

CLARENCE FIRE DISTRICT NO. 1

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Board of Fire Commissioners:

David R. Metzger, Chairman
Douglas G. Garlapo, Vice-Chairman
Gerald J. Roy, Jr.
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 Metzger on **Monday, May 9, 2016** at 18:30 hours.

ROLL CALL:

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

Absent: Commissioner Garlapo, Ron Tyx (Board of Directors representative)

Guests: Chief Jeff Schlabach, Second Assistant Chad Hawes, Fourth Assistant Brett Hanford

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Schlabach, to approve the April 11, 2016 regular meeting minutes as presented, carried.

MOTION by Metzger, second by Roy, to approve the April 23, 2016 work session meeting minutes as presented, carried. Commissioner Work abstained.

BOARD OF DIRECTORS' REPORT – Ron Tyx was not present.

SECRETARY'S REPORT

- 1) Life insurance coverage was updated. There were five people removed and five people added to the policy.
- 2) The new paging system, IAM Responding, which was sent to Secretary Kiener from Chief Schlabach required that the firefighters' information be input for a new system. It required the first and last name, mobile phone number, and phone number email address. There are questions about what to do for the few members that have pagers because the new system will not have pagers. There is also a question about cell phone service providers for a few firefighters as well.
- 3) Secretary Kiener is starting to go through the firefighters' personnel folders to make sure that they have all three beneficiary forms: Life insurance, Disability insurance and for the Service Award.
- 4) Red Alert April 2016 call data was submitted to NFIRS. The data was not received yet, as of May 11th.
- 5) Secretary Kiener will be looking into getting a recorder for the meetings.

TREASURER'S REPORT

- 1) The payment for booms from DiVal was to be held initially. The Chief talked about trading the cost of the booms for other equipment. The invoices are still being held.
- 2) The grant funds, totaling \$63,456, were deposited by FEMA April 14 and the FEMA grant money was utilized to pay DiVal invoice for Hazmat equipment.
- 3) The new credit cards were received. They have the new chip technology in them for an additional layer of fraud protection. Old cards are destroyed when switched with the new cards.
- 4) There was excess heat in the day room and the maintenance company was called. Corrosion was found and cleaned and is working correctly now.
- 5) We are still waiting for the funds from Charlie Ferguson's damaged cell phone claim.
- 6) LOSAP portfolio had a positive first quarter return of 0.32%. While still low it is better than the negative 5.65% over the last 12 months. Since RBC has managed the portfolio beginning August 2013 there has been a .44% loss.
- 7) Indianapolis, Indiana FDIC trip cost just under \$6,000 or approximately \$2,000 per person.
- 8) Eric Olson is still working on filing the backlog. He created a new drawer for correspondence and filed personnel records and truck check out sheets.
- 9) Secretary Kiener began training April 12 and has taken over entering all data to Red Alert including training certificates. The daily and monthly job responsibilities have been reviewed.

TREASURER'S REPORT (continued)

- 10) The New York State Auditor requested minutes, the audited report, 2015 State AUD, bank statements, vouchers, the long-term capital plan, policies, insurance costs. The RFPs and contracts for the Building Expansion Project were also requested.
- 11) The attorney \$3,500 retainer is down to \$965 remaining.
- 12) At the Batavia training, it was said that the Board has the responsibility for ensuring a periodic inventory. It was suggested that Explorers might be good for this project. It was also stated that tax cap rate of inflation is 0.02%. A financial analyst also discussed building capital project financing noting: a bond call feature can be inserted after eight years without a premium rate, there is a lower interest rate for BAN financing perhaps less than 1% versus bonding which he estimated to be as high as 5%. The District would have to pay \$12,000- \$15,000 for a credit check if a bond is issued. This would also require an hour long conference call and the submission of an annual 40 page compliance document. Finally, the usefulness of a long range plan was emphasized for budgeting, continuity for personnel in the form of a master plan and tax stability for residents.

