

CLARENCE FIRE DISTRICT NO. 1

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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 Board of Fire Commissioners' work session meeting was called to order by Chairman Garlapo on **Monday, April 10, 2017** at 18:00 hours. Jim Ring and Tom Brady from Potter, Harris & Scherer were in attendance to review the District's liability insurance policy. The insurance company representatives' summarization of the policy included:

- 1) The policy is guaranteed replacement value and values are bumped 5% each year. However, regardless of the policy values full replacement cost will be paid.
- 2) Commissioner Schlabach will confirm at the building meeting tomorrow that the contractors hold the liability for loss during the construction phase of the building expansion project. If not the insurance company must be notified.
- 3) The firehall and the pavilion/storage building are the covered structures in the policy.
- 4) There is both flood and earthquake coverage.
- 5) There is coverage up to \$1,000 per policy period for snow removal, for example, the insurance company would pay if excess snow needed to be shoveled from the roof.
- 6) \$8 million maximum for any single claim and up to \$24 million per policy period.
- 7) There is a temporary liquor coverage for any event up to ten days in length.
- 8) Owned unmanned drones are covered up to \$25,000.
- 9) An on-site pollution spill clean-up is covered for up to \$150,000 and for up to \$1 million for bodily damage.
- 10) Cost of a network security and data breach coverage for up to \$1 million per event and up to \$10 million total.
- 11) There is a blanket crime coverage up to \$10,000 and \$2.5 million bond for the Treasurer and Deputy/Treasurer.
- 12) Apparatus values: Engine 1 - \$450,000, Engine 2 - \$486,000, Rescue 5 - \$425,000, Ladder 6 - \$1.2 million, Truck 7 - \$40,000, Truck 7-1 - \$40,000, Ambulance - \$100,000, three Chief vehicles at \$43,000 each, 2001 Wells Fargo trailer - \$12,000 and 2003 Caravan - \$1,200. The premium cost is \$4 per one thousand dollars to increase or decrease these values. Portable equipment is covered separately and is in addition to the value of the individual truck values also at replacement value. It was noted that the new haz-mat trailer was not added and the insurance representatives requested that the make/model and total value be provided to add it to the policy.
- 13) For losses on vehicles not owned by the District for emergency response everything is covered. For non-emergency response such as Fire Company business or trainings, the individual's insurance company is primary on property damage but the District's policy will reimburse the individual's deductible.
- 14) It was suggested that the District take advantage of the on-line training provided by the insurance company.
- 15) The annual questionnaire was reviewed: 7,600 District population, approximately 55 volunteers, approximately 480 calls for 2016 with about 10% of the total as fire and the remaining were EMS. Noted the District has no watercraft or drone.
- 16) The Building Expansion will be approximately 9,400 square feet added to the existing 18,000.
- 17) Chairman Garlapo inquired about the cost and coverage of NYS Public Entities Safety Group 497 as compared to the District's current coverage with Fire District's Mutual Insurance Company. Tom Brady explained the premium cost is higher with Group 497 but they issue a back end dividend between 18 and 23% of premium cost. There is also a 10% managers' fee. However, Fire Districts Mutual's service is superior and when there is a judgement call such as a heart attack they lean towards the injured party unlike Group 497 that tries not to pay on those claims.
- 18) Jim Ring requested signatures on the necessary documents to move forward with the policy renewal which were provided by Chairman Garlapo.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo at 18:30 hours.

ROLL CALL

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

Absent: Secretary Kiener

Guests: Board of Directors Representative Sam Baker

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Work, second by Schlabach, to approve the March 13th regular meeting minutes, with corrections, carried. Changes are: page 2 Commissioner Metzger's report item 3 should read, "the long term equipment plan is a work in progress and he will be meeting with the Chief to discuss priorities", page 2 Commissioner Schlabach's report item 8 should read, "the drop ceiling will be replaced in the old section" and page 3 New Business third motion strike the words "training and drills".

BOARD OF DIRECTORS' REPORT

- 1) Sam Baker had no report from the Board of Directors.
- 2) Commissioner Metzger provided a summation of the report he gave to the Board of Directors from the business conducted at the March Board of Commissioners' meeting.

SECRETARY'S REPORT

- 1) PCR forms for February and March have not been filed and sent out.
- 2) There are 3 people still missing beneficiary forms. Treasurer Lash will leave the necessary forms for Sam Baker in his Fire Company mail box.
- 3) Training dates and times for OSHA classes were posted in the truck room.
- 4) 2016 LOSAP statements from Penflex were put in firefighters' mailboxes. The inactive firefighters' statements will be mailed soon.
- 5) The October 18, 2016 meeting minutes were updated on the website to reflect the motion made to attach the State response letter.
- 6) Letters regarding the completion of physicals were sent out on April 1. Letters regarding the completion of CPR and First Aid courses have not yet been sent out.

TREASURER'S REPORT

- 1) Received the March 2017 #9-1 vehicle report today: 1061 miles for the month, 108 gallons, 9.9 mpg for the month and 12.7 mpg year to date and the vehicle mileage was 37,050 at March 31.
- 2) The LOSAP annual report was received from Penflex. The 2017 budget contribution is \$90,000 but 2018 contribution is calculated to be \$108,000. The total unfunded liability for the program is \$659,000 so the program is 73% funded as of January 1, 2017.
- 3) The annual audit is progressing without issues.
- 4) Inquired if the final snowplowing check could be released, Commissioner Schlabach requested it be held for now.
- 5) The annual fire alarm test has been scheduled with Amherst Alarm for April 13. The held check will then be released. Amherst Alarm agreed to waive the second invoice late charges.
- 6) There are two Sewing Technology invoices on hold pending the Chief's approval.
- 7) It was previously mentioned that building project funding may be available on the Home on the Hudson website. Treasurer Lash reviewed the websites for both the Home and FASNY and found no such opportunities. Two other website possibilities were suggested by Assistant Chief Hanford. The district does not qualify for either the USDA or BLM Rural fire assistance grants because both the median household income and population are too high.
- 8) \$1,279,000 has been paid out since the start of construction. There is \$984,000 left in the Building Reserve plus \$63,000 in the 2017 budget. Received two e-mails last week on the \$300,000 DASNY grant. Review of the financial documentation supplied in October and January has begun and the environmental/historic/smart growth review has concluded. Still running very close to budget on the building expansion project.

MOTION by Metzger, second by Work, to approve bills, checks #3724-3772, in the amount of \$63,687.04 from the General Fund and three payments from the Building Reserve Fund for the Building Expansion project totaling \$303,980, carried.

Commissioner Garlapo reviewed the bank statements and found everything to be in order.
Commissioner Metzger reviewed the three Chief vehicle reports and found everything to be in order.

CHIEF'S REPORT

- 1) 48 calls for the month including: 26 EMS, 4 false alarms, 10 hazardous materials, 2 mutual aid, 1 fire, 4 MVA and 1 other calls.
- 2) A Chief's office representative did not attend this Board meeting.

COMMISSIONER GARLAPPO

- 1) Occustar notified the District that seven firefighters had not completed or scheduled their annual physical exam. Those individuals were sent a letter that they are inactive until the physical exam requirement has been met. Occustar has obtained a new software program that caused some errors and has delayed printing of the annual book.
- 2) A new Explorer, Nick Vaillancourt, has been cleared for all functions.

COMMISSIONER METZGER

- 1) There is a vehicle recall on the Chief vehicles that the officers will have to take the vehicles to a dealer for service.
- 2) The District will pay for the damage to the Chief's vehicle from the deer because the repair estimate is less than the insurance deductible.
- 3) DiVal has completed the airpak testing.
- 4) The long term equipment purchase plan is a work in progress and there will be a meeting with the Chief to discuss priorities.
- 5) The Chief would like to send two firefighters to haz-mat training in Baltimore for an estimated cost of \$3,000.

COMMISSIONER SCHLABACH

- 1) Commissioner Schlabach signed a contract with Amherst Alarm to upgrade the fire alarm and door fob systems. The contract price is \$40,062.
- 2) The building siren was temporarily removed due to the construction using Ladder 6.
- 3) Commissioner Schlabach contacted FEMA and was told that the District will know in the next few weeks whether or not the grant application will be approved or denied.
- 4) Mike Morris (Jane Corwin's replacement) has no news as to whether or not he will have a budget to be able to help the District with any additional grant money.
- 5) The insurance company notified Commissioner Schlabach that the \$15,028 check is in the mail for the claim on the wind damaged front sign.
- 6) The \$17,000 check to the Erie County Water Authority to lower the water main is included in this month's bills.
- 7) The roof over the truck room is coming off this week. The roof on the new section will be on by the end of this week. A crane will be in the way of the truck bays during the day so the apparatus will be moved out front during the daytime.
- 8) It is estimated that the concrete floor will be poured by the end of May.
- 9) The white stone around the top of the outside of the building is difficult to remove and the removal process being used is too time consuming and is damaging the block underneath. Other options are being investigated which will be discussed at tomorrow morning's construction meeting.

COMMISSIONER WORK

- 1) CPR training is finished. This \$2,000 expense will need to be budgeted every two years.

OLD BUSINESS

- 1) The Board of Fire Commissioners' annual insurance coverage review included a discussion regarding the premium cost and coverage of the current Fire District Mutual policy versus the NYS Public Entities Safety Group 497. The insurance agents offer both products and communicated a cost benefit comparison for the two entities. The significant difference in service quality led the Board to take no action to change insurance providers.
- 2) The chief vehicle tablets requested for the 9-1 and 9-2 vehicles were discussed and no action will be taken for now.
- 3) Commissioner Garlapo will prepare the schedule of Board of Directors representatives for the remainder of 2017 and will send the list to Secretary Kiener to publish.
- 4) No action was taken to approve the transfer of funds for the 2017 LOSAP contribution.

MOTION by Work, second by Schlabach, to pay invoice #032017 in the amount of \$490.00 and invoice # 040117 in the amount of \$30.00 from The CPR Pulse Center for CPR & First Aid training that occurred on March 20th and 23rd, as well as April 1, 2017. Be it further moved that Treasurer Lash is authorized to release payment as soon as it is drafted to pay the vendor in a timely manner. Motion carried.

NEW BUSINESS

MOTION by Work, second by Metzger, to purchase 5 copies of the 2017 New York State EMS Collaborative Protocols from the Cortland Press at a cost of \$67.50, carried.

MOTION by Work, second by Garlapo, to send up to three EMTs to The Greater Buffalo EMS Conference on April 21 and 22 at the Millennium Hotel at a cost of \$285, carried.

MOTION by Garlapo, second by Metzger, to approve the renewal of the property liability coverage with Potter, Harris & Scherrer pending receipt of the premium invoice, carried.

MOTION by Garlapo, second by Schlabach, to approve Garren Dudas as an active firefighter effective immediately, carried. His background check and physical exam have been successfully completed.

MOTION by Metzger, second by Work, to approve the training and travel for two firefighters to the IAFC haz-mat training in Baltimore June 15-18 at a total cost not to exceed \$3,000, carried.

MOTION by Schlabach, second by Work, to approve the July 15, 2017 pavilion rental by Mike Dudas for a graduation party, carried. Alcohol will be served so an insurance certificate is required. If the back parking lot is filled with construction equipment and supplies the attendees may use the parking lot adjacent to the bike path.

MOTION by Schlabach, second by Metzger, for Sam Baker's July 29, 2017 use of the pavilion for a birthday party for his son with no alcohol to be consumed, carried.

GOOD OF THE FIRE DISTRICT

Commissioner Work will attend the Board of Directors meeting on April 17, 2017. Commissioner Schlabach requested that his appreciation for everyone's patience and understanding during the Building Expansion project construction be communicated.

MOTION by Garlapo, second by Work, to cancel the April 24, 2017 work session, carried.

The next regular District meeting is May 8, 2017 at 6:30 pm.

MOTION by Schlabach, second by Work, to adjourn the meeting at 19:28 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kim Lash, Treasurer

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