

# CLARENCE FIRE DISTRICT NO. 1

FINAL COPY

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## 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, June 8, 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 (Arrived Late), 2<sup>nd</sup> Assistant Chief Ken Beil and A.J. Shisler

### APPROVAL OF PRIOR MEETING MINUTES

The minutes for the Board of Fire Commissioners Regular Meeting held on April 13, 2015 were reviewed. There were some recommended changes, which include:

- |        |   |
|--------|---|
| Page 1 | Brother Ed Lewis was be added as being in attendance at this meeting.   |
| Page 2 | Another statement should be added to Treasurer's Report: Commissioner Metzger, in preparation for making arrangements while at FDIC in Indianapolis, asked Treasurer Lash as to what the credit limits are for the Commissioner's charge cards. Treasurer Lash responded that there is a \$10,000.00 limit for each card. |
| Page 3 | Under Training (first sentence) should state, "At this", not "As of time".  |
| Page 5 | Under Commissioner Schlabach's report (last bullet) should state, "striping", not "stripping".  |
| Page 5 | Under Commissioner Work's report (third bullet) should state, "Steve Flaminio", not "Flamingo".   |
| Page 6 | Under Old Business (last paragraph) should state, "with the increased amount of coverage", not "additional coverage".   |
| Page 6 | Under New Business (third paragraph) should state \$690.00, not \$650.00.   |
| Page 6 | Under New Business (fourth paragraph) should state "completion of physical exam and arson and sex offender background check".   |
| Page 7 | Third paragraph - amount should be \$1,273.30, not \$1,2730.30.   |
| Page 8 | Next BOFC regular meeting is scheduled for May 11, 2015, not June 8, 2015.<br>Additional comment should be that Dave Rogers from RBC Wealth Management is scheduled to meet with the Board on April 27, 2015 at 6:30 P.M.   |

**MOTON** by Bissonette, seconded by Work, to approve the BOFC Regular Meeting minutes of April 13, 2015 with the above revisions, carried.

The minutes of the Board's Work Session on February 23, 2015 with Penflex, the Regular Meeting minutes of May 11, 2015 and the Board's Work Session of June 2, 2015 will be reviewed at the Board's July meeting.

**BOARD OF DIRECTOR'S REPORT**

A.J. Shisler was the Board of Director's representative for this meeting; he brought up two issues.

- There appears to be some concern being raised by the Board of Directors over Charlie Ferguson's military discharge paperwork and the issue of his LOSAP credit. Chairman Garlapo indicated that Charlie had qualified for his LOSAP service credit in 2014.
- Another issue discussed during the recent Fire Company Membership Meeting was reviewed. This had to deal with a "PayPal" icon on the Fire Company website; this matter has been taken care of at this time.

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

Commissioner Bissonette is scheduled to attend the Board of Director's meeting in June.

The Board of Directors will not be holding a meeting in July or August.

**SECRETARY'S REPORT**

- Fire District Secretary Yvonne Work reported that information has been received from the Erie County Board of Elections regarding use of the Fire Hall for voting purposes. There is a Primary Election scheduled for Thursday, September 10, 2015 and the General Election is scheduled for Tuesday, November 3, 2015.

**TREASURER'S REPORT**

- Treasurer Lash mentioned that the Tax Freeze information which was due to be filed on June 1<sup>st</sup> was filed on May 27<sup>th</sup>.
- Treasurer Lash indicated that the District received information regarding SMEC and the opt-out component; this was completed by Chairman Garlapo and forwarded back prior to this meeting as it was due.
- Treasurer Lash has now set up place on the District's website for the District's Board Meeting minutes; seven of the Meeting minutes have been posted as of this date.
- Dave Rogers, RBC Wealth Management representative, will be in attendance at the Board's meeting on Monday, August 10, 2015; the Board will meet with him at 6:00 P.M. prior to the regular Meeting's start at 7:00 P.M.
- Treasurer Lash indicated that the firefighter information for the District's Life Insurance Policy has been completed; 10 firefighters were added and 5 were removed. There is an increase in the premium amount of \$1,173.00.
- Treasurer Lash reported that the Auditor's draft should be available by mid-month for review. She indicated that they had a wrong address for Attorney Schoellkopf as he had recently moved; the confirmation of any legal proceedings took a little longer due to this.
- Treasurer Lash reported that she had received two e-mails which might have contained a virus; she put the addresses for these as spam mail and spoke with Network Services.

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.

**TREASURER'S REPORT**

Pursuant to one of the recent Comptroller DiNapoli's audits, the Board held discussion regarding the procedure for payment of the District's bills. Currently, the bills which are included in Treasurer Lash's monthly report, as well as any other bills received after preparation of her report, are presented for payment during the Board's monthly meeting.

The Comptroller, in their report, states that the Treasurer is responsible for preparing an abstract (list of claims) which identifies each claim and includes the vendor, account code to be charged and the amount to be paid. The Board is responsible for reviewing the abstracts and supporting documentation, including bank statements, to ensure that all claims are properly documented and that the Treasurer has submitted all claims for audit and all checks are properly and accurately prepared. After the Board audits and approves each claim listed on the abstract, this document becomes an order authorizing the Treasurer to pay the claims; this should specify the total number of claims and the total dollar amount the Treasurer is authorized to pay.

Chairman Garlapo indicated that he spoken with Treasurer Lash regarding this procedure. She expressed concern that the bills/payments would only be approved once per month at the Board's meeting, which sometimes can be five weeks or more and finance charges may be added to the invoice if not paid within 45 days. Board's recommendation was to amend the wording on the voucher forms to reflect that payments will be made within 45 days. Treasurer Lash mentioned that the supply of vouchers is running low, so this would not be a problem.

Based on the review of the findings of the Comptroller's audit, the Board of Fire Commissioners made the decision to change the current procedure whereby bills are paid by the Treasurer to reflect that no additional bills can be submitted for payment after the Treasurer's Abstract has been prepared for presentation at the Board's Regular monthly meeting; this will become effective June 8, 2015. All Board members were in agreement with this revision to this procedure pursuant to the Comptroller's comments.

**MOTION** by Work, seconded by Schlabach, to pay all bills from the General Reserve and included in the Treasurer's financial statement dated June 9, 2015 in the total amount of \$48,178.16 (checks #2924 - #2957), carried.

**CHIEF'S REPORT**

The Red Alert monthly report for May has not yet been completed as the Fire District Secretary returned to work this date.

**Purchases:**

- 2<sup>nd</sup> Assistant Chief Ken Beil reported that the majority of the purchases ordered last month have arrived.

**Operational:**

- The cleaning of the interior firefighter gear has been completed.
- 2<sup>nd</sup> Assistant Chief Ken Beil reported that the Chief's Office is exploring the possibility of purchasing a different type of gear for the "Exterior" firefighters. The District is in need of more firefighter gear, even though 9 sets were purchased last year.
- DiVal will be completing hose testing on June 17, 2015 at 07:00 hours.
- 1<sup>st</sup> Assistant Chief Jeff Schlabach will be on vacation from June 6 to June 21; Mark Zuchlewski will be responding with the 9-1 vehicle; other Assistant Chiefs will move up as well.
- Chief's Office reported that various Town festivals will be held in the near future; the Fire Company will be available, but is not having at doing specific staffing for these events.
- 2<sup>nd</sup> Assistant Chief Ken Beil indicated that the Explorers would like to hold a fundraiser (car wash) on July 12<sup>th</sup> from 11:00 A.M. to 1:00 P.M. with a rain date of July 19<sup>th</sup>. They would like to utilize the driveway at the house to assist with traffic flow.

Training:

- Four firefighters attended the recent Flashover training at Newstead; they indicated that this was very good training.
- 1<sup>st</sup> Assistant Chief Jeff Schlabach recently attended the HazMat Conference; he received a great deal of good information.

**COMMISSIONER BISSONETTE**

- Commissioner Bissonette indicated that the striping of the back training area/parking lot will be completed by Baughman Magic Seal in the next week, depending on the weather; a total of 55 spaces will be striped.

**COMMISSIONER GARLAPO**

- Commissioner Garlapo indicated that the physical letters were forwarded to the two new firefighters, Charles Wilson and Justin Filipski. Charles has an appointment with Occustar on Friday, June 12<sup>th</sup>, but Justin has not yet scheduled an appointment.
- Commissioner Garlapo mentioned that the draft copy of the District's Rules and Regulations has been forwarded to each Commissioner for review. These will be reviewed at the Board's Work Session scheduled for June 22, 2015.

**COMMISSIONER METZGER**

- Commissioner Metzger indicated that the preventive maintenance service work on Engines 1, 2, 5 and 6 will be done by Brett on a day-by-day basis in the next couple weeks.
- Commissioner Metzger discussed the Committee's direction with regard to the Rescue Truck replacement. The Committee has the option of going through the HGAC website with two-four vendors to see how this works out. Another option is to sit down and review the early draft of the 171-page Specifications Document. The Committee will continue to work on this project.

**COMMISSIONER SCHLABACH**

- Commissioner Schlabach indicated that the ECFDOA's next meeting is scheduled for Wednesday, June 17<sup>th</sup> at Sheridan Park Fire Department at 6:30 P.M.; he is planning to attend this.
- The walk-in cooler has now been repaired; mention was made that this is 40+ years old.
- Commissioner Schlabach mentioned that he received an e-mail from the Chief; there will be a Grant Writing Seminar at UB on July 13-14, 2015. Vic Miller has indicated that he would be interested in doing the grant writing for the District. Vic has expressed in attending this; the cost of the Seminar is \$455.00 (this does not include lunch).
- Commissioner Schlabach indicated that Kenneth Wolf of the Clarence Girls' Softball League has formally requested use of the District's back parking lot/training area as their League will be holding their annual event during the first two weeks in August. There have been some safety issues in the past due to the high volume of attendance and their parking along the roadways.
- Commissioner Schlabach mentioned that he has not heard anything back yet regarding the FEMA grant which was submitted last November.

The Board discussed some of the highlights from the "kick-off" Work Session held with Bob Shepard from Stieglitz Snyder Architects and RP Oak Hill Construction Manager Dave Sanford on June 2, 2015.

- Since the scope of the work has changed, updates should be made for milestone dates and delete the references to project phasing over several years. April 2016 is the target start date with an anticipated twelve month completion. Eight weeks are planned for bidding and contraction negotiations.
- Treasurer Lash indicated that the bonding work is premature at this point; Dave Sanford offered to prepare an estimated cash flow analysis to assist with the anticipated payment requirements. Both Stieglitz Snyder and RP Oak Hill will bill the District on a monthly basis for their services.
- The District will need to obtain a surveyor to survey both the 10355 and the 10356 Main Street to combine the two properties into one parcel. Architect Shepard indicated that some topographical information may also be required. Architect Shepard noted that a proposal had been previously received from Millard, MacKay & Delles; Commissioner Schlabach will contact them.
- Architect Shepard and Construction Manager Dave Sanford will meet to review what has been budgeted room by room for finishes; they will present the available options to the Board after discussing the budget.
- There is no allocation in Dave Sanford's original budget for data and communications; the Board will need to plan for what they will require, so the necessary infrastructure can be designed by the architects.

#### **COMMISSIONER WORK**

- Commissioner Work indicated that he has reviewed the recommendations provided by Network Services. Treasurer Lash is due for an upgrade to her computer equipment.
- Commissioner Work also addressed some of the issues with the building project as far as some of the technology equipment which will be required. The District will need a copier, work station computers/ equipment, as well as phones. Mention was made that the amount for the new server is not included in the project dollars. There was also brief discussion regarding the specifications for a server room, which will require certain electrical components, ventilation and must be centrally located. Commissioner Work advised that he will forward the server room specifications to Commissioner Schlabach for incorporation into the building project.

