

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, March 13, 2017** at 18:30 hours.

ROLL CALL:

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

Absent:

Guests: Board of Directors Representative Bro. Ed Lewis

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Work, second by Metzger, to approve the February 13th Regular Meeting minutes, with corrections of minor grammar errors, carried.

BOARD OF DIRECTORS' REPORT – Bro. Ed Lewis had no report.

SECRETARY'S REPORT

- 1) The OSHA policy was updated on the website. The policy was correct, but the date had to be changed.
- 2) The February NFIRS data was validated and submitted to New York State.
- 3) The 2017 Requirements spreadsheet was posted in the truck room and has been updated to show recent training and classes taken.
- 4) There are 4 people still missing beneficiary forms. Secretary Kiener spoke to one individual regarding their missing form, and they did not want to fill out another copy. The Commissioners agreed that a note should be placed in their personnel file stating that a new form would not be filled out.
- 5) Training dates and times for OSHA classes were posted in the truck room.
- 6) LOSAP for 2016 was sent to Penflex.
- 7) Marshall Helms and Patrick Casilio were given their LOSAP payment commencement forms this month because they will begin collecting in 2018. The forms haven't been returned yet.
- 8) A letter from McNeil & Co. was just received regarding the fallen sign. It was assigned to a representative. Commissioner Schlabach has spoken with them about the claim.

TREASURER'S REPORT

- 1) 2017 tax receipts were wired to the District's account 2/24/17. The Building and Equipment Reserve 2017 budget transfers were made.
- 2) Treasurer Lash confirmed with Commissioner Schlabach that he will review snowplowing damage before 4/10 Board meeting so the final snowplowing check may be released.
- 3) Treasurer Lash spoke to DiVal regarding receiving documentation for State bid pricing purchases. The woman in charge of this for DiVal is very knowledgeable and very helpful and should be able to provide us with the documentation required to support the State bid pricing.
- 4) \$934,000 has been paid out since the start of construction. There is \$1.2 million left in the Building Reserve plus \$104,000 in the 2017 budget. There has been no news on the \$300,000 DASNY grant in several months. The District is still running very close to budget.

MOTION by Work, second by Metzger, to approve bills, check #3694- 3722, in the amount of \$166,086.75, 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) 28 calls for the month including: 21 EMS, 2 false alarms, 1 hazardous materials, 1 mutual aid, and 2 other calls.
- 2) A Chiefs office representative did not attend.

COMMISSIONER GARLAPO –

- 1) Both Physical exam sessions were completed, and were well attended. A few people have also gone to OCCUSTAR to get one.

COMMISSIONER METZGER –

- 1) There are only 2 people attending FDIC right now. Ryan Dmochowski is not attending, but Chief Schlabach and Assistant Chief Hawes are going. However, Chief Schlabach might not attend this year. Could one of the rooms be given to another District?
- 2) A letter was received from Mark Zuchlewski to petition for online OSHA to fulfill District requirements. There is a hands-on portion that the District prefers. There were issues with online OSHA from prior years. The District will not accept online OSHA for now, until the bugs and issues are fixed. It may be considered later. The District will monitor it, and keep it in mind. Commissioner Work will draft a response letter for Mark.
- 3) The long term equipment purchase plan is a work in progress and will be meeting with the Chief to discuss priorities.

COMMISSIONER SCHLABACH –

- 1) The next ECFDOA meeting is at Reserve in West Seneca on Wednesday March 15th. Commissioner Work will be attending with Commissioner Schlabach.
- 2) Ulrich Signs of Lockport will quote the District on a new sign. The adjuster for the insurance company came and took pictures of the fallen sign.
- 3) There are still lottery cards available from ECFDOA. The proceeds go towards scholarships. The lottery runs March through August.
- 4) Estimates from Amherst Alarm were received. The estimates were for upgrade costs for the key fob and fire alarm system. Should there be a fob on the diesel fuel tank? The quotes have the price not including the diesel fuel tank fob, but the fob on the tank would cost an additional \$1,500. The reader for the tank would require a swipe to turn on, an indicator light to show it is on, and a swipe to turn off the pump. Frey Electric would also have to install hardware for the fob system on the tank. Is there another option for tank security? There are 2 options for the system upgrade: Options One includes a reoccurring fee of \$804 per year for a web- based security system. Option Two is the in-house system software and install which costs \$940. The District is already using the in-house system, so it will continue to be that way.
- 5) The CI log from Mishelle shows an additional cost of \$32,800 for the District. This includes the winter enclosures for \$25,000. Because the heaters were only used a small amount, is there a way to not pay the full rental on the heaters? Kevin, the Project Superintendent, worked on a monthly rental fee. There is a Building Project meeting tomorrow. The original overhead doors were insulated, had small windows, and a Miller Edge safety switch. The safety switches typically only last a year and are very expensive. There is a pneumatic option which lasts longer and would keep the costs down.
- 6) There has been no word from Erie County Water Authority on moving the main water line, but it isn't holding up the project.
- 7) Davis Fetch is doing the carpentry for the wood blocking on walls. On Wednesday or Thursday, the trusses should begin to go up on the new section. This should take around 2 weeks to complete. Empire Demolition will be taking off the roof on the old section of the building. What if it rains? The turnout gear will be moved or covered, but the trucks will be okay. They will be taking out the ceiling tile as well.
- 8) The drop ceiling will be replaced in the old section and there will be a hard ceiling in the new section. There will be a few holes to be able to get up above the ceiling if need be.
- 9) The ceramic tiles on the walls is being taken down. It would look bad if the block behind it was painted. A fiberglass reinforced panel will go up on the block, and the rooms will be two-toned.
- 10) Frey Electric included the new phone system in their bid. Should Network Services meet with Frey so that they can figure out where drops will be going? Chief Schlabach had a plan for where he thought some drops might need to be. Commissioner Schlabach will talk with the Chief.

