the quote for the paint and corrosion repairs for Ladder #6 from Churchville will need to be re-quoted because this was from last year.
- The repair on #6 will be done in April.
- Commissioner Metzger mentioned that he is working on a project for a marking stake for the hydrants in Clarence; there are approximately 1,847 hydrants located through the Town. There are three different manufacturers in the area who may be interested in making these. The Town of Newstead may also be interested in these as well.
- Commissioner Metzger gave an update with regard to a street notification issue while responding to a recent house fire with Clarence Center. The house was a new build, and the Assessor's Office was waiting for information prior to forwarding to Amherst Alarm Dispatch. The Assessor's Office was following their normal procedure, but now a different plan is in place and the gap has now been filled

COMMISSIONER SCHLABACH

Commissioner Schlabach is currently on vacation in Florida.

COMMISSIONER WORK

- Commissioner Work gave an update on the Explorer Program:
 - Their shirts have come in and been distributed.
 - They have been working on a fundraiser of selling Niagara candy bars.
 - They have participated in a drill at the house next door.
 - The Explorer group from Newstead Fire Company has reached out to the Clarence Explorers to do some joint activities.
 - Town Councilman Bob Geiger has requested that the Explorers attend a Town meeting so they can be recognized.
- Commissioner Work reported that the copier has now been repaired.
- Commissioner Work has now registered with the DMV for the LENS Program. Mention was made that the Board of Directors were advised that the District would be doing this.
- OSHA training was held on March 7th at the Fire Hall; there were a total of 29 attendees (24 from Clarence Fire District, 2 Explorers and 3 from other Fire Companies). Three firefighters from Clarence Fire District only attended the first session; they will have to attend the second session at another time.
- Commissioner Work indicated that during an OSHA PESH audit done on November 19, 2008, mention was made that there should be a Workplace Violence Policy. Commissioner Work indicated that he would be willing to work on this for the District; Board was in agreement.

PUBLIC COMMENTS

None.

OLD BUSINESS

Commissioner Garlapo discussed various items which were reviewed with Mr. Ed Holihan during the Board's recent meeting with him. The District will be making some revisions to Article 17 to provide further clarification with regard to the LOSAP point system. The Board of Fire Commissioners will be meeting with the Fire Company Board of Directors to review these changes.

NEW BUSINESS

MOTION by Bissonette, seconded by Work, to request that Attorney Schoellkopf draft a letter to be sent to the Town of Clarence expressing the District's dissatisfaction with the way in which they handled the issue with the snow removal around the fire hydrants. This presents a danger with the Fire Protection System when responding to fire calls. The District would like a response from the Town as to their plan to resolve this issue in the future. Motion carried.

The Board reviewed Commissioner Garlapo's draft dated 2/24/2015 to the Medical Leave Policy. The Board was in agreement with the changes recommended which pertained to the accumulation of seniority while on medical leave. The Fire District does not provide for seniority; this is a Fire Company component.

MOTION by Bissonette, seconded by Metzger, to approve the draft of the District's Medical Leave Policy dated February 24, 2015, carried.

Commissioner Garlapo indicated that information had been received regarding the AFDSNY annual meeting being held in Albany from April 15-19, 2015. There is no interest from the Board to attend this. There was a request for the District to forward the names of any deceased members for recognition; the District had no one in 2014.

MOTION by Bissonette, seconded by Metzger, to authorize the Chief's Office request to purchase a total of two PRO 200 Gas Detectors from Professional Utility Services, Inc. at the cost of \$283.00 each with free shipping, for a total of \$566.00, carried.

MOTION by Metzger, seconded by Work, to authorize up to two firefighters (HazMat Techs) to attend HazMat training in Baltimore, Maryland from from May 27 – 31, 2015 at a cost not to exceed \$1,500.00 per person, carried.

MOTION by Metzger, seconded by Bissonette, to authorize the Chief's Office to post a sign-up listing for firefighters who have interest in attending the Fire House Expo training in Baltimore in July; consensus was to limit this to no more than four, carried.

MOTION by Metzger, seconded by Bissonette, to authorize the Chief's Office request to purchase 12 Fire Hook REXT Rex tools to be utilized for forcible entry from Elizaco at a cost of \$139.95 each, carried.

MOTION by Metzger, seconded by Work, to authorize up to four firefighters to attend the 8-hour hands-on training "Beyond the Academy: Small Machinery Rescue" being offered at Eggerstville Hose Company on May 16, 2015 from 8:00 A.M. to 4:00 P.M. at the cost of \$250.00 per person, carried.

MOTION by Metzger, seconded by Work, to authorize up to five firefighters to attend the "Flashover Training Simulator" being offered at Newstead Fire Company on June 6-8 at a cost of \$100.00 per firefighter, carried.

MOTION by Work, pursuant to Commissioner Schlabach's request, to put an advertisement in the Rock Oak Estates Newsletter advising the residents of an upcoming referendum at a cost not to exceed \$20.00.

Following Board discussion regarding the fact that there has not been a determination as to the issue of the waste water and additional figures need to be ascertained, Commissioner Work withdraw his Motion.

MOTION by Work to rescind the above Motion until a later date, seconded by Bissonette, carried.

MOTION by Garlapo, seconded by Bissonette, to place Firefighter Bridgit Reitz on medical leave, effective March 5, 2015, based upon her request and the information provided by her physician, carried.

Commissioner Garlapo indicated that the Fire District had received a mailing from the Fire Districts of New York Mutual Insurance Company, Inc. regarding their annual meeting being held on April 22, 2015 at the Desmond in Albany, NY. A Proxy Ballot was also received for five nominees proposed for election as directors and to vote in accordance with his discretion on such matters as may properly come before the meeting. These included: Craig P. DeBaun – Nassau, Frank A. Nocerino – Nassau, D. Donald Greene – Orange, Josh LoScaizo – Cortland and Randall J. Rider – Erie.

MOTION by Bissonette, seconded by Metzger, to authorize Chairman Garlapo to select the candidate from Erie County, Randall J. Rider, carried.

Commissioner Garlapo mentioned that there had been an issue with the heating in the District Office area; Paul Meyer, Jr. had contacted Tri-R Mechanical to repair this. They inspected the equipment and found that the VAV zone controller is bad. They also found bad pulley and bearings on the Aaon unit and recommended repair.

MOTION by Bissonette, seconded by Work, to authorize the recommended repair pursuant to the quote from Tri-R Mechanical in the amount of \$2,379.00, carried.

Commissioner Garlapo indicated that the LOSAP points are scheduled to be removed on March 14, 2015. The Board reviewed the listing of the members and their points. Fire District Secretary indicated that there were only three individuals who had changes in their points: Jim Laczkowski and Jerry Lash received an additional 15 points each as Fire Police Lieutenants (they were not included in the original letter) and Brother Ed Lewis had an additional 25 points as a member of the Fire Company Board of Directors.

MOTION by Work, seconded by Metzger, to approve the LOSAP Service Award point sheets for submission to Penflex, carried.

Mention was made that the Fire Company's Facebook is now up and running.

Fire Chief indicated that several members of the community have approached him about a community event offering First Aid and CPR at the Fire Hall. If this is approved, the Chief would like to utilize Action CPR.

MOTION by Metzger, seconded by Garlapo, to authorize the transfer of \$70,000.00 from the General Reserve Fund for the District's 2015 annual LOSAP contribution, carried.

MOTION by Garlapo, seconded by Bissonette, to authorize the transfer the amount of \$218,000.00 from the General Reserve Fund to the Building Reserve Account for 2015, carried.

MOTION by Metzger, seconded by Work, to authorize the transfer of \$2,000.00 from the General Reserve Fund to the Equipment Reserve Fund, carried.

Firefighter Matt Meister has requested use of the Banquet Room on April 25, 2015 from 8:00 A.M. – 5:00 P.M. for a family party for approximately 50 guests; function will not be catered and there will be no alcohol.

MOTION by Garlapo, seconded by Metzger, to authorize Matt Meister's request to utilize the Banquet Room on Saturday, April 25, 2015, from 8:00 A.M. to 5:00 P.M. for a family party for approximately 50 guests; no alcohol and no caterer, carried.

Firefighter Pat Casilio has requested use of the Banquet Room on April 26, 2015 from 8:00 A.M. – 9:00 P.M. for a fundraiser for approximately 100 guests; function will be catered by Tops; there is the question of serving alcohol.

MOTION by Garlapo, seconded by Metzger, to authorize Pat Casilio's request to utilize the Banquet Room on April 26, 2015, from 8:00 A.M. to 9:00 P.M. for a fundraiser for approximately 100 guests; he will provide Insurance Certificate for caterer if this is not drop-off and if alcohol will be served, carried

Fire Police Captain Mike Burkhardt has requested use of the Banquet Room on Tuesday, April 28, 2015 for the Clarence Fire Police Meeting for approximately 45 individuals beginning at 7:00 P.M.; no caterer and no alcohol.

MOTION by Garlapo, seconded by Bissonette, to authorize Mike Burkhardt's request to utilize the Banquet Room on Tuesday, April 28, 2015 beginning at 7:00 P.M. for a Clarence Fire Police Meeting; no alcohol and no caterer, carried.

Firefighter Mark Zuchlewski has requested use of the Banquet Room on Saturday, May 9, 2015, from 1:00 P.M. to 4:00 P.M. for a baby shower for approximately 20 guests; there will be no alcohol, function will be drop-off catering.

MOTION by Garlapo, seconded by Bissonette, to authorize Mark Zuchlewski's request to utilize the Banquet Room on Saturday, May 9, 2015 from 1:00 P.M. to 4:00 P.M. for a baby shower; no alcohol.

MOTION by Work, seconded by Metzger, to amend the Motion made at the February 9, 2015 meeting to include an additional expenditure of \$37.00 to cover the cost of food for the annual OSHA training held at the Clarence Fire District No. 1 on March 7, 2015, carried.

Treasurer Lash indicated that a request was received for a receipt to be used for tax purposes for the donation of a front end loader which was used for removal of snow around the fire hydrants on February 14, 2015. Mike Salvador of Alden, N.Y. provided the use of the loader. Consensus of the Board was to authorize Treasurer Lash to issue a receipt for 5 hours at the rate of \$150.00 per hour as a donation.

MOTION by Garlapo, seconded by Metzger, to authorize the Treasurer to issue a receipt to Mike Salvador for a total of 5 hours for front end loader services for snow removal for a total of \$750.00, carried.

Commissioner Bissonette brought up the concern of the High School utilizing a smoke machine, causing an avoidable alarm. There was a mass assembly and individuals were required to evacuate. He feels that the School should be put on notice that this practice is not acceptable and they need to find a different device. This also puts the Emergency Responders at risk.

MOTION by Metzger, seconded by Work, to request Attorney Schoellkopf to draft a letter to the School District explaining the unnecessary risk of the firefighters with the utilization of smoke machines in the building, carried.

GOOD OF THE DISTRICT

- Board of Fire Commissioners will hold a Work Session on **Monday, March 23, 2015 at 6:30 P.M.** Insurance representatives, Tom Brady and Jim Ring, will be present at this meeting for the annual review of the Fire District's Insurance policies.
- Board of Fire Commissioners Regular Meeting is scheduled for **Monday, April 13, 2015 at 7:00 P.M.**
- A Work Session is scheduled for **Monday, April 27, 2015** at 6:30 P.M. to meet with RBC Wealth Management Representatives.

MOTION by Work, seconded by Bissonette, to adjourn the meeting at 21:33 hours.

All motions were unanimously carried unless otherwise noted.

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief