

# 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, June 11, 2018** at 18:30 hours.

## **ROLL CALL:**

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

Absent:

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

## **APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by Work, second by Schlabach, to approve the May 14, 2018 minutes, carried. Commissioner Metzger abstained.

## **BOARD OF DIRECTORS' REPORT:**

- 1) Sam Baker is now the company president and Bob Stanley, Jr. is the vice-president.
- 2) There will be Board of Director meetings in July and August.
- 3) The Board of Directors will be discussing if the district places someone to inactive status, then the company should place them ineligible to attend social events.
- 4) Chief Schlabach reported that the Board of Directors were discussing the letter sent to Garren Dudas on May 15<sup>th</sup>. Garren was placed on inactive status until he completes his required CPR and First Aid training. Chairman Garlapo stated that the letter was based on what had been done in the past. At the next company meeting, Chairman Garlapo will discuss the consequences for not completing the different types of requirements.

## **SECRETARY'S REPORT:**

- 1) Red Alert updating has been a hassle. The chief's report had to be developed and then added to our program. Alpine Software had been working on it since before the last meeting, and finally completed it on June 1<sup>st</sup>. After they completed the update, Secretary Kiener tried to run a report, but the report was not enabled on our end. Alpine updated a few days later. Minor changes, like the logo and columns, have been completed since then. Secretary Kiener will be working with the chiefs' office to get the kiosk working and create a few new types of reports.
- 2) 2 call sheets for new members' training/ truck check outs have not been put in the system yet. Secretary Kiener is working with the chiefs' office to determine how credit will be given to these members.
- 3) Brian Power's CPR certificate came in, so he is all set. Travis completed training with EMS Captain Ruth Rider-Work. Nothing has been received from Garren.
- 4) LOSAP statements have been received. Some statements were put in members' mailboxes, and the rest will be sent out in the mail.
- 5) A FOIL request was received from Bloomberg requesting the 2013-2017 audited financial statements. We responded today, and the request is being processed. The 2017 audit has not come back yet, but should be received by the end of the month.
- 6) Request for a motion to add EMS Captain Ruth Rider-Work to a drill sheet that she ran, but did not sign in on from May 15<sup>th</sup>.

## **TREASURER'S REPORT:**

- 1) The 2017 LOSAP report has been received from Penflex. The 2019 LOSAP contribution is suggested to be \$120,000 (The 2018 contribution was \$110,000). The fund is now 77% funded an improvement from the 73% reported last year. The total unfunded liability for the program is \$585,000, which is scheduled to be paid over the next 13 years. The trust fund investments earned 11.4% in 2017 compared to the 5.5% rate of return assumption. However, the five-year rate of return is only 3.99%. There are currently 36 individuals collecting for an annual payout of \$164,000. Two more people are scheduled to collect in 2019.
- 2) The total cost for travel to Indianapolis for FDIC was \$7,688 or \$2,563 per person. Travel arrangements were made for Mike and Hillery Dennies to attend Baltimore June 6-10 and their per diem request is included with the bills for payment.

**TREASURER'S REPORT (cont.):**

- 3) Chairman Garlapo presented a Comptroller's report to the Board for review and suggested Treasurer Lash comment on the issue at this meeting. Forks FD #3 Board of Fire Commissioners did not adopt a multiple year financial plan nor have a plan for a reasonable level of fund balance. This is something the NYS auditor asked when he was doing the Clarence Fire District No. 1 audit as well. A multiple year financial plan provides the justification for the level of fund balance, which is also the support for the tax rate levied by the Board. Showing there is a plan in place proves that the taxpayers are not paying more than is necessary and also that the Board has sufficient funds to meet the costs to provide adequate service to the District residents. By adopting the multiple year plan annually, the Board communicates the financial vision beyond the current year.
- 4) Attended Open Book New York webinar May 30, 2018. This is a useful tool as the Board can compare the District's annual expense with other fire districts.
- 5) Payments on hold, for Jason Schlabach's CDL license renewal request, pending receipt of his signed voucher. Also a bill for \$34.50 was received from Massaro's. Two calls have been made requesting a copy of some documentation showing who signed and what was cleaned. They have nothing. This has been the problem for several years. Jerry Roy had sent a letter March 23, 2016 requiring future documentation. Commissioners agreed that no one should be going to Massaro's anymore, and will only be going to Hardee Brothers. The invoice will be paid. A letter will be sent to Massaro's stating that the District is not going to be responsible for payment from now on.
- 6) One of the two construction fobs outstanding was returned from RP Oak Hill, still need Frey's.
- 7) The audit should be completed by the June 30 deadline. A draft has been received.
- 8) The 2017 BAN for \$1.5 million is due for payment June 14. Capital Markets solicited bids for the 2018 BAN and the winning bid was for 2.38% with Greene County Commercial Bank. The \$1.2 million funds will be wired to the District on June 13. The 2017 BAN was at 1.83% interest rate and the interest cost was \$30,000. The 2018 BAN interest cost will be \$28,560.

