

CLARENCE FIRE DISTRICT NO. 1

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Board of Fire Commissioners:

Douglas G. Garlapo, Chairman
David R. Metzger, Vice- Chairman
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 8, 2017** at 18:30 hours.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Work, to approve the April 10th Regular Meeting minutes, carried.

BOARD OF DIRECTORS' REPORT – There was not a Board of Directors representative present at the meeting. The Board of Fire Commissioner representatives at Board of Directors meetings were finalized (no meeting July/August):

May 15- Schlabach
June 19- Metzger
September 18- Work
October 16- Garlapo
November 20- Work
December 18- Garlapo

SECRETARY'S REPORT

- 1) The 2017 Requirements spreadsheet was updated to show CPR/First aid, physicals, OSHA, and drills. Commissioner Garlapo requested that the spreadsheet be sent to the Board to keep track of those completing their requirements. A few of the Fire Police attended a meeting while still being inactive.
- 2) There are 2 people still missing beneficiary forms. One individual is on medical leave, and the other individual was given another set of beneficiary forms to fill out.
- 3) All the LOSAP statements have been sent out.
- 4) The Chief requested that the credit given to the District from Firehouse Expo be refunded because no one will be attending this year. The credit is for \$479 from the 2016 Expo. Secretary Kiener is still waiting for a response.
- 5) Minutes for this meeting will be delayed due to Secretary Kiener's final exams for the next 2 weeks.

TREASURER'S REPORT

- 1) A bill for \$240 for CPR training was added to this month's bills.
- 2) The Group Life census was sent to Tom Brady. The members list was updated.
- 3) \$1.8 million has been paid out of the Building Reserve since the start of construction. There is \$537,000 left in the Reserve and \$28,000 left in the budget for this year for the Building Project. RP Oakhill estimated that the June bill will be \$600,000. The Board should move ahead with the borrowing. There is still no word from DASNY.
- 4) New gas cards were received and will be distributed.
- 5) There were 4 fraudulent payments on the Chief's credit card while attending training in Indianapolis.
- 6) The #9 vehicle was taken to Indianapolis and had less miles put on it for the month than the #9-2 vehicle.

MOTION by Work, second by Metzger, to approve bills, check #3773- 3814, in the amount of \$111,172.23, and 4 bills from the Building Reserve in the amount of \$446,366.00, carried.

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

Commissioner Metzger reviewed the Chief vehicle report and found everything to be in order.

CHIEF'S REPORT

- 1) 39 calls for the month including: 23 EMS, 2 false alarms, 1 hazardous condition, 3 mutual aid, 4 fires, 2 MVA and 4 other calls.
- 2) Chief Schlabach and Assistant Chiefs Hawes and Hanford would like to have a meeting with the Board of Fire Commissioners in a work session to discuss the future and progress of the as a company. Chief Schlabach will send out many of the ideas the Chiefs have come up with, so the Board can see them before the work session. The work session will be held on June 7th at 6 pm.
- 3) The safety vests have come in.
- 4) 7-1 is complete and will be picked up tomorrow. Chief Schlabach will inspect the work before picking it up.
- 5) The meters were calibrated today.
- 6) The hose test from DiVal can be skipped this year, or the District can wait until later in the year to do it. There will be less in the parking lot in the fall, after construction is finished. It can also be done offsite at the middle or high school.
- 7) Only Assistant Chief Ferguson signed up for State Chiefs training in Syracuse. Syracuse training is cheaper than most other trainings. Chief Schlabach requested a motion for no more than \$1,000 for 4 people to attend with hotel and registration.

COMMISSIONER GARLAPO –

- 1) 2 people are still missing their physicals, Scott Tyx and Jim Laczowski. Travis Griner and Jamie Dussing need follow ups. OCCUSTAR gave them extensions to May 24th.

COMMISSIONER METZGER –

- 1) The long- term plan of the District will be discussed with the Chiefs office. Leasing options for the rescue truck, and use of the equipment reserve will be discussed as well.
- 2) The #9 vehicle repairs were completed from the deer on 3/23.
- 3) There are more bottles coming from DiVal because 21 expire in 2017.

COMMISSIONER SCHLABACH –

- 1) The District has been a Safe Place Partner for many years, but due to construction the phone on the front of the building is being removed. The District is not manned 24/7. The District will need to opt out because they don't meet the requirements.
- 2) The rain caused a shortage in the 2 access points in the truck room. The system was fixed, and the doors that shorted were fixed using parts from the pantry and foyer. The parts for the current system are unavailable. The changeover will be on May 16th, and it will take 3-4 days.
- 3) Most of the trusses are up and the sheeting on the west and water shielding will start. Preparation work for concrete will be done tomorrow, or Thursday, and the concrete will be poured the following day. The concrete should cure for at least 7-14 days before anything can be done. 3 block walls will be put up after it's cured, and then the mezzanine floor will be poured. The waterline and utilities have been marked. Jamie Dussing contacted Erie County Water Authority for a credit for the water line. Thomann Asphalt will begin site work shortly. When the block walls are built, Truck 7 and 8 will move over to another bay. Because there are screws that have been dropped, drivers need to walk the concrete pad before pulling out of the hall.
- 4) Should the new sign be LED and masonry? Mary Gilbert, with the insurance company, spoke with Commissioner Schlabach about the sign, and the insurance company will not pay for upgrades. Where will the curbs be? This will affect the placement of the sign, and it will be moved back from the road. Does the Board have any design ideas?
- 5) Commissioner Schlabach called Ranzenhoffer's office, and is waiting for a call back.
- 6) Some of the awards of the FEMA grant were disbursed, and CFD is not on the list yet.
- 7) There is a grant available for next year from the Records Management Improvement fund; it is closed for 2017 already.
- 8) The logo design for the front of the building will need to be finalized. The colors that can be used will need to be discussed.
- 9) The dumpster in the back will need to be moved because the garbage truck cannot get to it with the trucks in the way.

COMMISSIONER WORK –

- 1) The Commissioner plaque was updated. However, Jerry Roy's should say 2016, not 2016-2017.
- 2) Most of the CPR and First Aid cards were received. Secretary Kiener will copy them for their personnel files, then hand them out to the firefighters.

COMMISSIONER WORK (cont.)–

- 3) The Fire Company computer in the copy room shut down and wouldn't work. Network Services was called to fix it; the computer required 100 updates. While Network Services was there, part of the ceiling came in because of the rain. The District will need to purchase 20 hours of pro-time with Network Services.
- 4) The motion for EMS disposables is almost complete. Since ECMC's computers are still down, it can't be completed. IV tubing needs a script, and EMP will need to get a script from ECMC. Tubing will be coming later.
- 5) 3 iPads with data (\$379/each) will need to be purchased. The EMS captain requested a laptop for REMS, department necessities, etc. Commissioner Work suggested a Chromebook, for \$300 instead of a \$1,500 laptop.
- 6) Will computer equipment be installed around September? Chiefs could use their tablets instead of having a regular computer, but the District will have the regular computers. Where will the drops be? Commissioner Schlabach, Chief Schlabach, and the cable guys will have to sit down to discuss placement of drops.
- 7) The EMS Captain will be able to teach classes in house because she is taking training classes to teach.

OLD BUSINESS–

- 1) There was a lot of confusion on those sending out letters to those who only completed some of their requirements. Eventually, a live feed of an excel spreadsheet could be posted in the truck room. Jim Laczkowski is missing his OSHA from 2016, and his physical. Missing OSHA will only keep you from attending alarms, but a physical will keep you from attending all firematic functions.
- 2) The committee should sketch out ideas for the day room for approval.
- 3) There was a recall on the #9 vehicles for an engine cooling fan. The handles on the trucks are taken care of.
- 4) 7-1 lights are finished.
- 5) OSHA availability dates need to constantly be updated. Carl Fischer should be contacted for dates in the fall.
- 6) In the organizational meeting, the janitor was appointed until June 30th. After construction, what will the hours and duties be? Should the District look for a different vendor?
- 7) Montabaur Heights applied for tax exemption and the town board is not in favor of it.
- 8) Commissioner Metzger spoke with Tom Brady and he said the Weisses have until August 1st to file a lawsuit. If not, then they can't file. They only have 15 months.

NEW BUSINESS

- 1) The New York State Association of Fire Chiefs training will be \$100/person per night and \$300/day for training.

MOTION by Metzger, second by Work, to send up to 4 firefighters to NYSAFC training at a cost not to exceed \$2,000, carried.

MOTION by Work, second by Metzger, to purchase 3 Apple iPads for the 9-1, 9-2, and Rescue 5 trucks to match the existing unit in the 9 truck for pre-planning and incident management purposes from Verizon wireless at a cost not to exceed \$1,200.00. Additionally, the Chief's office requests an associated data plan for each tablet, which will have a financial impact on our monthly Verizon wireless bill. It is recommended that the usage and monthly cost is reviewed on a yearly basis, carried.

MOTION by Work, second by Garlapo, to purchase a Chromebook and protective case from Best Buy for the EMS Captain to satisfy Department of Health and Erie County Health compliance matters at a cost not to exceed \$350.00, carried.

- 2) Treasurer Lash will take a webinar on May 18th, from 10:30-11:30 am.

MOTION by Garlapo, second by Work, to place the remaining liability line, which has \$1,371.15, to the Building Capital line, carried.

- 3) Commissioner Work requested to rent the pavilion on July 22nd, from 9am until 9pm, for a graduation party. There will be around 100 people attending, with alcohol being served, but not catering. A \$1 million liability insurance certificate is needed.

MOTION by Schlabach, second by Garlapo, to approve Commissioner Work's pavilion request, carried. Work abstained.

NEW BUSINESS (cont.) –

4) Jim Laczkowski has a physical scheduled on Wednesday; no more letters will be sent.

GOOD OF THE FIRE DISTRICT –

Commissioner Schlabach will attend the Board of Directors meeting on May 15th.

MOTION by Metzger, second by Work, to cancel the May 22nd Work Session, carried.

The District will have a Work Session meeting on June 7th at 6:00 pm to discuss priorities, the long-term plan, etc. with the Chief's Office.

Commissioner Metzger went to Montabaur Heights to explain the residents' duties during an evacuation, and their evacuation plan.

The next Regular District meeting is June 12th at 6:30 pm.

MOTION by Work, second by Metzger, to adjourn the meeting at 20:52 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website