

CLARENCE FIRE DISTRICT NO. 1

FINAL COPY

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
David M. Bissonette
James Schlabach
Nathan M. Work

Treasurer

Kim M. Lash

Secretary

Yvonne Work

The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, March 23, 2015** at 18:30 hours.

Roll Call:

Present: Commissioners Garlapo, Metzger, Bissonette, Schlabach, and Work, Treasurer Kim Lash

Absent: Secretary Yvonne Work

Guests: Fire Chief Bill Major, Potter, Harris & Scherrer Agency representatives Tom Brady and Jim Ring

District Insurance Policy Summary:

- The Clarence Fire District No. 1 and the Clarence Fire Company are named on the insurance policy.
- Insurance is for guaranteed replacement cost. The insurance company increases the estimated value by 5% each year to ensure adequate coverage. Buildings on the policy are the: firehall, storage building/pavilion, house at 10365 Main Street and the old storage shed. Agents will remove the small storage shed that was declared surplus. A quote will be provided for the savings to remove the house since the Board has determined it has no future occupancy value to the district.
- District coverage extends within 1,000 feet of the property lines.
- It was suggested that the District require any entity requesting use of the District's parking lot provide documentation adding Clarence Fire District No. 1 as named insured on the requestor's insurance policy at \$1 million per occurrence.
- Earthquake and flood coverage are included.
- There is a \$7 million umbrella policy and up to \$24 million maximum payable in any one policy year.
- Pollution liability coverage is applicable to hazmat for example and has three limits: 1) \$100,000 property damage, 2) \$1 million bodily injury and 3) \$1 million cleanup expense which goes into effect when a governmental entity deems appropriate.
- \$1 million new coverage for data breach liability. This adds \$400 and is embedded in the total cost of the policy. It includes \$50,000 to fix the problems caused by a breach in technology. A crisis management team will be provided and affected parties notified. This coverage is applicable to electronic files; PCRs and paper files are already covered.
- \$8 million auto liability, \$1 million on a hired vehicle and \$8 million on a non-owned (firefighter's) vehicle. A loss incurred on a non-owned vehicle is reimbursed up to the amount of the owner's deductible.
- \$1 million mutual aid liability limit.
- Apparatus insurance replacement values are: 1996 Aerial (#6) \$1.2 million, 1999 Ford Van (#7-1) \$40,000, 2000 Ford Light Rescue (#7) \$40,000, 2002 American LaFrance Pumper (#2) \$450,000, 1992 Simon Heavy Rescue (#5) \$425,000, 2009 Sutphen Pumper (#1) 486,000, 2011 Ambulance (#8) \$100,000, 2003 trailer \$1,200, Wells Fargo trailer \$12,000 and 3 Chiefs' Vehicles at \$43,000 each. Commissioner Bissonette asked if the replacement value was sufficient on the Wells Fargo trailer and Commissioner Work searched the internet and found a similar trailer at \$9,000 cost.
- There is a \$10,000 blanket officers' bond.

District Insurance Policy Summary (continued):

- Additionally there is a \$1.5 million bond on both the Treasurer and Deputy Treasurer. A quote will be provided to increase these bonds to \$3 million with the current higher bank deposits held in reserve for the anticipated building expansion project and Heavy Rescue replacement.
- Portable equipment replacement cost is guaranteed.
- It was noted the support services on ESIP's website, especially the e-learning, is very good.
- A copy of the policy will be provided at renewal on computer disc, not paper.
- 2014 call data was provided and Chairman Garlapo signed a declaration as to its accuracy.
- The Board informed the agents that the following motion was made at the January 5, 2015 Organizational Meeting: "To grant insurance coverage to any active Clarence Fire District No. 1 firefighter who may be injured while providing emergency services outside the bounds of Clarence Fire District No. 1 and prior to the arrival of an officer in command of the scene. This is in accordance with legislation signed into law by New York State Governor Cuomo on January 2, 2015." This coverage provides for bodily injury that may occur to a firefighter coming upon an emergency, outside the Fire District, prior to the point that said firefighter's assistance is accepted by the host Fire Company.
- Insurance for the Explorer Post was discussed. Members are covered by the Boy Scouts of America policy but the insurance agents offered that the Explorers may be added to the District policy at no extra cost. Chief Major explained that there are three steps to the Boy Scout Explorer program. In the future third step, Explorers would be allowed to respond to calls only on cold response. Their function would be at the level of helping to pick up hose at a scene they would not perform any duties that would require the use of SCBA.
- It was mentioned that travel to and from meetings is not covered by VFBL but drills are covered (only by the most direct route to and from).
- Members' driver license checks are performed by the insurance company at the request of the fire district and also on occasion at the discretion of the insurance company. Commissioner Work noted that he is half way through the process of registering members through the New York State LENS program.
- Personal vehicle coverage doesn't fall under the mutual aid law, it is by individual district.