**MOTION** by Garlapo, second by Work, to approve bills, check #4299-4328, in the amount of \$22,443.14 from the General Fund, carried.

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

Commissioner Metzger reviewed the Chiefs' vehicle reports and found all to be in order.

**CHIEF'S REPORT:**

- 1) There were 49 calls for April: 36 EMS, 2 false alarms, 1 MVA, 2 fires, 4 mutual aid and 4 other calls.
- 2) Thank you to Secretary Kiener for setting up the new Red Alert.
- 3) Mike and Hillery Dennies attended the Baltimore Hazmat conference. They will be teaching 2 drills this year based on what they learned.
- 4) Travis Griner & Christian Rider-Work will be attending NYS Chiefs training. Chief Schlabach may not be going. They will be driving and have discounted hotel rates.
- 5) Firehouse Expo is \$2,563 per person. 4 people will be attending. The EMS section is the week before, and will be separate.
- 6) The Salka conference is free to attend.
- 7) The second half of the drill schedule will be coming out at the end of the month.
- 8) Hose testing is on June 13<sup>th</sup>. The ladder will be back that night. Can they come back and do a second day of testing?
- 9) The new member mentor program is going well. At the end of the program, they will be granted 6 drill credits for completing 12 hours of new member drills. More documentation will be required to better keep track of times. Everyone involved will need to log their time. Gallagher Printing will be printing the book of Rules & Regulations and Policies of the District for the new members. Secretary Kiener will send the complete pdf of all policies to Chief Schlabach.
- 10) Can the District schedule a defensive driver course for a Saturday morning? Members will be paid for. It is a 6-hour course. EVOC has also been accepted by insurance companies.
- 11) Can Kevin Haskill take a look at the ID printer? There have been requests to get it up and ready. Chief is not sure if a new dedicated PC is needed or if a software update will fix the issues. Chief Schlabach would like to have it up and running in 3-4 weeks.
- 12) Nothing new was received from the Weiss lawsuit.
- 13) Do we have enough bottled water? Should the water be locked up? There are 20-30 cases still left. 19 cases of beer have been taken in the last month and a half. Cameras will be looked into if the problem continues.

**CHIEF'S REPORT (cont.):**

- 14) Chief Schlabach is requesting 2 pike poles for the rescue truck for \$240, 10 firefighter gloves for \$740, and 5 helmet stream lights for \$400. 6 pairs of the gloves will be given away (1 per month) for those going above and beyond. The gloves given away would be the extrication gloves, instead of regular gloves, and would be given away at the Company meeting at the Chiefs' discretion. 2 of the stream lights are broken.
- 15) There has been no bill received for the cork board in the hallway yet. The Company bought labels for the different boards. More reports can be posted on the District side.
- 16) There is a little extra money left over from the District motion. Assistant Chief Hanford will be looking for quotes for few small projects in the fitness room.
- 17) The AMKIS upgrade project is complete. Secretary Kiener sent out a thank you to them for powder coating the tips.
- 18) The thermal imaging camera project is under Commissioner Metzger's report.

**COMMISSIONER GARLAPPO:**

**MOTION** by Garlapo, second by Metzger, to enter into executive session at 19:20 to discuss a certain firefighter's medical history, carried.

**MOTION** by Garlapo, second by Metzger, to exit executive session at 19:45, carried.

- 1) Garren Dudas has not completed his CPR or First Aid training. He will not be allowed into the fitness room since he is not active. Commissioner Garlapo requested that his fob be deactivated for the fitness room.
- 2) Travis Griner was injured at the fire Memorial Day. Chief Schlabach contacted Commissioner Garlapo, who then contacted Potter, Harris & Scherrer and Fire Districts Mutual Insurance for paperwork to be filed. They spoke to Travis, then Commissioner Garlapo. Griner was told to take it easy and take off work. He went to calls after that and will not receive any lost wages because he attended calls. Tom Brady and the Fire Districts Mutual representative told them the same thing. This will be communicated at the next Company meeting.
- 3) No correspondence has been received from Joseph Mannarino yet. Assistant Chief Hanford stated he got his physical last week. Commissioner Garlapo will follow up with Occustar.

**COMMISSIONER METZGER:**

- 1) The District will be receiving pricing for 2019 model chief trucks now. A specification will need to be created and cannot be "piggy-backed" from another mini-bid. The state puts out the specification in the mini-bid process with our requested turn-around time.
- 2) The ladder truck comes back on Wednesday June 13<sup>th</sup> with preventative maintenance completed. The pumpers and rescue truck will then be taken for preventative maintenance.
- 3) The rescue truck committee is working again.
- 4) Chief Schlabach will discuss in new business.
- 5) More equipment that is needed for the rest of 2018 will be discussed in new business.

**COMMISSIONER SCHLABACH:**

- 1) The next Erie County Fire District Officers Association meeting will be on June 20<sup>th</sup> at the Firemen's Memorial Exhibit on Seneca Street in West Seneca. Any other commissioner that would like to come is more than welcome.
- 2) Bids for the front sign will be opened under new business.
- 3) New purchases for discussion include: a baby changing station for the men's room, CAM Services to cover stone at the parking lot edge of the black top with soil, 4 benches for in between lockers, bids for stone façade covering, and 7 exterior LED wall pack lights.
- 4) Commission Schlabach had a discussion with Town Supervisor Patrick Casilio and Town Highway Superintendent Jamie Dussing regarding the finishing of the property line on the east side of the building. The District will supply the topsoil and the town will provide the labor. There is one truck load of topsoil left after the building project.
- 5) Paul Meyer Jr. will be removing the cooler. Refrigerator Sales & Service will come take the refrigerant out of it so it is safe. The area will turn into storage.
- 6) There was in issue with the heater in the pole barn. Commissioner Metzger walked into the building and the tube had burnt through and through the aluminum hood. It was \$652 for the parts to fix it.
- 7) There are many pavilion and banquet room requests.

**COMMISSIONER SCHLABACH (cont.):**

- 8) Network Services is waiting for us to give the okay to finish. Spectrum will be called because Network Services will be taking care of it now. The Verizon fire line will be kept. Commissioner Work will take care of Spectrum and Network Services.
- 9) Commissioner Schlabach is looking for direction on a conference table and coat rack. A 16-foot-long boat shaped solid oak table was estimated to be \$2,100. It would be built in 4 pieces and shipping would cost \$1.90 per mile. Commissioners requested a catalog of prior work from other companies for more ideas. A table has an 8-12 week lead time.

**COMMISSIONER WORK:**

- 1) Secretary Kiener worked with Doug Weber at Alpine Software. Their tech support has been frustrating. The Chiefs office will start with the kiosk and sign in process.
- 2) Kevin Haskill met with Chief Schlabach for TV placement and wires to the mezzanine. The dual monitors in the truck room are almost ready, Paul just has to finish. The monitor by the west truck room entrance will be set up with Google Slides to circulate a PowerPoint for information sharing. There will be a tech session with the officers.
- 3) A reminder that explorers cannot ride hot to the scene. An advisor/ safety officer allowed an explorer to ride hot to a fire. They cannot work on a fire scene.
- 4) Brian Powers turned in his CPR certification. Travis Griner did training with EMS Captain Ruth Rider-Work. Garren Dudas did not attend the training.

**COMMISSIONER LARKIN:**

- 1) Chris from Saia Technology met with Commissioner Larkin regarding the portables. The gang chargers are from 2009 and are way over their expected life span. However, they should work on the truck. Batteries are also past their life span. If you buy 5 portables, you get one for free. Portables on #5 will be marked.

**OLD BUSINESS :**

- 1) Commissioner Representatives to the Board of Directors meetings were revised as follows: July 16<sup>th</sup> – Metzger, August 20<sup>th</sup> – Work, September 17<sup>th</sup> – Larkin, October 15<sup>th</sup> – Schlabach, November 19<sup>th</sup> – Garlapo, December 17<sup>th</sup> – Metzger
- 2) The turnout gear cleaning and self-inspection policy and procedures were piggy-backed from Oswego fire department. 2 sets can be cleaned at once. The local representative or salesman can get us instructions on how to clean the gear properly. Everyone can log when their gear is cleaned. Secretary Kiener will retype the policy and edit it for our use.

**NEW BUSINESS**

- 1) Sign bids were received as follows:
  - Ulrich Signs: \$25,140.00
  - Cooper Signs: \$27,750.50 (2'x7') or \$29,700.50 (2'x8')
  - Skylight Signs: \$25,950.00 plus \$650 for bedrock conditions

**MOTION** by Metzger, second by Work, to award the front sign project to Ulrich Signs pending project review by Commissioner Schlabach, carried.

**MOTION** by Garlapo, second by Metzger, to approve Daniel Beil as an active interior firefighter pending successful completion of his background checks. He completed his physical as an explorer as interior qualified. Motion carried.

**MOTION** by Garlapo, second by Work, to send 3 firefighters to Firehouse Expo in Nashville at a cost of \$2,563 per person, carried.

**MOTION** by Work, second by Larkin, to send 2 firefighters to EMS World Expo in Nashville October 31- November 2 at a cost not to exceed \$4000, carried.

**MOTION** by Metzger, second by Work, to purchase 10 pairs of firefighting gloves from Dival for \$739.50, carried.

**MOTION** by Metzger, second by Larkin, to purchase 5 stream light helmet flashlights from Dival for \$399.75, carried.

**NEW BUSINESS (cont.)**

**MOTION** by Metzger, second by Garlapo, to purchase 2 pike poles from the Fire Store for the rescue truck at a cost of \$238.58, carried.

**MOTION** by Larkin, second by Work, to purchase 30 batteries, with 5 for free, for a cost of \$3,300, carried.

**MOTION** by Schlabach, second by Larkin, to approve Nate Work's banquet room request on September 22<sup>nd</sup> from 9am-11pm, carried. Commissioner Work abstained.

**MOTION** by Schlabach, second by Work, to approve Ken Beil's pavilion request on June 24<sup>th</sup> from 2-7 pm, carried.

**MOTION** by Schlabach, second by Garlapo, to approve Chad Hawes' banquet room request on September 30<sup>th</sup>, carried.

**MOTION** by Schlabach, second by Larkin, to approve Chad Hawes' banquet room request on July 18<sup>th</sup>, carried.

**MOTION** by Schlabach, second by Work, to purchase a baby changing station and two bollard sleeves from Uline for \$378.50, carried.

**MOTION** by Schlabach, second by Metzger, to approve CAM Services complete a landscaping project to consist removing the stone from the perimeter of the parking lot and replace with soil and seed for a cost of \$1,850, carried.

**MOTION** by Schlabach, second by Work, to purchase 4 benches for in between the gear racks from Gear Grid for \$2,152 (\$464 each plus \$296 in shipping), carried.

**MOTION** by Schlabach, second by Larkin, to purchase top soil for the lot line between the Parks Department and Clarence Fire District No. 1, with the town providing the labor, at a cost not to exceed \$1,500, carried.

- 2) 1 thermal imaging camera was purchased in 2000 and 2 were purchased in 2008/2009. Chief Schlabach would like to replace all 3 plus purchase 1 more, so that all trucks have the same cameras, and purchase an additional 3 cameras for the chief trucks. The 3 cameras we currently have could be used as trade-ins, and a discount was given because Clarence Center was also looking into purchasing these. 7 Bullard cameras would cost \$50,000. There are no batteries, no lag, and wireless. They are smaller and last 5-6 hours per charge. The District could get a 5-year warranty as compared to the typical 3-year warranty. You can also log the data that is stored on them. Chief Schlabach would like to purchase at least 4 of them.
- 3) Chief Schlabach would like to look into the air bottles. They are expiring in 2 phases. 66 are needed, and 83 are in use. 21 expire in October and 8 expire in March. 45 minute tanks would be for chiefs, and 30 minutes for everyone else. Bottles and gear will need to be purchased later this year or next year in chunks. We will be 5 short in October if all are spent and did not get refilled.

**GOOD OF THE FIRE DISTRICT:**

The next Regular District meeting is July 9<sup>th</sup> at 6:30 pm.

Commissioners should make a plan for hanging up the plaque for Commissioner Schlabach and the photo from the ribbon cutting.

**MOTION** by Schlabach, second by Work, to adjourn the meeting at 21:42 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

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