

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, June 12, 2017** at 18:32 hours.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, First Assistant Chief Chad Hawes, Christian Rider-Work

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Work, to approve the May 8th Regular Meeting minutes, with corrections to the Treasurer's report and Commissioner Schlabach's report, carried.

BOARD OF DIRECTORS' REPORT – A Board of Directors representative did not attend the meeting.

SECRETARY'S REPORT

- 1) If the District Work Session is still held on June 26th, Secretary Kiener will not be able to attend.
- 2) The District received a credit for \$429 from Firehouse Expo on June 12th. The check was delayed because of accounting from Firehouse Expo.
- 3) Travis Griner attended calls after his physical extension expired on May 24th. Should he still get credit for these calls since his letter stating he was inactive was sent out June 1st? Commissioner Garlapo stated that he gets credit for the calls between 5/24 and 6/1. He doesn't get credit for calls after 6/1 until he completes his physical and is active again.
- 4) Second Assistant Chief filled the Town Pool. Is this even LOSAP credit eligible? Based on the Rules and Regulations, it would be considered a work call. To receive credit, the work call must be at least 2 hours in length, but this call was only an hour long. It will not receive credit based on that.
- 5) The 2017 Requirement spreadsheet was updated. All OSHA training was up to date. Travis Griner was changed from inactive to active again.
- 6) Commissioner Garlapo had incoming correspondence from the audit company, Amato, Fox & Co., regarding the attorney confirmation.

TREASURER'S REPORT

- 1) The NYS Clean Energy Standard was created by Public Service Commission order in August 2016. Their mandate requires all NYS electricity consumers to support the State's goal of 50% renewable power production by 2030. The result is an electric supply rate increase for all consumption starting April 1, 2017. This cost is expected to be relatively stable over the next year or two, but will likely escalate on an annual basis after this initial time frame. The additional cost on the District's April bill was only \$14.32. Based on 2016 use, this would be about a \$200 annual increase, but with the Building Expansion project underway will likely be more.
- 2) Treasurer Lash attended the May 18 OSC multiyear planning webinar. This training was developed because so many municipalities have been criticized in State audits for poor budget planning. Multiyear planning is essential to sound budgeting and the fiscal oversight process. It allows management to think in terms of future needs and the future impact of today's decisions. Multiyear planning not only helps develop realistic budgets but explains the decision making process to gain support and acceptance. OSC suggests our process could be improved by creating "words" that accompany the spreadsheet to outline the Board's goals.
- 3) Treasurer Lash will also be attending a "Paperless Office" webinar for Secretary Kiener on June 20.
- 4) Treasurer Lash completed an ESIP risk management survey and met with their representative Sunday, June 4 at 8:00 AM for an on-site safety analysis.
- 5) The Audit RFP has been updated and is ready to be sent for the 2017 audit.

TREASURER'S REPORT (cont.)-

- 6) In regard to the Building Expansion borrowing, Treasurer Lash contacted local bankers to determine if they might be interested in bidding on our BAN. Bank of America does not loan money to any municipality for less than \$10 million. The legislation enacted starting in 2009 as the result of the banking crisis, and since the District last borrowed, has pulled this type of business out of the hands of local loan officers. Key Bank is still trying to find the correct person in-house that would handle this type of borrowing. The attorney stated since the borrowing was over \$1 million we should use Ganci to meet the SEC requirements. Also, the interest rate obtained was less than quoted by our banker at M&T of 3%. Three institutions bid on our BAN (M&T, Roosevelt & Cross, Oppenheimer & Co.) The winning rate was 1.83% for a net one year interest cost of \$27,523. The \$1.5 million will be deposited in the District's general fund savings on Wednesday.
- 7) \$2,060,000 has been paid out since the start of construction. There is \$271,000 left in the Building Reserve plus \$7,000 in the 2017 budget. We are halfway through the budgeted expense for the project. RP Oak Hill fee was to be \$264,740 and \$200,955 has been paid to date or 75% of the total. DASNY requested proof of the BAN. The District is still running very close to budget on the project.
- 8) Should the Cortland Press check for 2017 Protocol handbooks was held from May. Is it okay to release yet? Commissioner Work stated it was okay to send.

MOTION by Work, second by Metzger, to approve bills, check #3815-3842, in the amount of \$47,648.83, and 3 bills from the Building Reserve in the amount of \$255,564.00, 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) 41 calls for the month including: 27 EMS, 4 false alarms, 1 mutual aid, 7 MVA and 2 other calls.
- 2) Chief Schlabach and Mike Dennies will be leaving on Wednesday and will be back Sunday for out of state training at Firehouse Expo.
- 3) No one will be attending the State Chiefs meeting.
- 4) The committee that was created to create a new EMS contract has a new contract. The vote will be on Thursday. The response time will be lowered from 10 minutes to 8 minutes. The District's response time is under 7 minutes and 30 seconds. The average in April was 6 minutes, 10 seconds and May's average was 7 minutes, 13 seconds. The performance bond was removed from the contract by the committee and Amherst Town Council because the Districts get nothing from it if anything happens to Twin City. The contract will be ready in late fall.
- 5) The Chiefs are researching different mounting brackets for their iPads. The brackets from 10-75 Lighting were \$250 each. The bracket that has a case and wirelessly charges was around \$400 in Indianapolis.
- 6) 7, 8, and 7-1 need to have oil changes and inspections done. The Chief will have to see what vehicle needs one or both done.
- 7) Hose testing is on hold until the Building Project is done. It could be skipped this year or postponed until spring. It could also be done at the High School or Middle School; however, it is more difficult to do it off site.

COMMISSIONER GARLAPO –

- 1) All physical exams and follow-ups are completed. Dan Nowak and Bobby Beil did not complete their physicals because they are on medical leave. Scott Tyx was the last person who needed to complete his physical. He sent his letter of resignation to the Fire Company President. The District has not received it yet. There are 2 explorers without exams, Casey Esch and Jacob Knapp. Training Officer Ken Beil will reach out to them. The annual physical report will be out soon.
- 2) The boy Scouts of America has made changes to the explorer program. Insurance for each explorer will increase. There will also be Youth Protection training for the advisors.

COMMISSIONER METZGER –

- 1) The long term plan meeting with the Chiefs office was cut short. The plan needs to be tweaked and gone through again. Some items will have to be put on hold.
- 2) The Janitor's job description needs to be edited. Cleaning is negligible right now due to the construction. The areas to clean are now the foyer and offices. Pay should be decreased due to the decrease in areas to clean. Should the pavilion

COMMISSIONER METZGER (cont.)–

bathrooms be added to the scope of work? The District estimates around 12-15 hours of work per month and the janitor would be paid \$225. The new scope will be sent out. The District will meet with Mark Heim to see if he would still like the job. It is only temporary and will be reevaluated in 2 months.

COMMISSIONER SCHLABACH –

- 1) The next ECFDOA meeting is Wednesday June 21st at the Aurora/ Colden District.
- 2) Commissioner Schlabach is meeting with more LED vendors to replace the front sign. One vendor gave an estimate of \$27,000 for just the cabinet. The masons would then build the piers and they estimated \$18,000.
- 3) Commissioner Schlabach is also trying to find out prices for the logo on the front of the building. No dryvit will be used so that the logo shows up better, so there is a \$2,500 credit. North Evans Fire Department used Skylight Signs, and their logo cost \$7,000.
- 4) The representative from Spectrum will meet with Commissioner Schlabach on Friday to discuss bundling the 4 phone lines that are through Verizon. You are able to keep the same phone number too.
- 5) Dryvit work is continuing, and the finish coat will be up soon. The block work is done in the 3 new offices and mezzanine. The masons are to do the wall for gear lockers next. Empire will be taking down the wall in between the men's and ladies' bathrooms. In 2 weeks the interior framing and drywall will be started, and steel beams will be set. The site work and water line will be started by Thomann on Monday. There is a new storm sewer design. Macken will have to do more maintenance each year when cleaning out drains and lines. Most of the demolition is complete. There have been a lot of change orders that were approved to make sure the project wasn't held up. The major change order is the black top that is getting beat up. Thomann gave an estimate for new black top from the hall to Main Street, with and without new base material. Without new base, the estimate was \$32,000-\$33,000. With a new base, the estimate would increase by \$16,000. Other change orders include: \$5,000 for the changing room, FRP walls in the truck room, and stone façade work. As of June 5th, the change orders (including the black top that wasn't approved yet) totaled \$55,000 over budget. Without the black top change order, the total is only \$8,000 over budget. The contingency is not figured in. The black top will have to be done because it will not match the side of the driveway that is already in place. If approved, there will be minimal purchases for the next few months.

