

# CLARENCE FIRE DISTRICT NO. 1

FINAL COPY

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## 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

## Fire District Secretary

Yvonne Work

The regular Board of Fire Commissioners meeting was called to order by Chairman Garlapo on **Monday, April 13, 2015** at 19:00 hours.

### Roll Call:

Present: Commissioners Garlapo, Metzger, Bissonette, Schlabach and Work, Fire District Treasurer Kim Lash and Fire District Secretary Yvonne Work

Absent: None

Guest: Fire Chief Bill Major and Brother Ed Lewis

### APPROVAL OF PRIOR MEETING MINUTES

The minutes for the Board of Fire Commissioners Work Session held on February 23, 2015 will be reviewed at the next meeting as Chairman Garlapo and Fire District Secretary need to finalize these.

The minutes for the Board of Fire Commissioners Meeting held on March 9, 2015 were reviewed. Some recommended changes were made for these, including:

- |        |  |
|--------|--|
| Page 2 | The review of the mileage for the three Chief's vehicles shows a range of 8.8 MPG to 3.7 (not 12).   |
| Page 2 | The LOSAP contribution to RBC Wealth Management was \$70,000.00, not \$72,000.00 as listed.  |
| Page 7 | (5 <sup>th</sup> paragraph) should state, "the transfer of \$2,000.00 from the General Reserve Fund to the Equipment Reserve (not Rescue) Fund.  |
| Page 7 | (last paragraph) should indicate that Mike Salvador of Alden, NY provided the use of the front end loader, not Al Herrscher, Jr.<br>The MOTION should also be changed to reflect this. |
| Page 8 | Under the Good of the District – this should state a Work Session on Monday, March 23, 2015, not February 23, 2015.  |

**MOTION** by Work, seconded by Schlabach, to approve the minutes for the meeting held on March 9, 2015, with the above revisions, carried.

The minutes for the Board of Fire Commissioners Meeting held on March 23, 2015 were reviewed.

**MOTION** by Metzger, seconded by Schlabach, to approve these minutes as read, carried.

Commissioner Garlapo mentioned that he would like to have the Board of Fire Commissioners Meeting minutes posted on the District's website once they have been finalized and approved by the Board; Treasurer Lash will take care of this.

**BOARD OF DIRECTOR'S REPORT**

Brother Ed Lewis was the Board of Director's representative for this meeting; there was no report from the Board.

Commissioner Garlapo indicated that he attended the Board's March meeting. He gave an update regarding the proposed building renovation project to the Board members. He also advised them that the District's Rules and Regulations are being reviewed and revised as necessary. The District will provide the Board of Directors President and Chairman with a draft copy for their review prior to finalization.

Commissioner Schlabach will be attending the Board of Directors April meeting.

**SECRETARY'S REPORT**

- Fire District Secretary reported that the 2014 Penflex Service Award report has been received by the District for review.
- Fire District Secretary reviewed the documents regarding the election process for the upcoming Special Referendum Election scheduled for May 5, 2015. She has received confirmation from Attorney Schoellkopf that the rate of pay is \$50 for the Election Inspectors/Ballot Clerks, as well as the Chairperson.

**TREASURER'S REPORT**

Treasurer Lash indicated that she has shared the District information (last 5 years of District audits, last 2 years of approved budgets and the District's 10-year financial plan going forward) with the Rick Ganci, Capital Market Advisors, LLC as requested.

Treasurer Lash brought up the Government Efficiency Plan for review; she mentioned that there is now more information available from the Division of Budget. In essence, the District's Plan needs to show that action has been taken by the Board to reduce their budgetary costs. They would like the Counties to be the lead Agency. The Board requested Treasurer Lash to compile some ideas, whereby the District can document the cost savings to the District. The Board will review this at the May meeting. Some ideas reviewed included: Change from District pagers to Erie County pagers, purchase of Chief's vehicles every five years opposed to every three years, change in Insurance Company for firefighters insurance and use of SMEC.

**MOTION** by Metzger, seconded by Schlabach, to pay all bills from the General Reserve and included in the financial statements, including the additional bills listed below presented for payment at this meeting, in the total amount of \$45,033.93 (check #2835-2881).

Balkan Beverage (Water)	136.50
Clarence Bee News (Legal Notice)	56.39
DiVal (SCBA Annual Maintenance)	1,651.64
SMEC (Electric – March)	1,005.03

Commissioner Garlapo indicated that he has reviewed all bank and financial statements for the month and found these to be in compliance.

Commissioner Metzger indicated that he has reviewed the three Chief Vehicle reports for the month; these were found to be in order.

Commissioner Metzger, in preparation for making arrangements while at FDIC in Indianapolis, asked Treasurer Lash as to what the credit limits are for the Commissioner's charge cards. Treasurer Lash responded that there is a \$10,000.00 limit for each card.

**CHIEF'S REPORT**

There were a total of 26 calls for the month of March 2015, which included the following: 14 EMS, 4 Motor Vehicle Accidents (1 With Injuries/3 Without Injury) , 4 False Alarms, 1 Structure Fire, 2 Mutual Aid, 0 Hazardous Materials and 1 Other Response. Drills included: 8 Fire, 2 EMS, 2 HazMat and 1 Work Call.

**Purchases:**

- Fire Chief indicated that all firefighter gear which had been ordered is now in and has been distributed.
- Fire Chief would like to purchase three Rescue Manikins from the EMS Capital account at the cost of \$2,581.45 from Dr. Mass Group, Inc. There is a 6'1" Rescue Randy, another one is 5'5" and weighs 55 pounds and another one is a 48" child which weighs 19 pounds. These are life size and will work out well with training and auto extrication drills.
- Fire Chief would like to purchase a total of 5 TENNSCO storage cabinets from Grainger (three to be utilized for EMS supply storage and two for firematic supply storage) at a total cost not to exceed \$2,175.00.
- Fire Chief would like to purchase a pair of Haix firefighter boots from DiVal as a replacement for firefighter, Chad Hawes at a cost not to exceed \$330.00.
- Fire Chief's Office would like to purchase a total of 5 Klein tools dual range, non-contact volt testers from DiVal Safety at a cost of \$17.75 each, total cost not to exceed \$88.75.
- Fire Chief's Office would like to purchase 2 Akron smooth bore nozzles at a cost of \$618.65 each from ElizCo at a total cost not to exceed \$1,273.30.
- Fire Chief would like to purchase a total of 25 Nightstick LED Safety Lights at a cost of \$34.95 each and 12 Nightstick Yellow Cones at a cost of \$3.50 each from 10-75 Lighting, total cost not to exceed \$917.75; these will be used as a replacement for the Fire Police with the remainder to the Chiefs and EMT's.
- Fire Chief has a request for EMS Disposable supplies from Emergency Medical Products at the cost of \$1,296.61.

**Operational:**

- Fire Chief gave an update on the FEMA reimbursement for the November Winter storm; the District is looking for reimbursement for the fuel used for the vehicles. He will keep the Board advised of this.
- Fire Chief reported that the District's ISO rating remains at 4. Pursuant to NFPA standards, the District's training numbers are weak.
- Fire Chief has a copy of the recent SCBA inspections completed by DiVal; he will provide the District with a copy.
- Fire Chief mentioned that SCBA on the trucks are reprogrammed to each seat. He indicated that there is an SOP for firefighters to hang a tag for accountability.
- Fire Chief has spoken with East Hill Foundation regarding a grant; they will mail an application. He indicated that they have not done a grant for exercise equipment, but they are open to consideration of this.
- The Memorial Day Parade will be held on May 25, 2015; the New York State Police and Sheriff's Department are not planning on participating at this time due to union issues, but this may change.
- Recruit NY will be sponsored at the Fire Hall on April 25, 2015.
- Fire Chief mentioned that an individual who resides in Clarence called and asked if her pet would be rescued in the event of a fire. Fire Chief indicated to her that "life safety of all occupants, neighbors and firefighters would be their first priority."

**Training:**

- At this time, 1<sup>st</sup> Assistant Chief Jeff Schlabach has requested to attend the HazMat training in May.
- Fire House training is being offered in Baltimore in July; would like to offer up to 4 firefighters attendance at this.
- Newstead Flashover training is being offered in Newstead.
- EMS Conference - \$95 for early registration - Dana Lash is scheduled to attend this.

Training:

- Training in Montour Falls in September – Ken Beil and Bobby Beil are interested in attending this. The cost would be approximately \$156.00 for each (\$25 for registration, \$60 for materials and \$71 for accommodations).

Commissioner Schlabach raised the question as to status on the shipping containers which were discussed in February. Brett Hanford is still waiting to hear back from the Company regarding the charges for shipping.

**COMMISSIONER BISSONETTE**

No report.

**COMMISSIONER GARLAPO**

- Commissioner Garlapo indicated that all firefighter physical exams have been completed. He reported that he will prepare the report once he receives the final information from Occustar.
- Commissioner Garlapo reviewed the response to the letter which was sent to Mr. John Haller at Occustar regarding the issue of confidentiality of physical exam results (some of which were forwarded to Clarence Center Fire Company).
- Commissioner Garlapo indicated that he has almost completed review of the District's Rules and Regulations. He indicated that there are two different Articles related to drills and training. He will review these with the Chief's Office to see what can be combined.
- There is another Article regarding the LOSAP points. This needs revisions based on the meeting with Mr. Ed Holihan. A draft of the revisions will be completed and forwarded to Penflex for review.

The issue of completing drug testing for firefighters was raised. Suggestion was made that this issue be tabled for the present time; possibly a Work Session could be scheduled with John Haller from Occustar to review this issue in the future.

**COMMISSIONER METZGER**

- Commissioner Metzger indicated that the Rescue Committee recently met with a potential vendor. The truck they were looking at was in the range of \$600,00.00. He indicated that the old truck will probably sell in the range of \$30,000.00 - \$50,000.00. They will continue to explore other options and will talk to other vendors when they are at FDIC training in Indianapolis later in the month.

Another option may be to go onto the HGAC website and pick a truck and ad al-a-carte items; Commissioner Metzger will look into this again.

- Commissioner Metzger reported that the quote from Churchville for the paint and corrosion repairs for Ladder #6 will need to be re-quoted because this was from last year.
- The parts for the Ladder Truck have come in. Brett will come to pick up the Truck and take it to Tonawanda for the repair; this should be a one-day project.
- Commissioner Metzger mentioned that he is working on a project for a marking stake for the hydrants in Clarence; there are approximately 1,847 hydrants located throughout the Town. There are three different manufacturers in the area who may be interested in making these. Mention was made that the Town of Newstead may also be interested in purchasing these.

**COMMISSIONER SCHLABACH**

- Commissioner Schlabach indicated that he has the ECFDOA fundraiser lottery cards, the funds from the sale of these are utilized to award three scholarships. These are available at a cost of \$20.00 each and start in June.
- Commissioner Schlabach indicated that Tri-R Mechanical has been doing planned maintenance at the Fire Hall for the last eight years at 2007 costs. They will now be charging \$652.00 after each inspection for this service; he indicated that two inspections are done annually.
- Commissioner Schlabach reported the Braunscheidel Landscaping is planning to transplant the trees from the Clarence Town Park to the Fire Hall this week, depending on the weather. These are being placed at the North end of the rear parking lot. He and Fire Chief Major will get together to map out the training area. Commissioner Schlabach mentioned that he would like to secure this area with gates on the North end, as well as the bike path end.
- Commissioner Schlabach raised the question as to what type of information the District would require when event sponsors request to use the District's parking lot.
  - Mention was made that the lighting is not completed yet; Commissioner Schlabach and Paul Meyer, Jr. will be working to complete this.
  - The question of striping this area was also raised. The Board did not feel that striping is necessary at this time, but the recommendation was made to have Paul Meyer, Jr. put a yellow line down the side toward the park and indicate that there is no parking there as the driveway needs to remain cleared.
  - Recommendation was made that the event sponsor provide a written request to utilize this area for the Board's review and approval; all requests should be forwarded to Commissioner Schlabach.
  - The event sponsor would need to provide the District with a copy of their Insurance Liability certificate naming the Clarence Fire District No. 1 as an additional insured, with \$1M liability coverage.
  - Commissioner Work brought up the issue of the Parks Department being responsible for clean-up of the area; garbage cans should be in place there.
  - The issue of utilization of a parking lot attendant to control the parking lot area was brought up; Board felt that this would be important.
  - The issue of the Town's Park Security monitoring this area during a specific event was also brought up. It was felt that this would be necessary as utilization of the parking area would be an extension of the Park's event.

**COMMISSIONER WORK**

- Commissioner Work indicated that the electronics pick-up is scheduled for Wednesday, April 15, 2015 by Regional Computer Recycling.
- Commissioner Work had previously requested use of the Banquet Hall on June 27, 2015; this event has now been cancelled and he will no longer need this.
- Commissioner Work mentioned that Steve Flaminio has retired from Network Services; his replacement is Greg Hammerl. Kevin Haskell, the Network Services Technician, who takes care of the Fire District work has requested an additional key fob; this was approved by Commissioner Schlabach. Network Services will be conducting their annual review of the District's computer equipment and make recommendations. Commissioner Work has been advised that Microsoft may not be providing service for the District's terminal server in the near future; Network Services will be checking into this issue.
- Commissioner Work has now registered with the DMV for the LENS Program; firefighter's information has been submitted and he has received reports back. He will submit new member's information to the DMV once they are approved; Commissioner Garlapo mentioned that he will make a copy of their new applicant's driver's license information and provide this to him.

**COMMISSIONER WORK**

- Commissioner Work indicated that he attended the required Fire Commissioner training on April 11, 2015 at the Erie County Training Facility in Cheektowaga, NY.
- The LifePak 12 needs service; the Chief is working with Medtronic to schedule this. Commissioner Work reported that this an emergency part of the responding apparatus.

**PUBLIC COMMENTS**

None.

**OLD BUSINESS**

Commissioner Schlabach mentioned that he would like to request Rock Oak Estates to put a notice on their own Special TV channel advising their residents of the Fire District's upcoming Special Referendum vote.

**MOTION** by Schlabach, seconded by Metzger, that the Clarence Fire District No. 1 enter into a planned maintenance agreement for the amount of \$1,304.00 (\$652.00 for each inspection) with Tri-R Mechanical to perform two inspections per year on the HVAC and roof top units, carried.

**MOTION** by Garlapo, seconded by Metzger, to approve the renewal of the Clarence Fire District No. 1 Insurance Policy with Potter, Harris & Scherer with the increased amount of coverage of \$3.5M for the Treasurer and Deputy Treasurer at the cost of \$74.00, carried.

**NEW BUSINESS**

Treasurer Lash indicated that the District received an Election ballot for 2015 SMEC Board of Trustees; the following three individuals are running unopposed: Jeff Petrus, Karen DePalma and Don Haller,

**MOTION** by Garlapo, seconded by Metzger, to vote for the following three candidates for the 2015 SMEC Board of Trustees: Jeff Petrus, Karen DePalma and Don Haller, carried.

**MOTION** by Schlabach, seconded by Garlapo, to authorize the services of Country Gifts & Gardens for lawn moving and landscaping services for the 2105 season at the District's 10355 address at the cost of \$1,920.00 for the entire season, carried.

**MOTION** by Schlabach, seconded by Work, to authorize the services of Country Gifts & Gardens for lawn mowing and landscaping services for the 2015 season at the 10365 address at the cost of \$690.00, carried.

**MOTION** by Garlapo, seconded by Metzger, to approve Brian Powers as an Active firefighter of Clarence Fire District No. 1 contingent upon successful completion of physical exam and arson and sex offender background check, carried.

**MOTION** by Garlapo, seconded by Work, to authorize the Board of Fire Commissioners Chairman to sign the document with RBC Wealth Management authorizing a four-month lump sum payment for the period of January – April 2015 (\$80 per firefighter) to the 14 firefighters who have been credited with another year of service beyond retirement age, carried.

Commissioner Metzger indicated that the District usually authorizes a total of three pre-paid registrations for the following year's FDIC training when they are at FDIC in April.

**MOTION** by Metzger, seconded by Work, to authorize a total of three pre-paid registrations for FDIC training in 2016, carried.

**NEW BUSINESS**

Commissioner Metzger has requested to purchase a new brief case to hold building project and Rescue truck information.

**MOTION** by Metzger, seconded by Work, to authorize Commissioner Metzger's purchase of a new brief case at a cost not to exceed \$70.00, carried.

**MOTION** by Metzger, seconded by Schlabach, to authorize the Chief's Office request to purchase a total of 25 Nightstick LED Safety Lights at a cost of \$34.95 each, as well as a total of 12 Nightstick Yellow Cones at a cost of \$3.50 each from 10-75 Lighting, for a total cost not to exceed \$915.75, these will be distributed to the Fire Police as a replacement with the remainder to the Chiefs and the EMT's, carried.

**MOTION** by Metzger, seconded by Schlabach, to authorize the Chief's Office request to purchase a total of 2 Akron smooth bore nozzles from ElizoCo at a cost of \$618.65 each, total cost not to exceed \$1,273.30, carried.

**MOTION** by Metzger, seconded by Schlabach, to authorize the Chief's Office request to purchase a total of 5 Klein tools dual range, non-contact volt testers from DiVal Safety at a cost of \$17.75 each, total cost not to exceed \$88.75, carried.

**MOTION** by Metzger, seconded by Schlabach, to authorize the Chief's Office request to purchase a pair of Haix firefighter boots for Firefighter Chad Hawes from DiVal Safety at a cost of \$330.00, carried.

**MOTION** by Work, seconded by Schlabach, to authorize the fee of \$75.00 for electronics pick-up by Regional Computer Recycling, carried.

**MOTION** by Work, seconded by Schlabach, to authorize the purchase of EMS supplies, to include the following: 1 Rescue Randy (with additional reinforcement) 6'1" - 185 pounds Manikin at the cost of \$1,244.51; 1 carry/storage bag for 6'1" Combat Challenge and training Manikin at the cost of \$156.36; 1 Rescue Randy 6'5" Manikin at the cost of \$786.67; and Combat Challenge Kid at the cost of \$393.91 from Dr. Mass Training, carried.

**MOTION** by Work, seconded by Metzger, to authorize the purchase of 5 TENNSCO metal storage cabinets at a cost of \$391.05 each on State bid pricing, for a total cost of \$1,955.25 from Grainger, Inc. as a sole source provider; three of these will be utilized for EMS supply storage and two of these will be utilized for firematic storage, carried.

**MOTION** by Schlabach, seconded by Garlapo, to authorize Pest RX for preventive mosquito spraying on the grass area and perimeter of the grass area around the Pavilion at the cost of \$125.00 per month; if multiple treatments are needed either monthly or as needed, each treatment will be \$100.00, carried.

**MOTION** by Garlapo, seconded by Metzger, to appoint the following individuals as Election Clerks/Ballot Clerks and Chairperson for the upcoming Special Referendum at Special Election vote on May 5, 2015 from 3:00 P.M. to 9:00 P.M.; all individuals will be compensated at the rate of \$50.00:

Pauleane Hooley	Election Clerk/Ballot Clerk
Teresa Payne	Election Clerk/Ballot Clerk
Gary Payne	Election Clerk/Ballot Clerk
Michael Williams	Election Clerk/Ballot Clerk
Yvonne Work	Chairperson

**MOTION** carried (Commissioner Work abstained).

Brett Hanford has requested use of the Pavilion and Banquet Room (if raining) on July 5, 2015 from 12:00 Noon to 11:00 P.M. for an event; drop off catering will be utilized; alcohol will be served.

**MOTION** by Schlabach, seconded by Work, to authorize Brett Hanford's use of the Pavilion and Banquet Room on July 5, 2015 from 12:00 Noon to 11:00 P.M. for an event contingent upon proper liability certificate, carried.

Dave Metzger, on behalf of the Clarence Youth Bureau, has requested use of the Banquet Room on May 26, 2015 from 6:00 P.M. to 8:00 P.M. for a Volunteer Recognition Ceremony for approximately 150-175 guests; no alcohol and no catering.

**MOTION** by Work, seconded by Schlabach, to authorize use of the Banquet Room on May 26, 2015 by the Clarence Youth Bureau for a Volunteer Recognition Ceremony, carried.

**GOOD OF THE DISTRICT**

- Board of Fire Commissioners Regular Meeting is scheduled for **Monday, May 11, 2015 at 7:00 P.M.**
- Dave Rogers from RBC Wealth Management is scheduled to meet with the Board on April 27, 2015 at 6:30 P.M.

**MOTION** by Work, seconded by Bissonette, to adjourn the meeting at 22:00 hours.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief