

CLARENCE FIRE DISTRICT NO. 1

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Board of Fire Commissioners:

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

Treasurer
Kim M. Lash

Secretary
Megan C. Kiener

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The Board of Fire Commissioners' work session meeting was called to order by Chairman Garlapo on **Monday, April 9, 2018** at 17:58 hours.

Potter, Harris and Scherrer representatives Tom and Jim were present to discuss the District's annual Renewal Review process. Clarence Fire District No. 1, Clarence Fire Company, and Explorer Post #1916 are all insured under the policy. The building is insured for \$7 million, \$92,000 in contents, and the pole barn is insured for \$163,000. There is also flood and earthquake coverage plus a \$1,000 deductible on the policy. Insured losses are for 24 months. Equipment breakdown, sewer and drain backup, and snow removal expenses are covered. There is a \$1 million general liability insurance as well. There is \$1 million in insurance for a data breach, with \$50,000 for mitigation; a \$10,000 employee bond is also included. There is \$8 million in auto liability coverage. Coverages for all vehicles were discussed. These values can be increased or decreased at the District's discretion. The District can also purchase drone coverage if a drone was purchased.

The recent cancer bill was also discussed. You must be an interior firefighter for 5 consecutive years. Firefighters have to be certified between 2014 and 2018. Preexisting conditions are excluded. If a member leaves and go to another department, the District would still be responsible for them for 5 years. If a new member from a different department came in, the prior department would be responsible for their coverage for 5 years. The bill takes effect January 1, 2019. This will increase the cost of coverage by about \$250 to \$300 per interior firefighter. Interior firefighters must pass their physical and mask test. More concrete answers will be available around June. 6 different types of cancers will be covered. The new Red Alert software has a module for it. A census will be done this summer for who will qualify. OCCUSTAR should be able to give this information to us. There is an estimated 30 interior firefighters. The premium of the policy is the same as last year, and is a supplement to the VBFL.

There is still the retainage left for the insurance claim for the front sign. Commissioner Schlabach is working on specifications for a new sign to be put out to bid. The price range is between \$23,500 and \$30,000.

The 1992 Simon was covered at \$425,000 as discussed earlier in the meeting. The replacement value is around \$600,000 to \$650,000. For every \$1,000 added in coverage, it costs \$4. The District asked for the coverage to be increased to \$500,000.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, April 9, 2018** at 18:30 hours.

ROLL CALL:

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

Absent:

Guests: Assistant Chief Brett Hanford, Ron Tyx, Sr.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by Metzger, second by Schlabach, to approve the March 12, 2018 minutes with corrections to Commissioner Garlapo's report, Commissioner Larkin's report, and old business, carried.

BOARD OF DIRECTORS' REPORT – Ron Tyx, Sr.

- 1) Commissioners Work and Metzger attended the last Board of Directors meeting.
- 2) For some events, the parking lot is very slippery. Can the District add salting the lot to the snowplowing contract? The District already pays for salt. Occasionally the Highway Department salts when they go through the parking lot.
- 3) The District requested to maintain all firematic requirements and the Board of Directors would maintain fundraising and meeting requirements. Feedback on the change was very good and Board members were receptive to the idea.
- 4) The old Ricoh MP C2050 copier contract has been taken over by the Fire Company.
- 5) Some of the large scale fundraisers are getting a little out of hand.

BOARD OF DIRECTORS' REPORT (cont.)

- 6) The fire company will be taking care of the freezer.
- 7) Eric Olson is in charge of changing the bylaws for 9-3 and 9-4.
- 8) Members without physicals came to a drill last Thursday. Letters to them were sent out on the Tuesday before the drill.

SECRETARY'S REPORT:

- 1) We will be going live with Red Alert this month.
- 2) Scanning needs to be set up on the new printer. Secretary Kiener tried scanning from the old printer in the mail room and it did not work either.
- 3) LOSAP was taken down on April 6th. Commissioner Garlapo signed the last paper needed. It will be sent in tomorrow morning.
- 4) The permissive referendum for chief vehicles was run in the April 4th edition of the Clarence Bee. It will expire on Wednesday May 2nd after 30 days.
- 5) The PDF of policies for Mark Zuchlewski is coming along. There were 4 policies from the website that are scanned and are poorer quality than a normal PDF. Secretary Kiener is working on finding the electronic copies of those policies.
- 6) There is an issue with the website. The cell phone stipend policy that was updated has not been uploaded because a pdf can't be made due to an issue with the font. Secretary Kiener will be retyping the policy to see if that will fix the problem.

TREASURER'S REPORT:

- 1) The #9-1 March, 2018 vehicle report was received today. 1,024 miles and 82 gallons for 12.5 mpg for the month and 11.6 mpg year to date. Vehicle mileage is 49,624.
- 2) The closeout payment for snowplowing included in the bills will be held until Commissioner Schlabach approves the repair work to be completed.
- 3) No Verizon bill was received. Service was not yet cancelled and no bill has yet been received from Spectrum.
- 4) Waiting for the return of three cell stipend forms so checks can be released.
- 5) A letter from the Town Assessor was received changing the property assessed value from \$1 million to \$1,960,000.
- 6) The rebate promised by National Fuel has not yet been received.
- 7) We received an email from DASNY accounts payable stating the Fire District will receive payment with their 4/30 check run.
- 8) The final accounting from RP Oak Hill was received for \$188,951 more to be paid on the project. Additionally, there is an unbilled Stieglitz payment of \$9,625. The DASNY grant will cover the remaining expenses. Two construction keys remaining to be returned (Kevin and Geno). There is currently enough to pay the smaller subcontractors. There is also an outstanding PO for the cork board. Commissioner Schlabach has received emails from the contractors regarding payment. If the District took \$60,000 from the Fire Equipment Capital, the District could pay Empire Building Diagnostics, Thomann Asphalt, A. Gareleck & Sons Plumbing, and Davis Ulmer Sprinkler and \$43,000 would be disbursed to Transit Construction. DWC Mechanical, Frey Electric and RP Oak Hill would not be paid this month.
- 9) Requested motion to clarify payment for the new copier was part of the \$45,000 permissive referendum from Equipment Reserve.

MOTION by Work, second by Larkin, to amend the motion in the 8/14/17 minutes to clarify that the funds from the Equipment Reserve were to include the Red Alert program, copier, and TVs, carried.

MOTION by Garlapo, second by Work, to approve bills, check #4216-4254, in the amount of \$44,830.03 from the General Fund, carried.

MOTION by Garlapo, second by Work, to approve 2 payments from the Equipment Reserve for \$43,840.46. \$36,017.90 will be paid to G&G Fitness for fitness equipment and \$7,822.56 for the copier. Motion carried.

MOTION by Work, second by Larkin, to transfer \$60,000 from Fire Equipment Capital to Building Capital budget line with the intent to replace the funds upon receipt of the DASNY grant, carried.

TREASURER'S REPORT (cont.)

MOTION by Work, second by Garlapo, to pay from the Building Capital budget: \$8,305 to Empire Building Diagnostics, \$8,379 to A. Gareleck & Sons Plumbing, \$26,272 to Thomann Asphalt, \$2,553 to Davis Ulmer Sprinkler and the remaining \$43,047 to Transit Construction, carried. A letter will be sent to Transit Construction, Frey Electric, and DWC Mechanical explaining the reason for partial or no payment.

Commissioner Garlapo reviewed the bank statements and found all to be in order.

Commissioner Metzger reviewed the Chiefs' vehicle reports and found all to be in order.

CHIEF'S REPORT:

- 1) There were 39 calls for January: 22 EMS, 7 false alarms, 2 hazmat, 2 mutual aid, 5 MVA, and 1 other call.
- 2) Chief Schlabach did not attend the meeting.
- 3) Jeannette Kreher requires a certificate of insurance for the drill that will be conducted at the house across the street from Kreher's egg farm. It is needed by Wednesday or Thursday at the latest. Assistant Chiefs Hanford and Hawes will be doing a walk through before the drill.

COMMISSIONER GARLAPO:

- 1) Dana Ford has completed her deficient drills from 2017. Everyone has now completed the 2017 requirements.
- 2) 3 explorers did not complete their physicals: Joey Heim, Nick Valliancourt and Casey Esch. 5 active members have also not completed their physicals. Jim Laczowski and Mike Burkhardt were sent a different letter because they were in Florida. Ryan Dmochowski, Brian Powers and Bob Stanley, Jr. were all sent letters stating they cannot attend any firematic activities until the physical is completed. Once they receive their letter, they will not be given credit. Also, Commissioner Garlapo spoke to Brian Powers and Ryan Dmochowski at the Fire Company meeting. Chief Schlabach and the Board of Directors were copier on letters sent to them. Bob Stanley, Jr. has an appointment on April 11th.

MOTION by Garlapo, second by Metzger, to give no credit for the drills and calls attended after April 5th to the firefighters who did not complete their physicals, and will not be given credit until after their exam has been completed and they have been cleared to respond, carried. Bob Stanley, Jr., Brian Powers, and Ryan Dmochowski were all advised on 4/4 that letters were sent and they were not to respond to drills or calls.

COMMISSIONER METZGER:

- 1) 3 rooms are booked and a car will be rented for FDIC. Commissioners Metzger, Schlabach and Assistant Chief Hawes will be out of town for training from April 24th to the 28th.
- 2) Assistant Chief Hanford is working on the chief vehicle replacement. The permissive referendum is still ongoing. The last day to order 2018 trucks is tomorrow. 2019 trucks will be available for ordering in August. There is a state contract system where there is a "minibid." Dealers bid on projects based on specifications that we put out. The price range is around \$35,000 to \$36,000.
- 3) There are not many opportunities for the training required for officers in 2019. The District may have to waive the training requirements again.
- 4) Commissioner Metzger spoke to Brett and the #5 light is going to be repaired this week.
- 5) The portable radio batteries need to be replaced. The chargers are not made to be on the trucks. 29 batteries will be replaced for \$97.50 each.
- 6) A cylinder in the ambulance is bad and will be going to Tucciarone's on the 13th.
- 7) The ambulance will be getting its inspection and oil change when it goes in for service. #7 will be going in for an oil change and inspection in the near future.

COMMISSIONER SCHLABACH:

- 1) Commissioner Schlabach will be putting together a specification sheet and bid for the new LED sign, with input from Commissioner Metzger. A public works bid can be up to \$35,000 without sealed bids, and you need 3 written quotes. The bids will need to be prevailing wage. The District will be requiring sealed bids to be covered.
- 2) The fitness room is open and orientation went well. Members have signed the District policy sheet. There was an article about draining firefighters from exercising before going to a drill or call. Should there be a medical alarm in the fitness room? Members can always use the fire pull station.
- 3) The conference table and a baby changing table for the men's room is on hold.
- 4) Paul Meyer Jr. is working on the TVs in the fitness room.

COMMISSIONER WORK:

- 1) The conference room is part of the District office now due to the locks on the doors. The personnel files and mail slots will need to be secured. The Chief and president can have access to the District conference room. However, they do have the old conference room to meet in. Access levels will have to be looked into. 10-75 Lighting will need access to the back door in the truck room. Captains, Lieutenants, and Assistant Chiefs will not have access to the conference rooms. Can need hardware be installed on the door between the conference room and District office?
- 2) The stretcher doesn't have wheel locks.
- 3) The Fire Company now has possession of the old copier, and it will need to be declared surplus.
- 4) Jarrod Saxton bought a Bluetooth speaker for the fitness room. Commissioner Work would like to reimburse him \$214.79 for the speaker.
- 5) Commissioner Work is waiting for a disposables order.
- 6) Red Alert is going live. The kiosk was delivered.
- 7) There is a request for a printer because the assistant chiefs, lieutenants and captains do not have access to the copier in the mail room. Treasurer Lash's old printer will be placed in the communications room.

COMMISSIONER LARKIN - No report.

PUBLIC COMMENTS:

- 1) The fitness room is going well. Members are very happy with it. Members will be reminded to turn down their music when there is someone in the District office. The speaker in the room will be fixed so that members can hear a call. Can a light or strobe go off when there is a call, in case the music is too loud and the speaker isn't heard?

OLD BUSINESS:

- 1) The policy is open ended on inactive, explorers, and medical leave. Explorers can have no restrictions on activities as long as they have guardian sign off. They must be accompanied by an advisor or active family member. Also, Amy Major will need to return her fob if she has it, since she is no longer an advisor. Mark Butler may have a template that we can use. Since members sometimes do not make their drill requirements, the District will watch this year to see if people are working out instead of attending a drill, causing them to be deficient. If there is an issue, it can be addressed next year.

MOTION by Metzger, second by Schlabach, to add the explorers to the physical fitness policy. They will require parent sign off and they must be accompanied by an advisor or active family member. This update to the policy is pending approval from the attorney. Motion carried.

- 2) Commissioner Schlabach is unhappy with the service and product from Cintas. The contract is for 3 years. If the District wanted to cut ties completely, it would need to pay 50% of the total contract. However, if the District only keeps the logo carpet, they will charge only \$12 per month. Commissioner Schlabach ordered new runners from Uline and they are a little heavier than the ones from Cintas.

MOTION by Work, second by Larkin, to deem the RICOH Afficio copier surplus from district inventory and be donated to the Clarence Fire Company, and be it further moved that the existing service contract for said machine to be transferred to the Fire Company effective immediately. Motion carried.

NEW BUSINESS:

- 1) Should the District look into adopting a no smoking policy? County law has some covered, like cigarettes, e-cigarettes and vapor. Chewing tobacco is not included. The District will request that the grounds stay clean or a policy might have to be adopted.
- 2) There is no harassment policy currently adopted. Many policies include sexual harassment only. Dave Baumler will be sending Commissioner Garlapo an example of a harassment policy that he has.

MOTION by Metzger, second by Larkin, to declare the #6 ground ladder surplus because it did not pass the test, carried.

MOTION by Metzger, second by Work, to purchase lunch for the search and rescue drill on May 2nd at a cost not to exceed \$500, carried.

NEW BUSINESS (cont.)

MOTION by Metzger, second by Schlabach, to send up to 2 firefighters to the New York State Chief training in Syracuse in June at a cost not to exceed \$2,000, carried.

MOTION by Metzger, second by Work, to send up to 3 firefighters (Chief Schlabach, Hillery Dennies and Mike Dennies) to the Baltimore Hazmat Conference at a cost of \$1,500 per person, carried.

MOTION by Work, second by Larkin, to purchase two casters with wheel locks and Tri Flow lubricant for the Stryker stretcher in the ambulance from Cot Doc at a cost of \$183.90, with funds taken from the EMS Equipment Capital budget line. Motion carried.

MOTION by Work, second by Schlabach, to reimburse Firefighter Jarrod Saxton for a Bluetooth speaker he purchased for the new fitness room at a cost of \$217.49. After said reimbursement, the speaker will become district property and will not be removed from the fitness room. Motion carried.

MOTION by Work, second by Larkin, to purchase suction unit batteries, O2. Regulators, stethoscopes, and blood pressure cuffs at a cost not to exceed \$750.00, with funds to be taken from the EMS Equipment budget line. Motion carried.

MOTION by Schlabach, second by Work, to approve Jerry Lash's banquet room request for June 23rd for a reception, carried. EVOC class is the same day, but will be held outside.

MOTION by Schlabach, second by Work, to approve Chief Schlabach's pavilion and banquet room request for a birthday party on August 19th, carried. This is the same day as the company picnic, which will be in the town park.

GOOD OF THE FIRE DISTRICT:

Commissioner Larkin will attend the Board of Directors meeting on April 16th.

The next Regular District meeting is May 14th at 6:30 pm. Commissioner Metzger will not be in attendance because he will be out of town.

Requirements will need to be discussed with the Company. Eric Olson does not want to be the chair of the bylaw committee. It is on hold until Mike Dudas comes back. Changing the Company bylaws takes a few months. The Board of Directors can monitor meetings and fundraisers. The District will be in charge of drills, EVOC, Pump Ops, physicals, and drills.

MOTION by Work, second by Schlabach, to adjourn the meeting at 20:40 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website