MOTION by Metzger, second by Garlapo, to approve the black top change order, and to fund the project using \$10,000 from the Training and Travel line, and \$10,000 from the Fire Equipment capital line, carried.

COMMISSIONER WORK–

- 1) The Commissioner plaque was updated. Jerry Roy's plaque was changed to 2016.
- 2) The iPad project is complete minus purchasing hardware for mounting.
- 3) Christian Rider-Work took a hybrid Firefighter class. It was \$50 for books that Chief Schlabach paid; he will need to be reimbursed. Christian also took the ITFS class for \$40.
- 4) EMS Captain Ruth Rider-Work is taking the American Heart Association trainer class. She will be certified to teach classes in-house. The training costs \$280 and is June 19th and 26th. Some in-house equipment may be needed.

OLD BUSINESS–

- 1) The capital expenditure discussion with the Chief will be rescheduled to a Work Session or separate time. The financing of a rescue truck is on hold.
- 2) The Town was served in the Joe Weiss Lawsuit, so the District may be getting served soon.

NEW BUSINESS

- 1) 2016 is the end of the current annual audit contract. One will need to be sent out for 2017. Treasurer Lash will need to send the RFP to various companies. One of the companies from previous years has never done a Fire District audit, so we should not send to that company.

MOTION by Garlapo, second by Schlabach, to send an RFP to Amato, Fox & Co., Freed Maxick, Lumsden & McCormick, and Gaines, Kriner and Elliot and an alternate proposal for another 4 years, carried. To approve in August, the RFPs will need to be back in July.

NEW BUSINESS (cont.)-

2) The Chief requested to recreate or edit the Chief training requirements. The District is able to waive requirements for Chiefs, if need be. Commissioner Garlapo will look through his notes, and a discussion is scheduled for next month's meeting.

MOTION by Schlabach, second by Garlapo, to approve the Clarence Chamber of Commerce parking lot request to use the Bike Path parking lot on August 7th from 3-9pm for the Taste of Clarence and Cruise Night, carried.

MOTION by Metzger, second by Schlabach, to reduce the scope of work for the janitor's position to 12-15 hours per month, at a monthly gross salary of \$225, effective July 1st, carried.

MOTION by Work, second by Garlapo, to expend up to \$300 for the EMS Captain to take the Basic Life Support Instructor course, which will provide her with the American Heart Association certification to provide the CPR and First Aid training in-house. Said training is being held on June 19th and 26th in Getzville. The certification is valid for two calendar years, carried.

GOOD OF THE FIRE DISTRICT –

Commissioner Metzger will attend the Board of Directors meeting on June 19th.

District elections will have many positions available this year. The regular position, held by Commissioner Schlabach, will be up for election. The position formerly held by Jerry Roy is also up for election. Commissioner Garlapo announced that he will no longer be a resident of the District after October, so his position will be up for election as well.

MOTION by Work, second by Schlabach, to cancel the June 26th Work Session, carried.

The next Regular District meeting is July 10th at 6:30 pm.

MOTION by Work, second by Schlabach, to adjourn the meeting at 20:50 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website