COMMISSIONER SCHLABACH (cont.)–

11) The siren has not been working the last few days. It will be easier to take it off before the trusses go up. It will need to be moved to a new location. The cable for it is \$800 from Midstate for 14 or 16-gauge stranded wire. Paul Meyer Jr and Commissioner Schlabach will be able to take care of it.

COMMISSIONER WORK–

- 1) The Lifepack 12 Monitor/ Defibrillator would not hold a charge for more than 5 minutes, and that was when it wasn't even connected to a person. Commissioner Work sent out an email about the emergency purchase. There should be a change in the organizational meeting minutes to allow for the Commissioner in charge of EMS should be able to make emergency purchases. The pads were also expired, so those were ordered as well.
- 2) The meals for the training dates were underbudget. It was \$500 for both meals, instead of \$500 each.
- 3) Commissioner Work will be attending the ECFDOA meeting with Commissioner Schlabach.
- 4) Jim Ring would like to have the annual Meet and Greet for thresholds and levels. There would be an update on coverage and operations as well. Tom Brady would also be attending. Should the meeting be before the next regular meeting on April 10th at 6pm?
- 5) There was another EMS Disposables order. The EMP prescriptions were expired, blood pressure cuffs were dry rotting and the defibrillator pads were expired.

OLD BUSINESS–

- 1) Rates for borrowing change daily. All companies have compatible rates. Should the District put out an RFP to the bank for the BAN? Treasurer Lash will draft it. Treasurer Lash has talked to M&T Bank regarding the BAN. Can capital lines go towards the Building Capital? Current year costs can come from the Equipment Reserve. Eventually, a permissive referendum would be needed to buy Red Alert. The District needs to decide between needs versus wants. The Fire Company could put together a committee who would oversee updating the Dayroom, and they could bring plans to the Board of Fire Commissioners in case of changes to the structure, for example, like putting in a window. The Fire Company would be paying for the Dayroom project.

MOTION by Garlapo, second by Metzger, to proceed to move forward to financing \$1.5 million with the Bond Anticipation Note for year one, and the Treasurer to move forward with RFPs for the best rate available. Roll Call: Garlapo – yes, Metzger – yes, Work – yes, Schlabach – yes. Motion carried.

MOTION by Garlapo, second by Schlabach, to leave the Commissioner vacancy open for the rest of the year, until the District election, based upon the review of the vacancy, carried.

MOTION by Work, second by Garlapo, to purchase batteries and defibrillator pads for the Lifepack 12 unit from Emergency Medical Products at the cost of \$800.78. Of note, the purchase was made on February 22, 2017 under the emergency purchase auspices established in the yearly organizational meeting as the device was inoperable without the items and existing pads were expired. Motion carried.

NEW BUSINESS

MOTION by Schlabach, second by Metzger, to approve Country Gardens as the lawn maintenance contractor for the 2017 season at a total cost of \$1,920, carried.

MOTION by Garlapo, second by Metzger, to grant authority to Commissioner Garlapo to declare any firefighter ineligible to attend alarms, training, and drills until their 2017 physical exam has been successfully completed, carried.

MOTION by Work, second by Garlapo, to grant authority to Commissioner Work to declare any firefighter ineligible to attend alarms until their CPR and First Aid cards have been successfully completed, carried.

- 1) Mark Zuchlewski requested reimbursement for his follow up visit to the Doctor's office. Come follow ups charge, and some do not. According to Article III or the Rules and Regulations, is the District financially responsible?

MOTION by Garlapo, second by Schlabach, to reimburse \$20 for Mark Zuchlewski's doctor's appointment. Roll Call: Garlapo – yes, Metzger – yes, Work – no, Schlabach – yes. Motion carried, bringing the total of bills to \$166,106.75.

NEW BUSINESS (cont.) –

- 2) If a firefighter takes a lot of training, like in Emily Casell’s case, should one or two of their drills be considered completed? Should it be written in the policy or on a case by case basis?
- 3) Correspondence from Penflex was received about the retroactive payment adjustment. A lump sum, from January to March 2017, and all payments will be increased after April 2017.

MOTION by Garlapo, second by Metzger, to authorize the lump sum payment and payment increase for the following individuals:

	Monthly Amount	Lump Sum Amount
Walter Buechi	\$513.54	\$57.06
Albert Burget	\$280.00	\$60.00
Alan Getter	\$520.00	\$60.00
Alan Herrscher	\$360.00	\$60.00
Victor Miller	\$571.50	\$57.15
Gerald Roy	\$100.00	\$60.00

Motion carried.

MOTION by Work, second by Garlapo, to purchase EMS disposables from Emergency Medical Products at a cost not to exceed \$1,500, carried.

- 4) Correspondence from NYS Public Entity Safety Group was received. Does the District stay with Fire Districts Mutual? The Commissioners can ask discuss at the meeting with Jim Ring and Tom Brady.

GOOD OF THE FIRE DISTRICT –

Commissioner Garlapo will attend the Board of Directors meeting on March 20th.

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

The next Regular District meeting is April 10th at 6:30 pm. A meeting with Potter, Harris, and Scherrer will begin at 6 pm.

MOTION by Work, second by Schlabach, to adjourn the meeting at 20:33 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Chief, Day Room Bulletin Board, Website