Old Business:

- Chairman Garlapo reported as of the March 12, 2015 Occustar report six members have not had their physical exam or scheduled an appointment. A letter to each was sent reminding them of the April 1st deadline for the completion of this requirement in order to remain active.
- **MOTION** by Garlapo, seconded by Metzger, to remove any firefighter from active duty that doesn't complete a District physical by April 1, 2015, carried.

New Business:

- Chairman Garlapo mentioned a Potter, Harris & Scherrer Agency mailing (also forwarded by Commissioner Schlabach as an Erie County Fire District Officer Association e-mail) that Sheridan Park No. 1 is hosting an ESIP seminar on Social Media in the Fire Service at no fee on April 11, 2015 from 9:00 to 11:00 AM. To attend contact Randall Rider by April 1st.
- Chairman Garlapo communicated correspondence received regarding Blue Wireless negotiations with the County regarding possible cell phone tower placements. Commissioner Metzger indicated he planned to attend an April 14th meeting.
- Commissioner Work will be bringing cost information to dispose of surplus computer equipment to the next Board meeting.
- Chief Major reported that an issue with a Clarence Center Volunteer firefighter coming directly to Clarence Fire District incidents in a personal vehicle is being addressed by Clarence Center Fire Company.
- **MOTION** by Metzger, seconded by Bissonette, to approve attendance by up to four people to an April 18 and 19, 2015 EMS conference, carried. \$95 per person discounted early registration is until March 31st.

Building Project Update:

- Commissioner Schlabach reported that the DEC has signed a document stating that a \$20,000 sand filter for waste water would be compliant. Project Manager, Dave Sanford, communicated that this would not necessitate an increase to the project estimate and would already be included in the estimate for site work. Commissioner Metzger requested that sign off from the EPA also be obtained as they are the agency that initiated discussions of a similar problem with the Town of Clarence.
- **MOTION** by Schlabach, seconded by Bissonette, to approve the building expansion concept drawing A101 dated January 2015, carried.
- **MOTION** by Schlabach, seconded by Metzger, to schedule a building project borrowing mandatory referendum date of May 5, 2015 from 3:00 to 9:00 PM at Clarence Fire District No. 1, with a public information meeting to be held April 30, 2015 at 7:00 PM at Clarence Fire District No. 1, with legal notice to be published in the April 8, 2015 Clarence Bee of the mandatory referendum to request a public borrowing of up to \$1.5 million and a permissive referendum to expend up to \$2 million from the building reserve fund. Roll call vote: Garlapo – yes, Metzger – yes, Work – yes, Bissonette – yes, Schlabach – yes. Motion carried. Commissioner Schlabach will contact Attorney Schoellkopf to determine the legal requirements. Commissioner Bissonette will draft a press release for the Clarence Bee to be reviewed by the Board. Chief Major suggested attendance at the public meeting include members and Explorer's in uniform. Members attending should wear Class B duty shirts with dark pants and shoes. Commissioners will wear District issued green long sleeve dress shirts, black pants and black shoes. It was agreed the public meeting will have to include ground rules concerning the form and duration of public comments. The Board would like a representative of Steiglitz, Snyder Architects to come to the meeting to run their electronic presentation of the architectural concept renderings. Commissioners Bissonette and Work will meet on April 20th (and also April 21st if needed) to work on the public information meeting power point presentation using bullet points drafted by Commissioner Metzger. The Board's first review of the draft presentation will be after the April 27th work session meeting with RBC Wealth Management representatives.

MOTION by Schlabach, seconded by Metzger, to adjourn the meeting at 20:57 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kim Lash, Treasurer

cc: Commissioners/President/Fire Chief