MOTION by Work, second by Schlabach, to pay all bills presented for the total amount of \$105,564.36. (checks #3327 - 3356), carried.

Treasurer Lash reported that Commissioner Garlapo reviewed all April bank and financial statements and all was in order.

Commissioner Roy reviewed the April Chief Vehicle reports and all was in order.

CHIEF'S REPORT

- 1) 45 total calls for March including: 24 EMS, 3 fires, 1 mutual aid fires, 1 motor vehicle accident, and 16 false alarms.
- 2) The Hazmat conference, to be held in June, is all booked. It was difficult to do.
- 3) The Firehouse Expo is smaller than FDIC, but has the same classes and teachers. Airfare will be \$475 because the conference is in Nashville, as compared to Baltimore in past years. It is estimated that the cost would be between \$2,000 and \$2,100, as compared to about \$1,500 historically in Baltimore. It focuses on structural firefighting. The conference will be in October. Four people are approved to attend, and they will have four single rooms.
- 4) There needs to be a plan for a consistent plan for big events like Day in the Park, etc. so that everyone is on the same page and everything is covered.
- 5) Return of defective paging chargers will be taken care of by the Chief's staff.
- 6) The Erie County Fire Advisory Board has no representation for Clarence and Newstead. The new people in the position are not as experienced.
- 7) The Timberlakes fire write up will be finalized and sent out, and is also to be filed with the Red Alert incident paperwork.
- 8) June 15th will be the annual Hose Test.
- 9) Buffalo Hazmat came in on Tuesday May 10th. There is not to be a money transfer, there is to be a trade of services. Terry Dickinson would like to work out something with the Chief to do so. They may test the meters and calibrate our meters. Commissioner Metzger requested that there be a Shared Services Agreement written up concerning the matter.
- 10) Most of the Explorers completed the EFAT exams. There were professional and mature.
- 11) Engine 1 is requested for Firefighter 1 on May 23rd and 25th for Travis Griner. Two assistant chiefs are taking the truck.
- 12) The SOG for the uniforms will be reviewed at the June regular meeting. The badges will be a big cost. Alterations will also be needed. The new patches will be paid for by the Fire Company, but the uniforms will be paid for by the District. There may be discussion with a vendor for cleanings and alterations, possibly Hardy's Cleaners.
- 13) There will be a First Aid course offered no less than two times per year. Scott Tyx suggests not training to use Twin City Ambulance. It will be \$80 per person.
- 14) The new law about Bailouts needs to be reviewed to see if we need to continue to do Bailout training. FASNY or the District Officers' Guide could be used as a reference. The Chief is pursuing a further investigation.
- 15) The Chiefs office should be able to do certain modules in Red Alert. Megan, Kim and Jeff will meet and switch the modules and will make sure they can see them. If and when the system is updated, Megan and Kim may not keep doing call entry. But that is to be discussed later.
- 16) The new IAM Alerting system has not given us a time frame. The Chief went Wednesday May 11th to meet with the county about it. It is a 3rd party company. It was said that it was of no cost to us, but Commissioner Roy stated that that was not the understanding from the past discussion, so it will be looked into. The responding app will be looked into for the Chiefs office, but is a safety issue for the rest of the firefighters. It encourages texting while driving, which is illegal. The exact app and method of responding will be looked into further. More information will be needed.

CHIEF'S REPORT (continued)

- 17) The New York State Department of Environmental Conservation grant is due at the end of the month. The bid for used Hazmat portables and proof of payment is due by October. If the Fire District spends \$3,000, we will be reimbursed \$1,500
- 18) Proof of insurance authorization is needed for Paul Stevens to use his land for training.
- 19) AFG grant items are all received.
- 20) Helmet painting is complete.
- 21) Engine 2 hose trays and steps might be taken to Ice/ Dimar to powder coat.
- 22) Noel Tuccurione is looking into running boards for truck 7. He estimated it to be about \$300 to \$400. He will be given a deadline to get them since he has not gotten them yet and was asked before on multiple occasions.
- 23) We have received multiple glowing reports from teachers and other explorers about the Explorers program and the people involved.
- 24) Commissioner Roy brought up the conditions of the vehicles, specifying that Number 8 is in the worst condition. The trucks need to be kept up better, and be washed and cleaned more regularly. This is so that three or four trucks aren't being washed at the same time. The officers are not exempt from cleaning the vehicles.

COMMISSIONER ROY – No report.

COMMISSIONER GARLAPO – (Report read by Chairman Metzger)

- 1) All of the firefighters have completed their annual exam. Al Getter was returned to active status. The 5/1/16 follow ups that expired for Jerry Roy and Doug Larkin are pending from OCCUSTAR and they will remain on active status. Chris Nowak did not follow up and will be removed from active status. Chad Hawes and Jim Laczkowski need to complete follow ups by 6/1/16, and they remain on active status. All of the Explorers have completed their exams.
- 2) Charlie Ferguson was injured at the Timberlakes fire and brought it to Commissioner Garlapo's and the Chief's attention that he felt tingling in his arm. Commissioner Garlapo reached out to Charlie via email and phone call and was never contacted by Charlie for a follow up. The old VBFL forms are going to be gone through and purged by Secretary Kiener and Treasurer Lash to make sure everything is current and correct. Commissioner Work stated that a follow up procedure should be established in reference to injuries brought to the attention of the Chiefs and Commissioners.
- 3) Commissioner Work stated, in reference to the Timberlakes fire, that each firefighter needs to wear his/ her own gear. Old gear from 1993 was worn at the fire by an exterior firefighter. The gear is beyond its lifespan.

COMMISSIONER METZGER

- 1) There are three preregistered for FDIC 2017, and 3 other registrations from this year are rolled over for next year. There is an opportunity for 6 rooms. Early registration begins in August.

COMMISSIONER SCHLABACH

- 1) Commissioner Schlabach is waiting to hear from the moving company that he contacted about moving the office furniture from R&P Oakhill to CFD 1. The initial bid was low because the amount of furniture that needed to be moved was wrong. There are two bids, and the initial low bid was \$675. The other bid was \$1,600.
- 2) The Building Project bidding will start May 16th. The bids will be advertised in the Clarence Bee. May 18th the building drawings will become available and will also be available online through Avalon and Construction Exchange. The prebid walk through is May 23rd. Bids open June 1st.
- 3) Greatbatch was contacted about a grant for fitness equipment.
- 4) Senator Ranzenhofer's office was contacted about a grant for state mandated items concerning the Building Project.
- 5) Jim Laczkowski cancelled his event reservation for May 20th.

COMMISSIONER WORK

- 1) There is \$4,700 in the computer budget line. The new Red Alert system could cost anywhere from \$20,000 to \$30,000, but there was no actual quote for the hardware and software. The \$20,000 - \$30,000 would cover the software, hardware, fob readers, and central computer.

OLD BUSINESS

- 1) Article V of Rules & Regs. – "Accredited EMS Course", the word EMS must be added to the Chief positions. The discussion indicated that the article is ready for approval.

MOTION by Work, second by Metzger to approve Article V, revision #4 of the Rules and Regulations, carried.

OLD BUSINESS (continued)

- 2) Article VII of Rules & Regs. – There was a question as to when EVOC must be completed. It was agreed that drivers must complete their EVOC between 01/01/2017 and 01/01/2020.

MOTION by Work, second by Roy, to approve Article VII, draft #2 of the Rules and Regulations, carried.

- 3) There is to be further discussion about the Chief Vehicle Use Policy. Chief Schlabach is getting information from Snyder Fire Department for reference. Eggertsville doesn't really have a policy.

NEW BUSINESS

- 1) The inspection dinner cost reimbursement policy will be discussed at the next meeting.
- 2) The trailers that were looked at were: 16 foot for \$5,000, 18 foot for \$5,500, and 20 foot for \$5,500. This is for a base model, white, with smooth sides (no rivets). For the add ons it was \$5,714 or \$5,689 (with no lights on the flap). 7, 7-1, 9, 9-1, and 9-2 vehicles are all set up to tow.
- 3) In regard to the Youth Program Policy draft. Commissioner Work opposes the probation period to be voted out of the company. He believes that 10 drills a year required for the Explorers is to many. The rankings need to be addressed and overhauled, in reference to SCBA use. It needs to be taken out of the policy on page two. Male and female advisors are needed for the Explorers, with female explorers having female advisors, and vice versa. On page four of the policy, the emergency call provision needs to be taken out. It will be talked about again at the next meeting.

MOTION by Roy, second by Schlabach, to approve Chief Schlabach and Mark Zuchlewski to attend training in Geneseo for "Special Event" topics June 10th from 8am until 4:30 pm for \$25 per person, carried.

MOTION by Roy, second by Work, for \$1,546 for Chief's request to purchase 2 Knox Box Decoders as the product is being discontinued and there will no longer be radio controlled units available, carried.

MOTION by Roy, second by Work, to approve quote #7690, for LR 7 to be equipped with a department owned N Force light bar (that is off the 9-2 vehicle), other lights on the corners, brackets, and a new siren from 1075 Lighting totaling \$3,021.69, carried.

MOTION by Roy, second by Metzger, for 1075 Lighting to install an existing light bar on the 9-4 vehicle for \$680, carried.

MOTION by Roy, second by Metzger, to approve the purchase of 10 LED lights, 12 boots, 10 gloves, and safety glasses totaling \$2,637.37 from DiVal Safety.

MOTION by Roy, second by Metzger, to purchase four Akron 2 ½ inch smooth bore nozzles for \$2,314 from ElizaCo, carried.

MOTION by Roy, second by Metzger, to approve the purchase of a 20 foot, white, smooth side trailer from NFB Auto at a cost of \$5714, carried.

MOTION by Schlabach, second by Roy, to spend up to \$1,000 to hire a moving company to move the free furniture given to Clarence Fire District No. 1 by R&P Oak Hill of 3556 Lakeshore Rd, carried. The move will be done on a Saturday morning to avoid disturbing regular business and to have exclusive use of the elevators for moving.

MOTION by Work, second by Roy, to purchase EMS disposables not to exceed \$800 from Bound Tree Medical, carried.

MOTION by Roy, second by Metzger, to approve the out of district use of Engine 1 for Travis Griner's Firefighter 1 class on May 23rd and 25th, carried.

MOTION by Metzger, second by Schlabach, to add firefighter Nate Work to the 2/27/2016 call sheet, incident #16-2640, carried.

NEW BUSINESS (continued)

MOTION by Roy second by Schlabach, to approve the Firematic Officers that were elected at the May Fire Company meeting, Mark Zuchlewski Third Assistant Chief, Brett Hanford Fourth Assistant Chief and Matt Meister Fire Captain, carried.

MOTION by Work, second by Schlabach, to approve the \$85 fee for the Online Secretary Training through New York State for Secretary Kiener, carried.

GOOD OF THE FIRE DISTRICT

- 1) Discipline at Company meetings needs to be addressed. Names give out in somewhat personal situations may need to addressed better.
- 2) There is a new member interview on Thursday May 12th.

Commissioner Roy is scheduled to attend the May 16, 2016 Board of Directors' meeting.

MOTION by Work, second by Metzger to cancel the Work Session meeting scheduled for May 23rd at 6:30 pm.

The next regular meeting of the Board of Fire Commissioners will be held June 13, 2016 at 6:30 PM.

MOTION by Metzger, second by Schlabach, to adjourn the meeting at 21:22 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary
cc: Commissioners, Day Room Bulletin Board, Website