

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 Vice-Chairman Metzger on **Monday, July 10, 2017** at 18:38 hours.

ROLL CALL:

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

Absent:

Guests: First Assistant Chief Chad Hawes, Brian Powers, Matt Meister

ANNUAL AUDIT RFP READING

The annual auditing service RFPs were read aloud by Secretary Kiener and quotes were as follows:

Amato, Fox & Co.					
	2017	2018	2019	2020	2021
1 Year:	\$4,600				
3 Year:	\$4,500	\$4,550	\$4,600		
5 Year:	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
Lumsden McCormick					
	2017	2018	2019	2020	2021
1 Year:	\$6,000				
5 Year:	\$6,000	\$6,100	\$6,200	\$6,300	\$6,400

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Work, to approve the June 12th Regular Meeting minutes, carried.

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

SECRETARY'S REPORT

- 1) A.E. Mahoney, an insurance company, requested the fire report for a house fire in Rock Oak. The report was only 1 page (front and back). They stated that they would pay for the bill to send. Would the Board want to make a policy regarding the fees for fire reports?
- 2) There are issues filling out call sheets. Many sheets are missing incident numbers, times, and aren't being closed out. The incident types, location type, and descriptions are not filled out as well. Multiple calls to Amherst Fire Control have been made to fill out the sheets, and they seem to be getting annoyed with the amount of calls and missing information. Assistant Chief Hawes told Secretary Kiener to speak with Chief Schlabach regarding who is most often the culprit, and to let him know the issues going on with the sheets. Truck checkout sheets have also not been filled out regularly. Sheets are needed in case anything happens to show a member was in the building. Checkouts for the Search and Rescue vehicles have been filled out every couple weeks. No other truck has had a check out sheet filled out since fall 2016.
- 3) Are there any more OSHA classes that need to be posted to update the sheet in the foyer?
- 4) Jerry Roy and Scott Tyx have both been removed from active duty, and their folders were placed in the inactive drawer.
- 5) Secretary Kiener will be out of town July 30th- August 5th, so Treasurer Lash will be getting the mail for that week.
- 6) The insurance certificate was received for the event Michael Dudas is having in the pavilion. Commissioner Work's certificate has not been received yet.
- 7) Secretary Kiener notified that Board that the District will not be receiving the grant from the DEC.

TREASURER'S REPORT

- 1) We received the June Chief vehicle report for 950 miles and 87 gallons for 11 mpg (month) and 11.6 mpg (YTD). Vehicle mileage is 42,700.
- 2) Treasurer Lash attended a "Paperless Office" webinar. They suggest the District develop a records management policy, long and short terms plans to manage the paper. For example, a central filing area for digital documents instead of printing the paper. The electronic copy can be the "official" copy and then all paper copies can be purged. All new documents (such as correspondence) can be scanned and shred the paper so there is only one copy. We are required to get permission from the State before using a Cloud provider. She received a link for the webinar recording which will be provided to Secretary Kiener.
- 3) The Foreign Fire Tax 2% money received on behalf of the Fire Company for 2017 is \$21,718.06.
- 4) Treasurer Lash has prepared the first draft of the 2018 budget. 2019 is last budget year for the tax freeze. She requested the Board provide prioritization on future spending so the long-term plan may be updated.
- 5) The 2016 Audit was filed late. The auditors researched the Weiss suit and asked for figures in regard to the Building Expansion project the last week in June.
- 6) Almost 10 hours of Mark Butler's prepaid time was used in June. Auditor requests used 6.2 hours, Bond counsel used 3.1 hours and .5 hour was used to review Weiss claim documentation.
- 7) \$2.3 million has been paid out since the start of construction. The BAN proceeds have been received. DASNY responded to a status request noting "they are conducting their final audit before forwarding to the State for approval". Still running very close to budget on the project.

MOTION by Work, second by Metzger, to approve bills, check #3843-3890, in the amount of \$300,634.52, 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- Chief Schlabach did not attend the meeting. The report he emailed is attached.

- 1) If the Red Alert project comes out of the equipment reserve, the Board will need a referendum in order to get the money out of the reserve. The Board will wait to hear about the status of the grant to see options for long term spending and planning before more purchases are made. If the District receives the grant, we will still need to pay \$7,500 for the rest of the equipment on the list.

COMMISSIONER GARLAPO – No report.

COMMISSIONER METZGER –

- 1) The long term planning meeting with the Chief last week went well. The District is waiting to hear back about the grant to finalize everything. A motion will most likely be made at the next meeting for the Red Alert project using money from the Equipment Reserve.
- 2) Mark Heim agreed to still be the janitor. He will sign the new document and return it.
- 3) The brakes on #7 will need to be done.
- 4) Windows in the trucks need to be closed due to the dust from the Building Project.

COMMISSIONER SCHLABACH –

- 1) The next meeting for ECFDOA will be on 7/21 in Aurora/ Colden. Erie County Preparedness equipment is available for towns for big events. Would it be useful for parades and off roadway events? There is a homeland security drill at UB South on 7/19. The meeting next meeting will be 9/20 at Bellview. The District will host the meeting on 1/18/18.
- 2) The HVAC unit for the offices was having issues again. It will cost \$1,500 for new equipment. The unit was put in in 2001 and usually has a 15-20 year life span.
- 3) \$18,000 was received from the insurance company for the front sign. A masonry/ block sign with LED lights will be around \$40,000-50,000. Should the District hold off on the LED for now? The insurance company is withholding \$2,500 until the sign is finished. Does the District still receive the \$2,500 if it is held off for a year?
- 4) The snowplowing area will increase by 33-50% this year. The contract will need changes to it, and more will have to be budgeted for it.
- 5) The District will be switching from Verizon to Spectrum. Verizon will still be used for the fire alarm phone, everything else will be switched. Estimates are still being worked on.

COMMISSIONER SCHLABACH (cont.)-

- 6) Several vendors have been contacted for the materials and logo design. Not all pricing is in yet. There is a \$2,500 credit coming from the dry-vit.
- 7) The front concrete pad was demoed. It will be crushed stone until it is paved. There is a footer that is in front of the bays. The area at the columns will be filled in with block and stone to match the new section.
- 8) The truck room floor will be poured on Thursday or Friday. Davis Fetch will be doing drywall next week. Blown in insulation will be put in over the existing truck bays. Nail holes will be filled in with silicone to make it waterproof.
- 9) The front lights had to be taken apart to lower the canopy. They were taken to Excel Industries to rethread, and lower the canopies. The boxes will be moved from the foyer very soon.
- 10) The siren will be mounted soon. There is a hole in the pole for the wire to the junction box.
- 11) Snow beams will be put in the copy room and Chiefs office in the next few weeks. Stuff in the offices will need to be moved.
- 12) The mezzanine floor was poured last week.
- 13) There is no boot on the vent in the last truck bay right now, but it will be looked into.

COMMISSIONER WORK-

- 1) Commissioner Work spoke with Alpine Software/ Red Alert and the estimate is around \$20,000. Commissioner Work also met with Chief Schlabach and Commissioner Schlabach to decide and plan where computers will be placed for basic needs and the estimate for them. More locations can be added later.
- 2) Commissioner Work is looking into getting 2 new copiers. The District would be getting a copier that is able to print and copy in color. The company's copier would be black and white only.
- 3) EMS Captain Rider-Work is now a certified AHA instructor. The only thing that is needed, are dummies. The District can borrow some from LVAC for now.
- 4) Fire Safety Day at the Clarence Farmers Market is Saturday 7/15, and Engine #2 will be going.
- 5) A few trucks will need to be taken to Christian Rider-Work's Firefighter 1 classes in the next 2 weeks.

OLD BUSINESS-

- 1) The District was served in the Weiss lawsuit. The insurance company received it.
- 2) Commissioner Garlapo went through his notes on Article V of the Rules and Regulations, and confirmed that the correct version is on the website. The Board can waive requirements. Will officers be cut back to just #9, #9-1, and #9-2 in 2018? The Fire Company will need to know about the ability to waive. Will requirements be waived after the Fire Company meeting? Who is on the eligible list? Is there a conversion for classes? Many chiefs haven't taken Firefighter 2, but classes they have taken might be able to cover it. Will the District only waive requirements this year? There needs to be uniformity in the requirements waived.

NEW BUSINESS

- 1) An LED light package was put together for hand lights. 5 portable lights, a 5 gang charger, and 4 hand lanterns cost \$1,315.50 from Dival and \$1326 from ElizaCo.

MOTION by Metzger, second by Work, to purchase hand lights as quoted from Dival for \$1,315.50, carried.

- 2) Engine 2 will be taken on Wednesday, Engine 1 will be taken Thursday, and Ladder 6 will be taken on Friday for headlight work. The headlights are heated because LED lights don't give off heat, so they add a heat strip.
- 3) Brian Powers asked if he should resend his letter to full the Commissioner vacancy. The Board advised him to wait for the election to be put on the ballot, as the Board will not be appointing anyone to fill the vacancies.

MOTION by Work, second by Metzger, to purchase 4 rugged cases and 4 mounting brackets for the iPads in Rescue 5 and the 3 Chiefs vehicles for \$1,803 from iPort Enterprise Solutions, to come from the Chiefs budget, carried.

MOTION by Metzger, second by Schlabach, to take equipment out of the District on Wednesday 7/12, Friday 7/14, and Monday 7/17, with pages sent out, carried.

GOOD OF THE FIRE DISTRICT –

MOTION by Work, second by Schlabach, to cancel the July 24th Work Session, carried.

The next Regular District meeting is August 14th at 6:30 pm.

MOTION by Work, second by Schlabach, to adjourn the meeting at 20:08 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website

Chief's Emailed Report:

1. Hazmat Conference receipts and vouchers have been submitted. There are no open items and there should be no additional charges pending.
2. Our only purchase request will be for the mounting hardware, tablet case, and charging hardware for the iPad project that we started 2 months ago. I have given all paperwork to Commissioner Work and Chad was in charge of doing the research on this project, so I presume that there will be no unanswered items with that request, if you have any.
3. Based on discussion at work session last week, I am tasking the following individuals to start researching the projects listed based on our discussions.
 - a. Commissioner Work has completed the refreshing of the Red Alert and computer hardware quotes from 2016. It is my hope that we can act on that either tomorrow night or August at the very latest as it has nothing to do with waiting on the grant.
 - b. Chad – researching gear washer, gear dryer, and turnout gear. It is our intention to buy at least 5 complete sets of gear and both the washer and dryer even if we do not get the AFG Grant.
 - c. Brett, Mike Dennies, Brian – will start researching fitness equipment. We also intend to make this purchase request even if we do not get the AFG Grant.
 - d. I will start researching drone requirements and setup a vendor demonstration for the Officers and Commissioners in the coming few months as was discussed.
 - e. I found our meeting to be productive, however, I could certainly tell that there is still apprehension on making any decisions until we hear about the AFG Grant. Please let me know if I can answer any questions on ANY of the topics or items that we discussed.
4. I received notification of the 2017 AFG Grant Workshop being held at Clarence Center on 7/31. I don't have any specific requests slated for this round of grants as I know that if our current request is denied, submitting the same request again doesn't help our chances at all. Perhaps there is something building project related that is being cut out of the project that the BOFC want to pursue for the 2017 grant?
5. I am still waiting to hear from NYS DEC on the \$5000 grant that I submitted in May 2017.
6. Need blanket approval to take equipment to Christian FF1 class at ECTOC on multiple occasions over the next 3 weeks.
7. The oil change and inspection is now complete on 7, 8, and 7-1. Project was started in March and just now completed. Thank you to Commissioner Schlabach for taking them back and forth to Tucciarone's to finish.
8. Concerning Officer Requirements for 2018. Due to my not being present, please let me know if there are any questions on this and how we are going to resolve any issues with all of the changes coming up this year.