

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, June 13, 2016** at 18:30 hours.

ROLL CALL:

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

Absent: AJ Shisler (Board of Directors representative)

Guests: Chief Jeff Schlabach

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Garlapo, second by Work, to approve the May 9, 2016 regular meeting minutes, with 3 items being moved from Commissioner Garlapo's report to Commissioner Schlabach's report, carried.

BOARD OF DIRECTORS' REPORT – AJ Shisler was not present.

SECRETARY'S REPORT

- 1) The April and May 2016 NFIRS data was sent and submitted. There was a confirmation sent from Ayla O'Donnell at NFIRS.
- 2) Secretary Kiener finished going through all of the firefighters' personnel files to make sure that everyone has up-to-date beneficiary forms, and has all of them on file. Twenty-nine firefighters were missing at least one of the three forms. She gave each firefighter the forms they were missing in their mailboxes with a letter explaining which forms were missing. As of 06/13/16, she had received six forms back. There should be an announcement at the Company meeting to make sure each person updates their forms in case any information on them has changed since they were first filed.
- 3) The previous bid bonds for the building project were mailed back to the contractors.
- 4) Commissioner Garlapo asked about the Physical exam letter that was to go to Bridget Reitz, and how it was not on correspondence. Bridget had contacted the office because she did not receive the letter yet. Secretary Kiener said that it was mailed out, but was accidentally left off of the correspondence list.

TREASURER'S REPORT

- 1) Charlie Ferguson received the check for his claim of a damaged cell phone.
- 2) The 2015 Audit report is completed and was sent by the auditor to the state and the town clerk.
- 3) The 2015 LOSAP report was received from Penflex and filed. The 2017 budgeted contribution is \$90,000, up \$4,000 from 2016. The assumed rate of return was lowered from 6% to 5.5%. The anticipated annual contribution levels are expected to reach \$119,000 by 2020. In one year, the funded ratio has dropped from 92% to 76% as of 1/1/16. Penflex has amortized the 2015 loss over 15 years to even out the fluctuations required for annual contributions.
- 4) Eric Olson has completed the filing backlog project. He mentioned there are only 4 pieces of correspondence in total for the entire year of 2011. The only unfinished component of the project is the multiple copies of policies. Commissioner Garlapo will be determining if all final drafts are posted on the website.
- 5) Secretary Kiener has been doing good work and has reviewed the monthly responsibilities. The yearly responsibilities will be reviewed as they come along. The summer months are slower in the office so the goal is to go through files for purpose and location, retention, and maybe purging old files.
- 6) The state auditor is still onsite. He found a mistake in a bill from ElizaCo. The District overpaid \$80 on helmets because the pricing was not that of the state-bid pricing. ElizaCo. is auditing all clients now and has notified the state of the issue. The District did not pay enough for turnout gear pants, and ElizaCo. waived the pricing issue so the District would not have to pay again. The auditor also suggested looking at the daily State bid gas prices to make sure they match what is charged to the District by the gas company. There is concern that this will take more time and effort and be more costly as compared to the small cost savings that might realized.

TREASURER'S REPORT (continued)

- 7) Mark Butler's \$3,500 retainer was exhausted. There was a \$75 change for extra hours. Military leave might need to be discussed again with Butler due to prior misunderstandings about Service Award credits.

MOTION by Schlabach, second by Roy, to pay all bills presented for the total amount of \$37,834.14 (checks #3357 - 3397), carried.

Commissioner Garlapo reviewed all May bank and financial statements and all was in order.

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

CHIEF'S REPORT

- 1) 40 total calls for March including: 27 EMS, 0 fires, 0 mutual aid fires, 0 motor vehicle accident, 10 false alarms and 3 other calls.
- 2) Wednesday (6/15) to Sunday (6/19) the Chief and Michael Dennies will be in Baltimore. Mark Zuchlewski will have the chief vehicle.
- 3) The Firehouse Expo will be \$450 per night. There are 2 rooms with 3 beds in each, so potentially 6 people will be able to go. The room situation has changed because many of the rooms were already booked. Next year, booking rooms for the expo will have to take place much earlier, possibly in January or February.
- 4) The Chief and Mark Zuchlewski attended a Special Event Planning seminar at Genesee Community College. There were concerns about the plan to cover the Taste of Clarence and the Day in the Park. The seminar was not what was expected.
- 5) There will be a search and rescue drill with Niagara Frontier Search and Rescue Squad on Saturday June 25th. It will be from 8am until 2pm and will count for 2 drill credits.
- 6) The chief requested a motion for \$300 for the purchasing of food for the June 25th drill.
- 7) The EMS/CPR/AED Course through Action CPR will be evaluated. This is due to the fact that it is more expensive to take the course through Action rather than a different company. Travis Griner took his class for \$25 in Niagara County and the District last paid \$80 for the class through Action CPR. The Chief has talked to Scott and there will be 2 more in house EMS/CPR/AED classes. It may be cheaper because the Fire Police will only take the 3 hour hands only CPR class. The rest of the company will be taking the 6 hours course that is \$55. The course will need to be done by each firefighter every 2 years if they are active. There was a question as to whether or not EMT recertification was free or not because there was a bill for Scott Tyx's recertification. Twin City will do an EMT recertification for the District for free. Most other companies in the area do the recertification this way. It is a cost savings.
- 8) There will be a Hose test on Wednesday June 15th. Trucks will be in and out of service.
- 9) The Chief will talk to the Buffalo Hazmat chief in Baltimore regarding paying for meter calibration. There are calibration units and gas in house. There may need to be a Shared Services Agreement.
- 10) An engine will need to go to Clarence Center on Saturday June 18th for a live fire drill. (To be approved in new business)
- 11) In regards to everyone needing an EVOC course, the Chef decided that everyone should have first aid this year and to worry about the EVOC course net year. Due to the new rules and regulations going into effect, the drivers that take the EVOC course this year will time out and have to retake sooner.
- 12) The way bailouts are done will need to be changed. The new procedure is planning to be finalized in July. There will be a wall breach, air test and one bailout. Each person will only do one bailout. If they have completed one satisfactory one in the past, then the requirement will be waived. It will be set up like an obstacle course, and be more realistic. The bailout will take place once a year. There seems to be more interest if the tasks were changed. The Chief still has to talk to FASNY about the new procedure. He may also have to call Mark Butler for help to make sure the District is covered.
- 13) Red Alert may be updated by the fall. There still needs to be a meeting with them. However, there may not be enough in the budget to upgrade everything this year. There is a \$3,000 software upgrade paid for each year for Red Alert but no downloads for the system upgrades have been made for several years.
- 14) The Department of Environmental Conservation grant was submitted. It is a \$1,500 reimbursement grant.
- 15) The Erie County Alerting project (IAM Responding) is set up and they are in the process of finalizing the switch over. The Chief wants to make sure that every firefighter is getting the alerts from the new system before the old one is shut off. Amherst Control is sending pages through both systems. The old one will be shut down when the Chief come back from Baltimore. As of July 1st, Erie County will officially shut down the old system. Only 5 people have talked to the Chief about not getting both pages. Some life members requested to get pagers again. There are more features to the new system. Pagers will be done away with unless the person wants to pay the \$10 monthly fee to keep it active. There

CHIEF'S REPORT (continued)

will need to be 2 TVs purchased so that the new system will map out the route and show who is responding. It will also need two basic desktops at the sign in desk so that the firefighters can sign in and get credit. The Chief has quotes for the TVs. The Chief also requested there be tablets put into the Chiefs' trucks. The Chief originally request 5 tablets with a data plan for each from Verizon. It would be \$100- \$500 per tablet, with 2 GB of data for each, totaling \$120 per month for data charges. They do not want to overbuy so they decided to start with one tablet for the Chief. There are brackets needed to hard mount into the trucks. The mounts cost \$50. There are already brackets and ports set up in the trucks. There will just need to be a swivel arm to hold the tablet and have the ability to unclip it. The tablets will have mapping, ERG and IAM Responding on them. It will cost \$6,000- \$7,000 altogether but some of the cost could be saved if Hillery and Paul help. Commissioner Work suggested that they start with one tablet for the Chief's truck, and work out the bugs first. That way, the Chief will be able to set it up and get it right.

- 16) The AFG grant needs to be in by the summer because it is an election year. There was a questions as to whether the quote for the new turnout gear should be in now per the Clarence Fire District Purchase Policy. The ballpark figure is about \$2,000 to \$4,000 per uniform. Should the District spend the money or say "no" to the NFPA? The 10 year gear is not good with the budget. It took the Hazmat gear about 18 months to arrive, but the turnout gear would be customized.
- 17) There was a request from Darien to borrow air bottles. They have the money for the bottles set aside, but do not want to spend it because they are going to be receiving a grant.
- 18) The EMS certification for the ambulance needs to be signed and notarized by June 30th. There was question if there is a \$50 fee to file as there has not been a fee to file in the past.
- 19) The Chief request to purchase the demo model Pelican Spotlight from DiVal. It is a portable LED spotlight for Engine 2. There is a small crack in the housing, but it still waterproof and fully functional. The price has been reduced considerably because of this.
- 20) The Chief would like to order new Class B uniforms for 9 Fire Police and 9 firefighters. The Fire Police want light blue shirts. It is about \$50 per shirt. For 20 shirts, so there will be a few extra, it will be \$1,000.
- 21) 4 new EMS jumpsuits are needed. It is \$200 per suit. Commissioner Roy would need to make out a purchase order for it.
- 22) The new Hazmat trailer will be in soon. The Chief asked if anyone would like the proofs of the decals that will be placed on it. In July the lights and decals will be put on the trailer.
- 23) All of last month's orders are in.
- 24) The Chief commended Paul Meyer Jr., saying that the work he did on Engine 2 was good, and he was flexible.

COMMISSIONER ROY –

- 1) Running boards were purchased and installed on Light Rescue #7.
- 2) 4 new batteries were installed on Engine #2, and the PM's were also done.
- 3) The District will be getting a bill for the alternator and batteries on Engine #1 that had to be done as an emergency expenditure.
- 4) The quote from Steven's Collision was \$2,033. The quote was for repair work to Engine 2 which included new paint to the rusted area, refinishing and labor. Of the \$2,033, \$1,520 was for labor because it would take 9 hours, to be sure the paint would match and the repair would be done correctly.
- 5) The running boards for Engine 2 were ordered on Commissioner Roy's District credit card, and were already installed by Paul. There were 4 new batteries put into the truck as well.
- 6) There were 5 batteries and an alternator replaced on Engine 1.
- 7) There are pages on each truck whenever they are out or service (or leave the District) and when they are back in service (or return to the District).

COMMISSIONER GARLAPO –

- 1) All of the firefighters have completed their annual exam. Chris Nowak is the only exception and is still inactive.
- 2) Article V and VII are on the website. The old Rules and Regulations have since been taken down.
- 3) Commissioner Roy questioned why an exception was made to the policy about physicals. There were emails exchanged on the matter and there was a miscommunication. OCCUSTAR had made a mistake, and it was not the fault of the firefighter in question. Commissioner Roy wanted to make sure that exceptions are not going to be based on the firefighter's position in the Company, and that the proper procedure for physicals is followed no matter who the firefighter is.

COMMISSIONER METZGER –

- 1) The Hold Harmless Agreement for June 25th was signed and given to Mark Zuchlewski. The agreement must come back to the District.
- 2) The Fire Police requested McNeil and Company online training. It is essentially PowerPoint presentations that are to be watched.
- 3) The Fire Company should be updated on the new Rules and Regulations. There was no Board of Directors representative present, so there is a need for a liaison. The officers should help to disperse the new rules. They are the ones being directly affected and they had good feedback.

COMMISSIONER SCHLABACH–

- 1) The Erie County Fire District Officers meeting is Wednesday at Union.
- 2) The Clarence Hollow Association requested to use the rear parking lot for the Day in the Park on July 2nd -4th.
- 3) The Clarence Chamber of Commerce requested to use the rear parking lot for the Taste of Clarence Cruise Night in August 1st.
- 4) Jack Leo of Newman Center called and requested to use the pavilion every Sunday in July and August from 9:30 am until 11:30 am for mass. They would leave a 50 foot by 25 foot tent up for anyone to use. This would not be okay, however, because the Building Project may be starting soon.
- 5) There was a building repair bill totaling \$1,170 for the variable frequency drive for the air conditioning for the offices.
- 6) 10355 and 10365 Main Street properties need to be combined for storm water pollution prevention. Secretary Kiener sent the request to combine the parcels on Tuesday June 14th.
- 7) Commissioner Schlabach sent a letter of request to Senator Ranzenhofer's office for monetary assistance for the Building Project totaling over \$300,000. The letter was created by Commissioner Schlabach, Vic Miller, and Treasurer Lash. They hope to have a response from the Senator sometime next week. Vic Miller called, and the Senator will be back in the office next week. Senator Ranzenhofer wants to help the District, but did not commit to any specific amount of assistance. The list of omitted parts from the Building Project were sent along with the letter and the list totaled \$372,000. If the assistance from Senator Ranzenhofer is not enough to fund the project, then the District could possibly talk to Chris Collins or Jane Corwin for more assistance.

COMMISSIONER WORK– No report.**OLD BUSINESS–**

- 1) The Chief vehicle use policy will be discussed at the next meeting.

NEW BUSINESS

MOTION by Metzger, second by Garlapo, to fund over budget line item transfers as suggested in the monthly report by the Treasurer, carried.

- 1) The inspection dinner cost reimbursement policy will be discussed at the next meeting.
- 2) The Youth Program Policy draft will be discussed at the next meeting.

MOTION by Roy, second by Work, to approve the \$90.91 increase for the cost on the new 9-4 vehicle from 10-75 Lighting, carried.

- 3) Gary Siminski requested military leave in 2013, but there was no motion granted in the minutes. Mark Butler said that a District can give up to 4 years of LOSAP credit no matter what, but only a maximum of the 4 years can be granted. According to Mark, the firefighter does not need a "good" year the year they return to the District. Gary's case is being treated differently than Charlie Ferguson's case. Gary was given credit for 2014 and 2015 but Charlie did not receive any credit. Charlie did not receive any credit because Joe, the previous attorney, stated that he voluntarily enlisted for 5 years, but Penflex did not agree. Does the District treat Gary the same way it treated Charlie? It was stated that LOSAP can't be adjusted afterwards, but Penflex should be questions about the matter. Should the District require documentation when granting military leave? Should enlistment and discharge papers be requested? There is no military leave policy for the District. Gary Siminski left January 1, 2014 and was just discharged. The District needs to retroactively grant 2014-2015 military leave due to the lack of a motion in prior minutes. Penflex will prorate the 2016 months. A conference call with Mark Butler will be scheduled.

NEW BUSINESS (continued)-

MOTION by Roy, second by Schlabach, to grant Gary Siminski military leave as of January 1, 2014, carried.

- 4) The Sandbag 555 Fitness event is not a VFBL covered event. It is a fundraiser. The firefighters will be walking in District turnout gear with sandbags on their backs. They should have to sign a simple waiver acknowledging that it is not covered.
- 5) The Chief did not feel comfortable lending air bottles to Darien. They needed 6-10 bottles. The Chief is worried about the functionality of the bottles. The District cannot control who fills the bottles when they aren't in the District's possession.

MOTION by Work second by Schlabach, to not approve the request for 6-10 air bottles from Darien Fire Company, carried.

MOTION by Roy, second by Metzger, to approve a \$300 request from the Chief for food for the June 25th drill, carried.

MOTION by Roy, second by Schlabach, to approve the \$500 purchase order for the Pelican Portable Spotlight from DiVal, carried.

MOTION by Roy, second by Work, to approve an engine to go out of the district for Clarence Center's drill at Clarence Tower, carried.

MOTION by Roy, second by Schlabach, to approve the request that an engine go out of the district to Clarence Center Volunteer Fire Company for a truck dedication on Saturday June 18th, from 10am until 12pm, carried.

MOTION by Roy, second by Work, to approve the purchase of up to 20 Class B shirts, carried.

MOTION by Schlabach, second by Roy, to approve the request from the Clarence Hollow Association to use the rear parking lot July 2nd -4th, carried.

MOTION by Schlabach, second by Work, to approve the request from the Clarence Chamber of Commerce to use the rear parking lot August 1st, carried.

MOTION by Schlabach, second by Work, to approve the \$800 fee for the Storm Water Pollution Prevention Plan Review Application, carried.

- 6) There is a notice from the Department of Environmental Conservation (SPDES permit) to go along with the Storm Water Pollution Prevention Plan Review Application.

MOTION by Garlapo, second by Metzger, to add Daniel Decker, pending finishing his physical and background checks, to active firefighter status, carried.

- 7) Justin Allie was not approved by the Fire Company.

MOTION by Roy, second by Metzger, to spend up to \$2,100 on the paint repair for Engine 2, pending more estimates, carried.

- 8) More quotes for truck repair are requested. Currently, the only quotes obtained is from Steven's. Quotes could possibly be obtained from Dadswell's, S and S, and Countryside.

GOOD OF THE FIRE DISTRICT –

- 1) There will be a drill in July with another company next door (10365 Main Street).
- 2) The grass next door (10365 Main Street) needs to be cut. The grass should at least be cut in the front so that it looks better.

GOOD OF THE FIRE DISTRICT (continued) –

Commissioner Metzger is scheduled to attend the June 20, 2016 Board of Directors' meeting.

The next District Work Session meeting is will be held for June 27, 2016 at 6:30 pm.

The next regular meeting of the Board of Fire Commissioners will be held July 11, 2016 at 6:30 PM.

MOTION by Work to cancel the June 27th Work Session meeting, not seconded by anyone.

MOTION by Metzger, second by Roy, 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