

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

Fire District Secretary

Yvonne Work

The regular Board of Fire Commissioners meeting was called to order by Chairman Garlapo on **Monday, May 11, 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, 1st Assistant Chief Jeff Schlabach, 3rd Assistant Chief Chad Hawes and Ron Tyx, Sr.

APPROVAL OF PRIOR MEETING MINUTES

The minutes for the Board of Fire Commissioners Meeting held on March 30, 2015 were reviewed. There were no recommended changes.

MOTION by Bissonette, seconded by Metzger, to approve the Regular Meeting minutes of March 30, 2015 as written, carried.

The minutes for the Board of Fire Commissioners Special Meeting held on April 30, 2015 were reviewed. There were no recommended changes.

MOTION by Metzger, seconded by Schlabach, to approve the Special Meeting minutes of April 30, 2015 as written, carried.

BOARD OF DIRECTOR'S REPORT

Ron Tyx, Sr. was the Board of Director's representative for this meeting; he indicated that there is no report from the Board. He also mentioned that there will be no Board of Directors meeting in July or August.

Commissioner Schlabach was the Board of Fire Commissioners representative for their April meeting; there was nothing specific to bring back from this meeting to the Board of Fire Commissioners.

Commissioner Work is scheduled to attend the Board of Director's meeting in May.

SECRETARY'S REPORT

- Fire District Secretary Yvonne Work reported that the OSHA training reports for those firefighters attending the March 7th session at the Fire Hall have arrived from Occustar. These were copied for each firefighter's personnel file and the original copy was given to each firefighter.

TREASURER'S REPORT

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 \$66,312.12 (checks #2882-2923), carried.

Braunscheidel (Transplanting Trees)	2,730.00
Clarence Fire Company (New York State Fire Academy (Training)	312.00
*this was placed on the Fire Chief's Visa	
DiVal Safety & Supplies	88.75
Erie County Water Authority	4.50
Erie County Fire Chief's Mutual Aid (2015 Dues)	30.00
Occustar (Physicals)	1,263.00
Verizon (#5 and #8 Phones)	101.17
Fire District Secretary Salary	361.05
NYSEG	21.14
Country Gardens & Gifts (Landscaping)	435.00
Mark Heim (Janitor Salary for May)	415.57
Federal Employee Tax	762.60

Treasurer Lash indicated that the District's liability insurance premium is approximately \$2,595.00 higher than last year. The Insurance invoice is \$29,598.00 this year. Following Board discussion, consensus was for the Board to do a review and comparison of other Insurance Companies in 2016.

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.

CHIEF'S REPORT

There were a total of 30 calls for the month of April 2015, which included the following: 22 EMS, 0 Motor Vehicle Accidents, 3 False Alarms, 2 Fires, 0 Mutual Aid, 1 Hazardous Materials and 2 Other Responses. Drills included: 2 Fire, 1 EMS and 1 Work Call.

Purchases:

- Fire Chief would like to purchase 12 adult and 12 pediatric defibrillator pads from Emergency Medical Products, Inc. at the total cost not to exceed \$1,200.00 (the adult pads are \$38.79 each and the pediatric pads are \$110.00 each).
- Chief's Office would like to purchase two 14" diamond cutting blades from WL Construction Supply at a total cost not to exceed \$819.98.
- Fire Chief mentioned that he has spoken with Nick Radlich, Representative from DiVal, who indicated that the State bid cost will be increasing for the Scott 4500 PSIG 30 minute carbon cylinder bottles; these are now \$815.64 each and the 45-minute bottles are \$1,108.80. There are multiple bottles which will be expiring at the end of the year. Previously, \$10,000 was budgeted for replacement of these. Chief's Office would like to order a total of ten 30-minute bottles at the State bid cost of \$815.64 each from DiVal prior to the price increase.

Operational:

- 3rd Assistant Chief Chad Hawes is coordinating the cleaning of the interior firefighter gear.
- DiVal will be completing hose testing on June 17, 2015 at 07:00 hours. NFPA has provided an update for the hose – any hose born 7/1/1987 will not be able to test. Fire Chief mentioned that there are 23 lengths

Operational:

- 3rd Assistant Chief Chad Hawes is coordinating the cleaning of the interior firefighter gear.
- DiVal will be completing hose testing on June 17, 2015 at 07:00 hours. NFPA has provided an update for the hose – any hose born 7/1/1987 will not be able to be tested. Fire Chief mentioned that currently there are 23 lengths of hose that meets this or do not have the date on them. He indicated that any hose that does not pass will be tagged and taken out of service. The process of looking at hose and meeting with vendors will need to be initiated.
- Truck #6 is now back in service – the repair for this was \$9,545.70.

Training:

Fire Chief mentioned that three firefighters have now registered for the Fire House Expo training in Baltimore July 14-18, 2015 (1st Assistant Chief Jeff Schlabach, Firefighter Michael Dennies and Firefighter Hillery Duman). The cost is approximately \$1,500.00 per person (registration-training, hotel, airfare and per diems). 4th Assistant Chief Jim Havernick has expressed an interest, but he is not sure of his work schedule at this time. Fire Chief indicated that he will check with him and will have an answer by the June 8th Board meeting.

COMMISSIONER BISSONETTE

No specific report.

COMMISSIONER GARLAPPO

- Commissioner Garlapo indicated that the new firefighter, Brian Powers, has completed all District requirements and has been approved as an Interior Firefighter, effective April 13, 2015.
- Commissioner Garlapo indicated that he has received the District's 2015 physical exam summary. The District now has a total of 56 firefighters (53 Active and 3 on Medical Leave – Bridgit Reitz, Don Helms and Ruth Rider-Work).
- Commissioner Garlapo reported that there was a mix-up with the Explorers and Occustar. All Explorers are considered as "Exterior" for now because the parameters for the Air Pack testing have not been set as of yet. He will be getting some forms from Occustar regarding this issue.
- Commissioner Garlapo mentioned that a "thank you" article will be in the Clarence Bee on Wednesday thanking the voters for their support and approval of the Special referendum vote.
- Commissioner Garlapo reported that the Fire Company recently approved two new firefighters. The District will forward letters to these two individuals advising them of the physical requirement by Occustar.
- The LOSAP Executive Report has been forwarded to the Board members for review. The District's calculated contribution for 2016 is \$86,038.00; they have recommended a total of \$97,000.00 if the District wants to be at 100% funding. The donation sent in for 2015 was \$70,000.00.

COMMISSIONER METZGER

- Commissioner Metzger indicated that FDIC was well attended. Six firefighters attended quite a few seminars; certificates are being provided to the District Office.
- Commissioner Metzger indicated that discussion was held regarding the possibility of the firefighters attending FDIC having their own room; they also discussed the possibility of driving versus flying as a tradeoff. Due to this, three additional rooms were reserved for 2016 FDIC. Treasurer Lash reported that the cost for FDIC this year was just under \$12,000.00.
- Commissioner Metzger indicated that he has received a draft copy of the specifications for the Rescue replacement. He also mentioned that Chad Hawes and Jerry Roy took numerous pictures of the various trucks and mountings while at FDIC (they are getting these printed off).

COMMISSIONER SCHLABACH

- Commissioner Schlabach reported that the Board, at their September 8, 2014 meeting, made a Motion approving Braunscheidel Property Services to transplant up to 18 spruce trees from the Town Park to the Fire District's area along the driveway and parking lot out back to allow for a barrier. They have now completed this and have transplanted a total of 14 trees at the cost of \$2,730.00 (14 trees @ \$195.00/tree).
- Commissioner Schlabach reported that the walk-in cooler is not operating correctly; Refrigeration Sales & Service has been contacted to see about the repair of this.
- The District has received correspondence from the Girls' Softball Team requesting use of the District's parking lot area two weekends in August. Parking has been a safety issue in the past when their tournaments were held as they utilize all four diamonds and there is high attendance.

COMMISSIONER WORK

- Commissioner Work indicated that the District has received the invoice from Occustar for the OSHA training offered at the Fire Hall on March 7, 2015.
- Commissioner Work indicated that he has received certification from RCR&R that our surplus obsolete technological hardware was recycled in a manner compliant with Federal laws and the New York State Electronic Equipment Recycling & Reuse Act (EERRA).

PUBLIC COMMENTS

None.

Treasurer Lash brought up the issue of the tax reduction with regard to cost savings to the District; she indicated that this is every 3 years opposed to every 5 years. The savings to the District need to have occurred in year 2012 or later. The Fire Chief indicated that the Chiefs put approximately 1,000 miles on their vehicles during the month.

MOTION by Metzger, seconded by Work, for the Board of Fire Commissioners of Clarence Fire District No. 1 to adopt the cost savings measure of replacing the District's three Chief's vehicles on a 5-year basis as opposed to the previous 3-year basis, carried.

Nathan Work has requested use of the Banquet Room on Friday, May 29, 2015 for a baby shower/diaper party from 3:00 P.M. to 11:00 P.M.; no alcohol and no caterer.

MOTION by Metzger, seconded by Garlapo, to authorize Nathan Work's request to use the Banquet Room on Friday, May 29, 2015 for a baby shower/diaper party from 3:00 P.M. to 11:00 P.M.; no alcohol and no caterer, carried.

The issue of striping the training area parking lot was brought up for discussion. The consensus of the Board was to strip the lot for safety reasons.

MOTION by Garlapo, seconded by Schlabach, to authorize Commissioner Bissonette to contact either Thomann or Loewer Paving to strip the training area parking lot at a cost not to exceed \$500.00, carried.

Discussion held regarding HazMat. Commissioner Bissonette indicated that a letter was drafted with Brighton Fire District #5, which is a Written Agreement and Memo of Understanding, basically a Mutual Aid Agreement for Shared Services. This was written to provide a clear understanding between Clarence Fire District No. 1 and Brighton Fire District #5 and for the dispatchers to be aware of and follow the appropriate procedures. This serves as a point of information for both Fire Districts and acknowledges that Clarence Fire District No. 1 supports this document. A copy of this will be forwarded to Amherst Fire Control so they are aware of this process.

MOTION by Bissonette, seconded by Garlapo, to recognize this document and accept the Letter of Intent to allow the Chief's Office to act in this manner and Clarence Fire District No. 1 and Brighton Fire District #5 and to

authorize the Chairman of the Board of Fire Commissioners to sign this document; there is no date of expiration and this can be terminated at any time by either party, carried.

MOTION by Garlapo, seconded by Schlabach, to approve Charles Wilson as an Active firefighter of the Clarence Fire District No. 1, pending approval of physical, arson and background check, carried.

MOTION by Garlapo, seconded by Metzger, to approve Justin Filipski as an Active firefighter of the Clarence Fire District No. 1 pending successful completion of physical, arson and sex offender check, carried.

Commissioner Garlapo reported that with these two firefighters, the District will have a total of 58 Active firefighters; 19 reside outside the District, which is 33%. The District does allow up to 45% to reside outside the District.

MOTION by Work, seconded by Metzger, to authorize the purchase of 12 adult and 5 infant/child defibrillator pads from Emergency Medical Products, Inc. at a cost not to exceed \$1,200.00, carried.

As a side note, Commissioner Work mentioned that all graduating seniors in the year 2016 will be required to have CPR training.

MOTION by Metzger, seconded by Garlapo, to authorize the Chief's Office request to purchase two 14" diamond cutting saw blades from WL Construction at the total cost of \$819.98, carried.

MOTION by Metzger, seconded by Schlabach, to approve the purchase of ten 30-minute SCBA cylinders on State bid pricing at a cost of \$815.64 each from DiVal; the old ones will have the valves removed and these will be scraped by Town Village Recycling, carried.

MOTION by Garlapo, seconded by Schlabach, to place Donald Helms on medical leave, effective April 13, 2015, until further notice pursuant to a statement received by his physician, carried.

MOTION by Work, seconded by Metzger, to pay the Occustar invoice of \$575.00 for the 8-hour refresher training offered at the Fire Hall on March 7, 2015, carried.

MOTION by Work, seconded by Metzger, to authorize the Chief's Office request to purchase a lap top computer at a cost not to exceed \$500.00; 1st Assistant Chief Jeff Schlabach will be utilizing this to write SOG's and SGP's for the Chief's Office, carried.

MOTION by Metzger, seconded by Schlabach, to authorize registration of 3 additional firefighters for FDIC in 2016; these were made while at FDIC in April, carried.

Building Project:

- Commissioner Schlabach has spoken with Architect Shepard regarding the surveying of the District property and combining the two parcels into one. A land survey for the Fire Hall could not be located. Mention was made that after a certain period of time, a new survey needs to be completed. Recommendation was made that Commissioner Schlabach contact Mr. John Hinton who did the recent survey.

The Board would like to have the design phase done between May and June. A Work Session could be scheduled in July to review this.

Building Project:

Commissioner Schlabach will contact the Architect and R&P Oak Hill to schedule a kick-off meeting to bring the Project Team up to speed.

Chairman Garlapo brought up the issue of the District's Rules and Regulations. Due to the meetings and work involved with the building project, he asked if he should continue to review and edit these and meet with the Chief's Office to review some of them related to training. The original plan was for the Board to review these with the revisions and have them available for implementation on January 1, 2016. The consensus of the Board was for Chairman Garlapo to continue to move forward with these.

Mention was made that the Board has not met with the RBC Wealth Management representatives yet. Chairman Garlapo reminded the Board that a new document was signed with them at the beginning of this year. Treasurer Lash will check to see if they would be available to meet at 6:00 P.M. on June 8th prior to the Board meeting start time of 7:00 P.M.

GOOD OF THE DISTRICT

- Board of Fire Commissioners will hold a Work Session on either Thursday, May 21, 2015 at 5:30 P.M. or Tuesday, June 2, 2015 at 5:30 P.M. (Commissioner Schlabach will check to see what which work out with Architect Shepard and R&P Oak Hill)
- Board of Fire Commissioners Regular Meeting is scheduled for **Monday, June 8, 2015 at 7:00 P.M.**
- Board of Fire Commissioners discussed scheduling a possible Work Session on Monday, June 22, 2015 at 6:30 P.M. Commissioner Work indicated that he will be out of town this date due to School obligations.

Mention was made that the Board has not meet with the RBC Wealth Management representatives yet. Chairman Garlapo reminded the Board that a new document was signed with them at the beginning of this year. Treasurer Lash will check with them to see if they would be available to meet at 6:00 P.M. on June 8th prior to the Board meeting start time of 7:00 P.M.

MOTION by Bissonette, seconded by Schlabach, to adjourn the meeting at 21:38 hours.

All motions were unanimously carried unless otherwise noted.

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief