

# CLARENCE FIRE DISTRICT NO. 1

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## Board of Fire Commissioners:

David R. Metzger, Chairman  
Douglas G. Garlapo, Vice-Chairman  
Gerald J. Roy, Jr.  
James Schlabach  
Nathan M. Work

## Treasurer and Interim Secretary

Kim M. Lash

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The regular Board of Fire Commissioners' meeting was called to order by Chairman Metzger on **Monday, April 11, 2016** at 18:30 hours.

## Roll Call:

Present: Commissioners Metzger, Garlapo, Roy, Schlabach Work and Treasurer and Interim Secretary Kim Lash

Absent:

Guests: First Assistant Chief Ken Beil and Brother Ed Lewis

## APPROVAL OF PRIOR MEETING MINUTES

**MOTION** by Garlapo, second by Schlabach, to approve the March 14, 2016 regular meeting minutes as presented, carried.

**MOTION** by Work, second by Roy, to approve the March 21, 2016 work session meeting minutes as presented, carried.

**MOTION** by Garlapo, second by Roy, to approve the March 28, 2016 work session meeting minutes as presented, carried.

**BOARD OF DIRECTORS' REPORT** - Brother Ed Lewis represented the Board of Directors and had no report.

## SECRETARY'S REPORT

- 1) Service award points were mailed to Penflex. A letter was received back from Penflex and forwarded to RBC authorizing the retirees' increased 2016 LOSAP payments for those accruing a "good year" of service for 2015. Five of the 35 retirees collecting will receive the maximum monthly payment of \$600 during 2016.
- 2) Interim Office Assistant Eric Olson provided a report of the work he has accomplished:
  - (a) Members' 2010-2014 training certificates were filed in personnel files.
  - (b) A significant pile of miscellaneous papers that weren't specifically identified during the initial sort was filed.
  - (c) The final paper pile is one foot high and this may take more work together since there is no grouping of the documents to be able to give general directions.
- 3) Secretary Megan Kiener will begin training April 12 at 2:30. She has morning classes so will initially work afternoons.
- 4) Ryan Dmochowski's Firefighter I original training certificate was found in the District Office and returned to Chief Schlabach as requested at the March 14 meeting.

## TREASURER'S REPORT

- 1) The Chief's District credit card was received and activated. The Board was asked how to proceed with the Baltimore travel arrangements, per the Chief's e-mail request. The Board would like the Chief to follow the travel policy and work with the Treasurer. Assistant Chief Beil will communicate this to Chief Schlabach.
- 2) An April 5, 2016 statement was received from Attorney Butler itemizing time worked. There is \$1,192.50 remaining on the initial retainer of \$3,500.
- 3) The FEMA grant equipment was received March 28 except for four suits on back order. Funds were requested from FEMA. The Chief said payment is not due until the suits are received which should be in a few weeks.
- 4) The NYS Auditor began the District audit April 6, 2015 and has no timeframe for when the audit will be completed.
- 5) Six are registered for the April 16 training in Batavia and confirmation e-mails were received. Treasurer Lash also registered for an April 27 Fraud Prevention and Detection NYS free webinar.
- 6) Should Jim Havernick's cell phone stipend and alarms mileage check be mailed or held until the uniforms are received? The Board will hold the check and Assistant Chief Beil will also communicate this to the Chief.

**TREASURER'S REPORT (continued)**

**MOTION** by Roy, second by Metzger, to amend the January 11, 2016 motion for the Chief's estimated uniform expense at Sewing Technologies not to exceed \$1,000 to pay additional expenses for badges and name bars of \$1,551.95, carried.

**MOTION** by Roy, second by Garlapo, to amend the motion for purchase of telescoping wash brushes and heads in the amount of \$44.44 for freight charges not included in the initial motion of \$355.70, carried.

**MOTION** by Garlapo, second by Roy, to pay all bills presented for the total amount of \$112,662.29. (checks #3284 - 3325), carried.

Commissioner Garlapo reviewed all March bank and financial statements and all was in order.

Commissioner Roy reviewed the three March Chief Vehicle reports and all was in order.

**CHIEF'S REPORT**

- 1) 42 total calls for March including: 26 EMS, 2 fires, 2 mutual aid fires, 1 motor vehicle accident, and 11 false alarms.
- 2) Would like to offer FASNY Solar Power: Strategy and Tactics for First Responders training on Saturday, April 30, 2016 from 9:00 AM to Noon to be held at the Erie County Training Center. The cost would be \$20 for FASNY members and \$30 for non-members.
- 3) NYSAFC training is in June. The classes are eight hours with a cost ranging from \$235 to \$335 per class which includes both the conference registration and entrance to the exhibits. The training is advertised as intense with a minimum of classroom instruction. Because of the cost Assistant Chief Beil offered to post a sheet to determine who might be interested and based on the response it will be decided how many individuals to send.
- 4) Assistant Chief Beil is working on a Search and Rescue drill for June 25 and spoke to the individual that owns property at Stage and Sawmill to see if the drill could be conducted there. The property owner agreed providing proof of insurance and a signed waiver are provided. There was also discussion regarding using the Town property behind the Main Street Town Park.
- 5) Thank you to the District for paying the fees for the Explorers to take EFAT courses. The first class was found to be dry with much classroom time learning about the chemistry of fire and firefighter safety. The second class had wider appeal and was more hands on with ground ladder use, roll and packing of hose and SCBA use in Getzville's maze. The next drill is April 30 at Bowmansville and will involve auto extrication.
- 6) Travis Griner has begun his 104 hours of training towards his Firefighter I certificate.

**COMMISSIONER ROY** – No report.

**COMMISSIONER GARLAPO**

- 1) Three firefighters were removed from active duty that haven't completed their annual physical by April 1. Two individuals (Mike Burkhardt and Jim Laczowski) were in Florida. They, as well as Al Getter, were sent letters notifying them they are inactive. There are also three Explorers still requiring physicals: Colin Arndt, Casey Esch and Ryan Gaske. None are attending EFAT and will be getting physicals soon. Commissioner Garlapo will provide the final results to the Chief when complete. Four individuals also have one month extensions for follow-up appointments with their personal physicians. Doug Larkin, Chris Nowak and Jerry Roy must complete the additional requirement by May 1 to remain active and Chad Hawes by June 1. All did receive a letter explaining this requirement.
- 2) Commissioner Garlapo has created a "Paperless/Electronic Correspondence Request" Form to be distributed to members. Anyone wishing to receive District correspondence via e-mail rather than by standard U.S. postal mail may sign the form to keep in their District personnel file. This is in response to some members request for electronic letters.

**COMMISSIONER METZGER**

- 1) Attendees' per diem checks for the FDIC training in Indianapolis are included in the approved bills for this month and the three registrations not used have been cancelled.

**COMMISSIONER SCHLABACH**

- 1) Erie County Fire District Officers' scholarship tickets are available for sale. Three scholarships are awarded annually based on the proceeds.

**COMMISSIONER SCHLABACH**

- 2) There is nothing new to report regarding the New York State grant through Senator Ranzenhofer's office. Commissioner Schlabach asked Vic Miller to call them.
- 3) Commissioner Schlabach reported on the free furniture offered by Construction Manager Dave Sanford's firm. There are thirteen desks (ten that are similar and 3 more fancy), ten file cabinets, a fourteen foot conference table and approximately 20 chairs. The American Household moving company was recommended by Brett Hanford and they would charge \$675 to move the furniture and \$250 per month to store it. U-Haul's cost for a 26 foot enclosed van is \$40 per day and \$.79 per mile so even with two trips the cost would be only \$200 maximum if a work call was used for man power. Commissioner Schlabach was also asked to investigate the cost of both Reeb and Keith moving companies.
- 4) Commissioner Schlabach stated that Prentice may bill for the time they have invested in the design of the District Office space if the District doesn't contract with them.
- 5) There was much discussion about options for cutting additional costs on the project. Taking out some of the planned storage, removing a truck bay, removing the District Office/Training area that is under the lower roof. No idea gained complete acceptance from the entire Board.

**MOTION** by Schlabach, second by Metzger, to rebid the Building Expansion Project with the changes approved at the March 28, 2016 meeting from page 2 of the minutes. Roll call vote: Garlapo – yes, Metzger – yes, Work – yes, Roy – yes and Schlabach – yes. Motion carried. Commissioner Schlabach will arrange a meeting as soon as possible with the architect and construction manager to communicate these changes.

**COMMISSIONER WORK**

- 1) Commissioner Work noted that computer equipment was disposed of using Regional Computer Recycling & Recovery that certify that all computer and electronic equipment has been recycled in an environmentally sound manner, in compliance with federal laws and the New York State Electronic Equipment Recycling & Reuse Act.
- 2) The Tim Horton's bill submitted last month for OSHA training food that included tax was returned for credit and the actual amount paid now excludes sales tax.
- 3) The name plates on the Past District Officers' plaque in the foyer have been updated.
- 4) Chairman Metzger asked if the Attorney Notification letters from the October 6, 2015 meeting were ever sent. Commissioner Work stated the letters are on his work computer and must just be printed on letterhead. He agreed to forward the letters electronically.

**OLD BUSINESS**

- 1) District Rules and Regulations Article V – Firematic Officers & Qualifications were discussed. The following EMS qualification is to be added for Chiefs and the Fire Captain to have a current certification in either the American Red Cross “Basic Life Support for Healthcare Providers” or the National Safety Council “Basic Life Support for Health Care and Professional Rescuers”. Additionally it was agreed to add the statement “Any other accredited course approved by the Fire District. A prime consideration to choose these courses to ensure the ability to continue to help residents with oxygen needs. Another requirement was also added to Fire Captain to have successfully completed the New York State Fire Officer I course of 54 hours. This Article will be revised for Board review.
- 2) There was a very brief discussion about the Fire Company electing a new fourth assistant chief. The current Rules and Regulations require the election. Commissioner Roy reported it is unlikely that a new light bar will need to be purchased as the current bar will fit either Assistant Chief Zuchlewski's or Fire Captain Hanford's vehicles.

**NEW BUSINESS**

- 1) **MOTION** by Work, second by Metzger, to approve the Action CPR six hour first aid course to be held at Clarence Fire District No. 1 on April 23, 2016 from 9:00 AM to 3:00 PM at a total cost not to exceed \$1,600, carried. The course cost is \$80 per person and lunch will be provided at district expense.
- 2) **MOTION** by Roy, second by Metzger, to approve the cost for up to ten people to attend the FASNY Solar Power: Strategy and Tactics for First Responders training on Saturday, April 30, 2016 from 9:00 AM to Noon to be held at the Erie County Training Center. The cost would be \$20 for FASNY members and \$30 for non-members. A sign-up sheet will be posted. Motion carried.
- 3) **MOTION** by Garlapo, second by Schlabach, to approve the ability for firefighters to request on a voluntary basis electronic communications from Clarence Fire District No, 1 and may withdraw such request at any time, carried.

**GOOD OF THE FIRE DISTRICT**

Commissioner Work is scheduled to attend the April 18, 2016 Board of Directors' meeting.

A work session meeting is scheduled for April 25, 2016 at 6:30 PM.

The next regular meeting of the Board of Fire Commissioners will be held May 9, 2016 at 6:30 PM.

**MOTION** by Metzger, second by Roy, to enter executive session to discuss the Janitor position and the particular work history of a specific employee at 21:10 hours, carried.

**MOTION** by Metzger, second by Garlapo, to return to the regular meeting from executive session at 21:38 hours, carried.

**MOTION** by Garlapo, second by Metzger, to amend the January 4, 2016 organizational meeting motion appointing the Janitor through April 2016, to continue the appointment of Mark Heim as the Fire District Janitor on a month to month basis dependent on the forward progress of the Building project, carried.

**MOTION** by Metzger, second by Roy, to adjourn the meeting at 21:40 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Kim Lash, Treasurer and Interim Secretary

cc: Commissioners, Day Room Bulletin Board, Website