Following Board discussion, recommendation was made that a Sub-Committee be established to look at the District's needs for technology equipment. Commissioner Work indicated that he would be willing to chair this Committee; projected numbers will need to be compiled for the technology component.

#### **PUBLIC COMMENTS**

None.

#### **OLD BUSINESS**

Chairman Garlapo indicated that Paul Meyer, Jr., Building Mechanic, had an accident on June 2, 2015; the necessary paperwork for Worker's Compensation was completed.

Chairman Garlapo indicated that it appears that two different exams were completed with the Explorers. Two Explorers had their exams directly at Occustar and were mask tested, while the others were not.

**OLD BUSINESS**

Fire Chief mentioned that the Explorers will only be "Exterior" qualified. 2<sup>nd</sup> Assistant Chief Ken Beil indicated that he thinks that Occustar has a physical for the Junior Firefighter category. Commissioner Garlapo will continue to work with Occustar regarding this; there will be continuity used by Occustar with the Explorer physicals going forward.

**NEW BUSINESS**

Mention was made that there are some budget reconciliations which need to be adjusted.

**MOTION** by Garlapo, seconded by Metzger, to adjust the following budget reconciliations as recommended by the District Treasurer:

Increase Physical Exam Line by \$610.00	\$401.00 from Insurance
	\$209.00 from Office Supplies

Increase Life Insurance Line by \$1173.00	\$309.00 from Amherst Fire Control
	\$500.00 from Subscriptions
	\$364.00 from Computer Capital

Commissioner Metzger did mention that the issue and cost of firefighter physical exams has been reviewed at the joint Fire Chiefs' meetings. They have discussed the possibility of doing some joint planning to see about the possibility of getting this professional service bid out in an attempt to get a lower cost across the Board.

Chairman Garlapo indicated that Timothy D. Blakely has requested a lump sum payment from the District's Service Award Program due to a 100% Total and Permanent Disability. Chairman Garlapo has been in contact with Penflex regarding this; Timothy has provided documentation from his physician.

**MOTION** by Garlapo, seconded by Metzger, to grant Timothy D. Blakely's request to receive a one-time lump-sum LOSAP payment based upon the submitted documentation of total and permanent disability. Payment will be based on accrued actuarial value supplied by Penflex. This payment will resolve the Fire District of any further benefit, carried.

Commissioner Garlapo mentioned that when he was reviewing the Board of Fire Commissioner meetings minutes for the August 11, 2014 meeting, the individual's name is not reflected. Following Board discussion, it was decided that these minutes should be amended to reflect the individual's name who received the Disability Service Award.

**MOTION** by Garlapo, seconded by Bissonette, to amend the Board of Fire Commissioner meeting minutes for the August 11, 2014 meeting to reflect that the firefighter who received the one-time lump-sum LOSAP payment was Gary Cian, carried.

**MOTION** by Schlabach, seconded by Metzger, to authorize Vic Miller's attendance at the Grant Writing Seminar being offered at UB on July 13 and 14, 2015 at the cost of \$455.00 for the seminar; normal, reasonable travel and meal expenses pursuant to the District's Training Policy will also be reimbursed, carried.

Commissioner Schlabach distributed a copy of the Parking Lot User Approval form for the Board's review. The recommendation was made that another sentence be added to reflect, "The District reserves the right to revoke their approval at any given time for just cause" or a similar statement.

**MOTION** by Schlabach, seconded by Metzger, to authorize Commissioner Schlabach's use of the Parking Lot Approval User Form pending Board's recommended changes, carried.

**NEW BUSINESS**

The Procedure for the Parking Lot Approval will be as follows:

- Outside Agency will forward a request for use of the training area parking lot to the District (this will be forwarded to Commissioner Schlabach).
- Once approved by the Board, a signed copy of the Parking Lot User Approval will be forwarded back to the Agency, which lists the District's requirements. Commissioner Schlabach will also forward a map of the parking lot for them to utilize.
- A signed copy will be maintained in the District Office (similar to the Banquet Room and Pavilion requests).

**MOTION** by Schlabach, seconded by Bissonette, to authorize Dan Nowak's request to utilize the Banquet Room on Saturday, June 13, 2015 for a 40<sup>th</sup> birthday party for approximately 50 guests; drop-off catering will be provided by Cornerstone Restaurant; alcohol will be served, (mention was made that he has provided the necessary documentation of Insurance) carried.

The Chief's Office has requested use of the Banquet Room on October 2, 3 and 4, 2015 for a fundraiser Model Toy Show; no alcohol and no caterer.

**MOTION** by Schlabach, seconded by Work, to authorize the Chief's Office request to utilize the Banquet Room on October 2, 3 and 4, 2015 for a fundraiser Model Toy Show (actual event date is October 3, 2015); no alcohol and no caterer, carried.

**MOTION** by Schlabach, seconded by Metzger, to enter into an agreement with the Land Survey Company of Millard, MacKay & Delles Land Surveyors, LLP, 150 Aero Drive, Buffalo, NY 14225, for professional services at a cost of \$2,800.00 to consist of: preparation of a boundary survey of property located at 10355 Main Street, preparation of a partial topographic survey, including utility locations, of a portion of the site extending from the south curb line of Main Street to approximately 100 feet south of the south building line of the Fire Hall (Commissioner Schlabach will request a total of 8 copies for the Construction partners), carried.

**MOTION** by Schlabach, seconded by Bissonette, to authorize the purchase up to \$1,400.00 for materials for the two gates for the back parking lot area so this area can be secured by the Fire District; carried.

**MOTION** by Schlabach, seconded by Work, to authorize use of the District's training area parking lot for the Clarence Girls' Softball League during two weekends (typically the first two weeks in August); this is also contingent on their providing the District with the proper Insurance certificate, carried.

Commissioner Schlabach has received a request from the Clarence Chamber of Commerce to utilize the District's back parking lot/training area for their annual Taste of Clarence event on August 3, 2015.

**MOTION** by Schlabach, seconded by Metzger, to authorize the Clarence Chamber of Commerce's request to utilize the District's back parking lot/training area for their annual Taste of Clarence event on August 3, 2015 for their employees and vendors, carried.

The Board and Chief Major discussed the EMS call which occurred in the Harris Hill Fire District on June 6, 2015 and one of Twin City's Paramedic's conduct and the fact that he posted information on social media relevant to this incident. Chief Major indicated that Twin City Ambulance apparently does not have a social media policy for their employees. Chief Major advised the Board that Twin City Ambulance will be up for automatic renewal of their contract at the end of the year. There have also been other issues with Twin City prior to this incident.

**NEW BUSINESS**

Following further Board discussion, Commissioner Bissonette indicated that he will draft a letter to be forwarded to Mr. Terence Clark at Twin City Ambulance addressing this issue and dissatisfaction as to how this incident was handled.

**MOTION** by Bissonette, seconded by Schlabach, to draft a letter to be sent to Mr. Terence Clark at Twin City Ambulance regarding the EMS call which occurred in the Harris Hill Fire District on June 6<sup>th</sup> involving a specific Paramedic's unprofessional field conduct and his action regarding the posting on social media; he will advise of the Board's concern that their organization does not have a social media policy for their employees, carried.

**GOOD OF THE DISTRICT**

- Board of Fire Commissioners will hold a Work Session on **Monday, June 22, 2015 at 6:30 P.M.**
- Board of Fire Commissioners Regular Meeting is scheduled for **Monday, July 13, 2015 at 7:00 P.M.**
- Board of Fire Commissioners will hold a Work Session on **Monday, August 10, 2015 at 6:00 P.M.** The Board will meet with **Dave Rogers, RBC Wealth Management Representative.** Regular Meeting will follow at 7:00 P.M.

**MOTION** by Bissonette, seconded by Work, to adjourn the meeting at 21:49 hours.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief