

CLARENCE FIRE DISTRICT NO. 1

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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

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The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, March 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 Chad Hawes, Assistant Chief Brett Hanford, AJ Shisler, Ben Hanford, Christian Rider-Work

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by Metzger, second by Schlabach, to approve the February 12, 2018 Regular Meeting minutes with corrections to Roll Call and the addition of Action CPR under Secretary's report, carried.

BOARD OF DIRECTORS' REPORT – AJ Shisler

- 1) Commissioner Work stated that the Dayroom is not clean and needs to be vacuumed.
- 2) Commissioner Metzger attended the February meeting and had a 1-page report, and there was nothing outstanding.
- 3) It was requested to change the access of Sam Baker's and Mike Dudas' key fobs after the Board of Directors meeting.
- 4) The Board of Directors is changing the bylaws and rules with the Commissioners; it will take some time. Dave Baumler is taking on the will be taking on the financial budget that wasn't approved. Eric Olson is doing the bylaw changes. Sam Baker will be president until May 1st. The Board of Directors will need to take care of their own messages on IAMResponding. Mike Dudas was suspended from presidential duties, but not firematic duties.

SECRETARY'S REPORT:

- 1) LOSAP was posted on March 5th, so it will be taken down on April 4th. Bob Stanley Jr.'s points were updated to reflect his points for being Company Secretary. He now has 54 points instead of 29.
- 2) The Requirements spreadsheet was posted. 3 members were sent reminders to complete their CPR and/or First Aid requirements.
- 3) Red Alert training was completed on February 22nd. We were given the opportunity to work on the software before it goes live. It is more user friendly and capable of doing a lot more. Secretary Kiener asked Chief Schlabach if he would also like to work on the program before it goes live; they will find a time to go through it.
- 4) With the new printer delivered today, Secretary Kiener and Treasurer Lash will be moving the cabinets around to get the printer to fit by the conference room door.
- 5) Secretary Kiener will be out of town March 18th – March 20th.
- 6) The drug and alcohol policy looks like a scan on the website. Mark Zuchlewski requested a large pdf of all the policies so he could print them for the new member binders easier.
- 7) Secretary Kiener will be adding the pavilion and banquet room request to IAMResponding so that there won't be dates with two events overlapping.

TREASURER'S REPORT:

- 1) Tax receipts were wired by the Town on February 22.
- 2) The final accounting from RP Oak Hill was received this morning for \$189,761 more to be paid on the project, which will be covered by the DASNY grant.
- 3) An e-mail was also received this morning from an individual at DASNY stating they will complete their review this week. They will then pass it to their Vice-President for signature. He said once the Grants Disbursement Agreement is executed and the requisitions are reviewed and approved by their accounts payable we will receive payment in 6-8 weeks assuming the paperwork submitted is okay. It has been three months since the requested "Grants Disbursement Agreement" was returned to DASNY.
- 4) Still on hold is the Stieglitz payment \$9,625.

TREASURER'S REPORT (cont.)

5) The annual on-site component of the audit went well. There will be additional work done that can be completed via email. The auditors will need the Penflex annual report to finalize the audit report.

MOTION by Garlapo, second by Larkin, to approve bills, check #4187-4215, in the amount of \$17,807.44 from the General Fund, carried.

MOTION by Garlapo, second by Metzger, to approve \$6,990.94 from the Equipment Reserve for G&G Fitness for the fitness room flooring and purchase on the TVs, 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 37 calls for January: 27 EMS, 4 false alarms, 2 hazmat, 1 mutual aid, and 3 other calls.
- 2) FDIC is being taken care of. GRIT Training is full so no one will be sent. In April, there will be motions for June training that includes State Chiefs training and Baltimore. Motions for Nashville training in October will take place at the May meeting.
- 3) The first half of the drill schedule has been posted.
- 4) EVOC, Pump Ops, and a Search and Rescue training were approved to be conducted at the hall.
- 5) The response order of the trucks has changed. Signs are posted for members.
- 6) State Training for the boot camp would require that the Explorers be junior firefighters and covered by the VFBL. Could the District change to a program that has explorers for the first 2 years and junior firefighters for 2 years? Bill Taylor recommended to talk to Mark Butler about it.
- 7) Airpak testing is March 26th and 27th. DiVal requested 1 fob and it was taken care of by Treasurer Lash.
- 8) Emily Casell and Dan Decker have given their equipment back. Dana Ford just needs to finish her deficient drills. There will be day drills in Amherst one a month.
- 9) New member training and the mentor program are going well. Mark Zuchlewski is working on the mentor program. He was going to look into Gallagher Printing to do the new member packets, but we may be able to do it in house with the new printer. Brandon Richardson is in the process of doing the new member training. Mark Zuchlewski, Dave Baumler, and Ken Beil are the current members who have signed up to be mentors; they will work with new members for 2-3 months. There will be a mentor meeting in the next 2 weeks. This will help create a bond. The District letterhead was requested for the sign off on the Rules & Regulations.
- 10) Commissioner Work will be taking care of the community CPR class.
- 11) There is a defensive driving course that costs \$25 per member. Chief Schlabach would like to run it in the fall. Tom Brady is the instructor.
- 12) The ID tag printer is not working even though it is hooked up. Could Network Services install it? 9 people would have access to it. It would work with the new computers. The software for the programmer for the pagers hasn't been located since the move.
- 13) Chief Schlabach was contacted by the lawyer for the Weiss lawsuit. Treasurer Lash will notarize the page. Things are progressing. Depositions will start in May.
- 14) The new hallway corkboard was ordered and will be ready at the end of March or the beginning of April.
- 15) Paul Meyer Jr. is working on the gear washer and dryer.
- 16) The fitness room project is close to finishing; they are just waiting on some parts to complete it.
- 17) 5 of the cabinets received from Grainger were missing handles. Chief Schlabach is going to take care of getting them.
- 18) Chief Schlabach would like to discuss the purchase of new chiefs' trucks timeframe.
- 19) The Chief is requesting Stihl power saws and Quikcut saws from Creekside. Quotes were received from Creekside Sales and Drake Lawn & Garden. Creekside's price was \$6,270 as compared to \$7,051.28 from Drake. 4 trucks (#1, #2, #5 & #6) will be getting a matching set. Brackets for the tools to be mounted and secured, 8 total, will be \$1,159.60. The Chief also requested to upgrade the Amkis tips for the spreader for \$1,371.
- 20) The rhino was not starting so the purchase of a new battery was authorized by Chief Schlabach and Commissioner Metzger.
- 21) Commissioner Garlapo requested that Secretary Kiener let him know when Dana Ford completes her deficient drills so she can return to duty quickly.

CHIEF'S REPORT (cont.)

22) How should drills be awarded for new member training? Should the chiefs get credit for their drills or not? The drills count for LOSAP credit. The Board will look at the tracked data and determine the best course of action.

Insurance Agent Tom Brady was present to discuss the fitness room's impact on insurance. At the April 9th meeting, Tom Brady will be meeting with the Commissioners at 6pm during a work session. In order for VBFL coverage in the fitness room, all activity will need to be supervised. Members will need to fit into parameters for coverage. Members will have to walk through training on machines. If members are alone, and get injured, the claim could be rejected. Waivers are standard practice and should be used. Some fitness rooms include wristband and necklace alarms in case of an emergency. Tom Brady handed out sample rules for fitness rooms. Life members will not be covered by VBFL, and a waiver will need to be signed if they wish to use the equipment; a note from their doctor regarding their limitations could also be requested. Explorers will be covered by their own insurance from parents. 16-18 year olds could be covered under the VBFL if they were considered members with restrictions. Explorers will also need to sign a waiver and would need a parent or guardian to sign off. Members on medical leave would only be allowed to participate if they have a letter from their doctor that they are allowed.

COMMISSIONER GARLAPO:

- 1) OCCUSTAR is compiling the book for the end of March. Commissioner Garlapo confirmed with the Board that if on April 1st, members without a physical will be removed from active duty. There was a better turn out for the second physical night. There was a staff change at OCCUSTAR and there have been some issues with the staff there since.
- 2) Garren Dudas has completed his deficient drills from 2017 and was cleared immediately.
- 3) Ryan Cameron was sent a letter about an unacceptable physical exam. Robert DeWick has not called back.
- 4) There is a new firefighter that was voted on and approved by the Fire Company. Another new member was voted down by the company.

COMMISSIONER METZGER:

- 1) FDIC was scheduled and rooms were booked downtown. Rooms can be cancelled if need be. Assistant Chief Hawes will be going, so the acting officer will get the 9-1 truck.
- 2) The money from selling the old chief trucks will be going toward the new trucks. The rest will be coming from the Equipment Reserve.

COMMISSIONER SCHLABACH:

- 1) Commissioner Schlabach is unhappy with the runners from Cintas. He was told they would be \$81 per month, but the rental is actually \$69 per week. He is looking into the Uline catalog for them for purchase. The new runners would be nonslip.
- 2) NYSEG did an energy audit of the hallway, foyer, banquet room, kitchen, dayroom, and outside lighting. They will be sending a proper proposal tomorrow.
- 3) Thomann Asphalt sent a bill for \$5,000 for digging for National Fuel. National Fuel originally said they would only credit back \$69, but are now refunding \$1,402.49.
- 4) A walkthrough and final sign off of the building project will be completed by Commissioners Schlabach and Work.
- 5) Only 1 microphone will work in the banquet room and foyer; it is the plug in microphone. The new wireless microphone will work in the new section, but not in the banquet room. The podium won't work.
- 6) There are still a few extra desks from RP Oak Hill. Should they be surplus?
- 7) Bob Shepard from Stieglitz Snyder Architecture talked with Commissioner Schlabach about add ons and deductions. The change orders would have had to be done whether or not it was in the plans. Commissioner Schlabach said to release the held check to Stieglitz Snyder.
- 8) The front sign will have to be discussed further. The LED sign without masonry, just a 4x4 post and concrete will be \$28,000-30,000. \$18,000 is coming from the insurance company. Sealed bids will be necessary.
- 9) The cooler is done. Does Jason from the Cornerstone still want it? The fire company uses the fridge more. Do we need another freezer? How should it be handled?
- 10) It would cost about \$30,000 to remove the stone fascia on the side of the building.
- 11) There is an ECFDOA meeting on 3/21 at Cleveland Hill.
- 12) The final cost of the building project is \$4,033,882 without the Stieglitz Snyder payments.
- 13) Can officers get together for a fire alarm tutorial? Is Amherst Alarm monitoring it? Can AFC monitor?
- 14) A mezzanine for the barn would be very expensive because of the structural steel.

COMMISSIONER SCHLABACH (cont.)

- 15) A light in the dayroom is out, so the Building Manager will take care of it.
- 16) The phone guy from Ralcom fixed the fax. It now picks up after 4 rings.

COMMISSIONER WORK:

- 1) There were 39 attendees at the OSHA training on 3/3. There were 23 members and 4 explorers from CFD in attendance.
- 2) Instructions were emailed to everyone for forwarding from the Clarence Fire District email to personal emails. Forwarding can be stopped at any time.
- 3) There were some issues with the new copy machine. There is an issue with the electrical in the new section of the building. Commissioner Schlabach will be contacting Frey Electric about it. Once it is fixed, the copier can be set up. The fax module is on back order. Should the current RICOH contract be transferred to the Fire Company?
- 4) Did Spectrum complete the tie in? There were boxes with the TVs. They need to be called once all the TVs are installed.
- 5) Follow up to last month's executive session: There was a follow up, and everything is going good.

COMMISSIONER LARKIN:

- 1) Commissioners Work and Larkin met with Board of Directors Chairman Ron Tyx to discuss the bylaws and rules. It would be easier for Article VI section 3b to be amended to read "shall attend a minimum of: Year 1 – 12 drills (6 in the first 6 months), Years 2, 3, 4 & 5 – 9 drills, Years 6+ - 6 drills."
- 2) Since active members have lockboxes, can Article I #9 be amended to add "unless secured and locked in the personal lock box." A lot would have to change in order to do this. Active members will not be allowed to have a gun on calls. Does the box even fit a gun? Can the current policy be adjusted or should a new policy be written? There can also be boxes on the trucks and around the station. The locked box key can be taken on the call and unlocked when the member returns after the call.

OLD BUSINESS:

- 1) Based on the sample fitness room policies from Tom Brady, a new policy will be written. The following items were discussed: In section A, explorers will be added with an additional note. Since they must be with an advisor when in the building, an advisor or family member must accompany and supervise them. A waiver can be added under section 1.A. It needs to be added that explorers are not covered by VBFL. Chief Schlabach also spoke with 4 other districts. Cleveland Hill, Brighton, and Snyder do not have policies; Eggertsville has a policy. Only members with a passing physical exam will be allowed to use the fitness room. Only active members from the Fire Company, explorers who have a parent sign off, and Life members that are cleared by their doctors can utilize the equipment. No members on medical leave can use the fitness room. VBFL will only cover members when the waiver is signed, they have separately fobbed in, and there are at least 2 people in there. The sample policy will be sent to Mark Butler to look over. The portion for active members will be completed tonight and the rest can be discussed more next month. 1 training session is included with the G&G Fitness price. There will also be a sign in sheet placed in the fitness room for members to sign in on. The Board will talk with Mark Butler about explorers, life members, and those on medical leave.

MOTION by Garlapo, second by Metzger, to adopt the physical fitness room policy dated 3/5/18 with modifications based upon the discussion at the meeting, carried. It is noted that the Board will be continuing to explore additional modifications to the policy based on the conversation with the attorney. The initial policy covers only active members at this time.

- 2) The snowplow contractor did not plow until the next morning after the last snow. The fire hall must be the first priority and they should have been there earlier. Commissioner Schlabach will remind CAM Services that the hall must be done first. If there had been a call, the trucks would not have been able to get out.
- 3) Commissioner Schlabach's plaque needs to be hung.
- 4) The carpet in the dayroom needs to be cleaned by the Company. Some of the dust was due to construction. The fire company should take care of the room. Should the District pay for some or not? Commissioner Schlabach said no, and the District decided against it.
- 5) The FOIL request response was sent from Mark Butler. Treasurer Lash and Secretary Kiener sent documents to Mark for the response.

MOTION by Schlabach, second by Metzger, to release the check to Stieglitz Snyder Architecture for the remainder of their contract for \$9,625, carried.

NEW BUSINESS:

MOTION by Garlapo, second by Metzger, to approve new firefighter Tom Braunscheidel for Clarence Fire District No. 1 pending completion of a physical exam, arson and background check, carried. The arson and background checks have already be returned.

MOTION by Metzger, second by Garlapo, to purchase 2 TS420 Stihl Quikcut saws and 4 MS461 Stihl saws from Creekside Sales for \$6,500, carried.

MOTION by Metzger, second by Larkin, to purchase saw brackets from Advantage for \$1,159.60, carried.

MOTION by Metzger, second by Schlabach, to purchase Amkis tool gator tips for \$1,371, carried.

MOTION by Metzger, second by Schlabach, to hold a permissive referendum for \$150,000 for the replacement of 3 chief vehicles, carried. The current trucks can be sold individually or as a package. Millgrove, Newstead, Corfu and Twin City were interested in the trucks. Should the District stick with Tahoes or choose a 2500/3500 pickup truck? We will be meeting with vendors in the next few weeks. Current trucks will be sold as is; the knox box and radios will be taken out. The District will most likely get \$60,000-90,000 for the trucks. Will sealed bids be required?

MOTION by Metzger, second by Work, to approve the meal per diem checks for FDIC attendees, carried.

MOTION by Schlabach, second by Larkin, to approve Charlie Ferguson's banquet room request for April 14th from 11am-3pm with no alcohol being served or catering, carried.

MOTION by Schlabach, second by Metzger, to purchase carpet runners from Uline, not to exceed \$2,600, carried.

MOTION by Larkin, second by Work, to amend Article VI section 3b to read "shall attend a minimum of: Year 1 – 12 drills (6 in the first 6 months), Years 2, 3, 4 & 5 – 9 drills, Years 6+ - 6 drills.". Roll call vote: Garlapo – no, Metzger – no, Work – yes, Larkin – yes, Schlabach – no. Motion defeated. Drills have been changed many times in the Rules and Regulations; they were at 9, then 8 and now they are set at 6 because of the training for new firefighters. The Board of Directors must get rid of 9-3 and 9-4 in their bylaws. The District would need to come up in drills or the Company would have to come down. The company should drop the requirements for active firefighters and just have the fundraising and committee requirements. Typically, the fire company does not have any active requirements, and the District is in charge of that. Can the company drop the drill requirement entirely? More is to be discussed regarding the bylaws of the Company and Rules & Regulations of the District.

GOOD OF THE FIRE DISTRICT:

The double doors must be closed during events so that people are not wandering into the truck room. There is a fob pad for access if it is needed. There was a sign outside of the fire hall for an event last week, and it goes against the sign policy. There were too many people so when there was a call, there was not enough parking for firefighters. The wi-fi password should not be given out to people while at an event because it slows down the internet. Should the District limit the fundraisers at the hall? Capacity in the banquet room cannot be exceeded. Should only smaller fundraisers be allowed?

Commissioner Work will attend the Board of Directors meeting on March 19th.

The next Regular District meeting is April 9th at 6:30 pm. A work session with Tom Brady from Potter, Scherr & Harris will precede the meeting at 6:00 pm.

MOTION by Schlabach, second by Metzger, to adjourn the meeting at 22:39 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website