

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

The regular Board of Fire Commissioners' meeting was called to order by Chairman Garlapo on **Monday, May 14, 2018** at 18:30 hours.

ROLL CALL:

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

Absent: Commissioner Metzger, Chief Jeff Schlabach

Guests: Assistant Chief Brett Hanford, Matt Meister, Christian Rider-Work

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by Larkin, second by Schlabach, to approve the April 9, 2018 minutes with corrections to Treasurer Lash's report, and new business, carried.

BOARD OF DIRECTORS' REPORT – Matt Meister

- 1) Commissioner Larkin has no report from the Board of Directors meeting last month. He mentioned the discussion needs to be continued regarding 9-3 and 9-4 changes in the bylaws and drills requirements.
- 2) Commissioner Schlabach will be confirming if the Board of Directors will be meeting during the summer.
- 3) The District will be removing the walk-in cooler. After it is removed, Commissioner Schlabach would like to cover the walls with drywall after he sees the condition they're in. Matt Meister asked if the company could have a section of the space to secure their water bottles, pop and liquor. Commissioner Schlabach is still waiting for a response from Jason at the Cornerstone if he still wants it or not. If he doesn't, Paul Meyer Jr. will dismantle it.
- 4) Matt Meister asked how to get access to the fitness room. Commissioner Schlabach advised him to have one of the approved introduction trainers, like Assistant Chief Hanford, to train him and sign the policy for his personnel file. After he signs the policy, his fob will be allowed access to the fitness room.
- 5) Matt Meister asked if there was any update on the ladder truck. Commissioner Schlabach stated it will be out of service for a month.
- 6) Matt Meister stated that he recommends the Board of Directors to continue meetings through the summer. Items that need to be discussed have not been discussed yet, and especially with the bylaw changes, discussion can't be delayed.

SECRETARY'S REPORT:

- 1) Red Alert was upgraded on May 1st and 2nd. Alpine Software had to be contacted again because the 'Reports' module did not include any reports and settings that were supposed to be changed were not. Also, they did not advise how to submit the NFIRS report. The meetings, drills and trainings are all under the same category in the new system, which will make LOSAP and tracking things somewhat more difficult. The technician that has been working on the upgrade responded to an email today and will be helping to finish the upgrade. There is no 'Chief Report' on this program like there was on the old program, and that is why the book has not been updated for April's calls yet. Secretary Kiener has left him a message and emailed him about getting a report set up.
- 2) Secretary Kiener was able to put all the policies together in one pdf for Mark Zuchlewski. 2 of the policies did not have any word document backup and had to be rescanned. The new scans are much clearer and will be uploaded to the website.
- 3) The updated cell phone policy has been uploaded to the website after it was retyped. The pdf software does not work with Calibri font, so all policies should be in Times New Roman for easier posting.
- 4) Travis Griner's CPR expired at the end of April. Brian Power's CPR expires at the end of May. He was sent a letter regarding the requirement. Garren Dudas has not completed CPR or First Aid training since joining last year. In September, October and November, 20 people will have at least one of their certifications expiring.
- 5) Secretary Kiener has a list of dates for the banquet room and pavilion rentals. Assistant Chief Hanford will post them in IAM Responding.
- 6) Secretary Kiener will not be at the August meeting so Treasurer Lash will be taking the minutes.

SECRETARY'S REPORT (cont.)

- 7) EMS Captain Ruth Rider-Work did not sign in on a call sheet when she attended the call. A motion will need to be made to add her under new business.

TREASURER'S REPORT:

- 1) A subpoena was received from Weiss' attorney. Chairman Garlapo contacted the insurance company attorney for direction as to how the District should proceed. Enclosed with the subpoena were two checks totaling \$26.42 to cover the cost of copying records. Attorney Shahan advised the checks be held until further notice.
- 2) The 2017-2018 snowplowing season closeout payment, which was on hold, has been released. The cell phone stipends that were pending receipt of the signed forms were also released.
- 3) At the April Board meeting the insurance representatives mentioned a census would be required for the new cancer insurance coverage. The form was pulled off the website and given to Chairman Garlapo.
- 4) The liability insurance payment is included in this month's bills. The majority of the premium increase is due to the increase in building value. Also, the earthquake insurance was increased from the standard \$1 million to cover the full building value. If the district opted to reduce earthquake coverage to the standard \$1 million there would be an \$800 savings.
- 5) Three ink cartridges were delivered to the Captains/Lieutenants Office when the District printer was moved April 13. Additionally, six color cartridges were left in the mailroom for the old District copier declared surplus and donated to the Fire Company.
- 6) The average monthly cost of the old copier over the 90 month life was \$33.27 per month. The first month's cost for use of the new copier was \$6.35 for an expected \$300 annual savings. There was a 600 monthly decrease in black and white copies and 150 decrease in color copies. The average cost to the District for the old copier was \$400 per year. The cost to the Fire Company should be less without the District's use of the machine.
- 7) One of the two construction fobs outstanding was returned from RP Oak Hill, still need Frey's.
- 8) Reimbursement from National Fuel for the Building project was received in the amount of \$1,402.49.
- 9) DASNY did finally make payment of the promised \$300,000 grant with their April 30 check run.
- 10) Travis Griner requests access to the server closet as he is working with Paul Meyer, Jr.
- 11) The final accounting from RP Oak Hill was received last month and a portion was paid pending receipt of the DASNY grant. The final bills for DWC, Frey, RP Oak Hill and Transit are presented tonight for payment and there will then be no remaining retainage for these contractors. The \$60,000 reclassification from Fire Equipment Capital to cover the Building Expansion bills from last month is transferred back with the receipt of the DASNY grant.
- 12) Work has begun on the documentation required for the BAN renewal. As noted on this month's cash report interest rates are ticking upward. Capital Markets recent client sale results for 12 month BANs were 1.96% and 2.16%. The District's current BAN is at 1.83%. The BAN will be renewed before the 2019 budget is due so the exact interest cost will be known for budgeting purposes.
- 13) SMEC requests that the District vote for the nominated uncontested slate of officers.
- 14) Commissioner Schlabach reported the Cintas bill okay to pay at \$30 per month. (\$12 was quoted but there is a \$30 monthly minimum.)

MOTION by Garlapo, second by Work, to approve bills, check #4263-4298, in the amount of \$156,967.44 from the General Fund, carried.

MOTION by Garlapo, second by Larkin, to approve 1 payment from the Equipment Reserve for \$418 to be paid to G&G Fitness for fitness equipment, carried.

Commissioner Garlapo reviewed the bank statements and found all to be in order.
Commissioner Larkin reviewed the Chiefs' vehicle reports and found all to be in order.

CHIEF'S REPORT:

- 1) There were 42 calls for April: 32 EMS, 6 false alarms, 1 MVA, and 3 other calls.
- 2) Chief Schlabach did not attend the meeting.

COMMISSIONER GARLAPO:

- 1) All active members have now completed their physical exams. 2 members were given temporary certifications and need to follow up with their doctors. 1 explorer, Joe Heim, has not completed his physical yet. Ken Beil will be speaking with him about it. There are now 10 members in the Explorer Post.
- 2) Tom Braunscheidel has completed all of his requirements and is now active.
- 3) The fitness room policy was updated after last month's discussion and posted on the website.

COMMISSIONER METZGER - no report

COMMISSIONER SCHLABACH:

- 1) Commissioner Schlabach received a request from the Clarence Chamber of Commerce to use the parking lot on August 6th for the Taste of Clarence. They have used it the last couple years.
- 2) There were 3 bids received for the sign project. Two of the bids were from the same company. There was a slip in the mailbox that there was mail requiring a signature and Secretary Kiener did not make it to the post office in time to pick it up. The bids were not opened. They will be opened at the next meeting.
- 3) The ladder that was put into surplus last meeting needs to be destroyed. Because it failed testing, if someone picks it up to use and they get injured, the District is liable. Christian Rider-Work offered to destroy it after the meeting.
- 4) There are only some little things that need to be taken care of around the building. Christian Rider-Work and Travis Griner have been helping Paul, and Commissioner Schlabach thanked them for their help.
- 5) If there are any electronics that need to be destroyed, there is a drop off at the Eastern Hills Mall in a couple weeks. In order for the District to get rid of computers or anything, it must be certified that it was destroyed.

COMMISSIONER WORK:

- 1) OSHA certificates were received from OCCUSTAR. Commissioner Work will be following up regarding missing certificates.
- 2) Commissioner Work stated that he would like to look into keeping chiefs' trucks in Clarence only. There was a radius that the chiefs could live in at one point. However, the pool of qualified people who could be a chief is shrinking. Commissioner Work will bring possible scenarios brought for discussion next month.
- 3) Commissioner Larkin mentioned that he was not receiving messages from his fire district email to his personal email. Commissioner Work said it is probably not forwarding and he will fix it tomorrow.

COMMISSIONER LARKIN

- 1) Commissioner Larkin will be meeting with Chris from Saia Technology tomorrow at 10 am to go through all the portable radios, chargers and batteries.

PUBLIC COMMENTS:

- 1) Can a graduating student who is an explorer reserve the pavilion for his graduation party? An insurance certificate will still need to be provided. The explorers cannot be here alone, so an active member will need to attend and will need to fill out the application and take responsibility.
- 2) Assistant Chief Hanford asked if the all the chiefs could have white uniform hats. All of the chiefs have white helmets. Chief Schlabach has one. Assistant Chief Hawes has one because he is a past chief. They are about \$50. Commissioner Metzger and Chief Schlabach were okay with it. Commissioner Larkin stated that the white hat is for the chief only.

OLD BUSINESS :

- 1) Commissioner Garlapo asked if anyone would like to discuss the fob access because it was brought up at the last meeting.

NEW BUSINESS

MOTION by Garlapo, second by Larkin, to approve the 2017 LOSAP post entitlement adjustment for Walt Buechi, Al Burget, Al Getter, Marsh Helms, and Al Hertscher. This was because they received credit for 2017 and will be given a lump sum adjustment for January through May of 2018. Payments in June will reflect the new amount. Motion carried.

MOTION by Garlapo, second by Work, to approve Joseph Marranino Jr. as an active firefighter pending successful completion of a physical exam as well as arson and sex offender background checks, carried.

NEW BUSINESS (cont.)

1) According to District records, Garren Dudas has not completed his CPR or First Aid certification requirements. Travis Griner has been speaking with EMS Captain Ruth Rider-Work to complete his requirements.

MOTION by Garlapo, second by Work, for Garren Dudas to be ineligible for drills, calls, and training until completion of first aid and CPR requirements per Rules and Regulations Article VI, section 2d, carried.

MOTION by Garlapo, second by Larkin, to approve the budget line transfer as presented with \$300 moving from Building Capital to Plumbing line, and \$4,308 from Building Capital to Insurance Liability line, carried.

MOTION by Garlapo, second by Larkin, to give EMS Captain Ruth Rider-Work call credit for a call on May 1st, carried. Commissioner Work abstained.

MOTION by Garlapo, second by Schlabach, to return the completed ballot for the unopposed SMEC Board of Trustees and for Treasurer Lash to forward to SMEC, carried.

MOTION by Schlabach, second by Work, to approve the Clarence Chamber of Commerce request to use the parking lot as overflow parking for the Taste of Clarence and Cruise Night on August 6th from 3-9 pm, carried.

MOTION by Work, second by Garlapo, to purchase the “Stop the Bleed” kit from Biologite, Inc. for a cost not to exceed \$1,000, with the funding coming from the EMS Equipment budget line, carried.

MOTION by Work, second by Larkin, to purchase EMS disposable knives from EMP for a cost not to exceed \$275, with funding coming from the EMS disposables line, carried. The knives that are issued to EMTs will be collected if they leave.

2) Commissioner Garlapo received a letter from ESIP/ McNeil & Co., regarding the census they have on their website that will aid in the collection of information for the cancer bill that takes effect on 1/1/2019. A letter from a doctor through FASNY was also received. It requested information on our active members for a cancer study in conjunction with the new bill. Nothing will be sent back from the District.

GOOD OF THE FIRE DISTRICT:

Commissioner Schlabach will attend the Board of Directors meeting on May 21st.
The next Regular District meeting is June 11th at 6:30 pm.

The lawn looks fantastic. The vendor is doing an excellent job. Commissioner Schlabach will also be asking for pricing for the stone on the edge of the parking lot to be covered and seeded.

MOTION by Garlapo, second by Larkin, to adjourn the meeting at 19:48 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

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