

# 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, July 11, 2016** at 18:30 hours.

## ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, First Assistant Chief Ken Beil, Bob Stanley, Jr., Attorney Mark Butler, Dave Sanford

## APPROVAL OF PRIOR MEETING MINUTES

**MOTION** by Garlapo, second by Work, to approve the June 13, 2016 regular meeting minutes, with corrections on page 4, new business –Joe, the previous attorney- and on page 5, motion to grant Gary Siminksi's military leave –as of January 1, 2014-, carried.

## BOARD OF DIRECTORS' REPORT –

Bob Stanley, Jr. represented the Board of Directors. Stanley had a question for Commissioner Garlapo regarding physical exam information from OCCUSTAR for a firefighter. Commissioner Garlapo needed to know the specifics due to the many different circumstances regarding each firefighter's physical. However, there was clarification on how physicals have to be approved by the district before a firefighter can return to active duty, and some cases are given a one to two-month grace period after the physical exam in case of need of a follow up.

## BUILDING PROJECT UPDATE

Low bidders will be approved later in the meeting. The district is going to be receiving \$300,000 from Senator Mike Ranzenhofer. Mark Butler was consulted about starting the building project now, or wait until the funds from Senator Ranzenhofer arrive. Mark advised that he has never heard of a case where the funds did not arrive, and that the district would not need those funds until much later in the project. There is a 6-8 week bond waiting time, however. Commissioner Schlabach has already filled out the application for the monies from Ranzenhofer. Ranzenhofer's Chief of Staff said that the application is a formality and the district will be receiving the funds, and even though DASNY will be involved, it may not take months until the district receives the funding. Commissioner Metzger stated with the \$400,000 reserved for the building project next year, the \$300,000 funding from Ranzenhofer is needed. Without the funding, the district cannot build. Commissioner Schlabach and Vic Miller met with Jane Corwin's chief of staff as well. The assembly is not in session until January, so the money cannot be planned on until after that. Attorney Mark Butler stated that until the funds are in hand, the district is taking a risk. Some cases with DASNY can take up to 6 months. All of Butler's clients have moved forward on their projects though. Because the application from Ranzenhofer said that it was only a formality, DASNY may only be a formality and may not take very long to complete the process.

Mark Butler was also questioned about military leave. Treasurer Lash asked if a policy for returning to duty and having one "good" LOSAP year after returning was alright. Butler stated that it is the district's judgment and one good year is not an unreasonable expectation. A "qualifying year" may also be used.

Bailout requirements were also talked about with Butler. He stated that the district is ahead of the curve for this policy. The fact that it is acknowledging the bailout requirement changes is a step in the right direction. The district should have a policy, at the very least, in the minutes.

## SECRETARY'S REPORT

- 1) The June 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. Thirty-three firefighters were missing at least one of the three

**SECRETARY'S REPORT (continued)**

forms. As of 07/11/16, she had received thirteen forms back. There should be an announcement at the Company or Board of Directors meeting to make sure each person updates their forms in case any information on them has changed since they were first filed. Bob Stanley, Jr. stated that he will bring the matter up at the next Board of Directors meeting.

- 3) New member Daniel Decker was given his key fob, firefighter number and has filled out all of his beneficiary forms.
- 4) Secretary Kiener began going through personnel files to organize them. There are already dividers for "Continuing Education" and "Service Award Program." The new divider is "Beneficiary forms" and all forms behind it.
- 5) Treasurer Lash and Secretary Kiener will begin going through the filing cabinets and papers, trying to organize them and get rid of items that are not necessary anymore. Their hopes are to have the cabinets organized before the building project makes organizing and moving difficult. This will also allow Secretary Kiener to be more familiar with the placement of important documents.
- 6) Secretary Kiener spoke with Jason from LifePak earlier this month. He needed serial numbers from the AED units. Chief Schlabach had given the task to EMS Captain Scott Tyx. Tyx will be following up with Jason soon.

**TREASURER'S REPORT**

- 1) Baltimore was \$1,777 per person versus Indianapolis, which was \$2,000 per person.
- 2) Eric Olson finished filing papers and his key fob was changed back to membership status.
- 3) There is a Board check to approve \$20,738.67 for Fire Company tax.
- 4) The state legislature passed an amendment that revokes the pension of any public official that is convicted of a felony.
- 5) Treasurer Lash is to take a free state webinar about shared services next week.
- 6) The New York State auditor is still here. He still needs to do a closing meeting. This consists of an informal synopsis and discussion with the district, a formal state report with a Board response within 30 days, and if any corrective action is needed, the district has 90 days to do so.
- 7) In the bills there was the first draw of building fees for the redraw of plans from Stieglitz Snyder.
- 8) There should be a military leave policy and/or corrective action so that each firefighter is dealt with in the same way.
- 9) There was a financial analysis of the building project done.

**MOTION** to approve bills, check #3398- 3436, in the amount of \$52,944.52, carried.

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

Commissioner Roy reviewed the Chief vehicle report and found everything to be in order.

**CHIEF'S REPORT**

- 1) 50 total calls for March including: 28 EMS, 5 fires, 1 mutual aid fires, 0 motor vehicle accident, 2 false alarms, 1 hazardous condition and 13 other calls.
- 2) The chief reported that the Hazmat convention went well. He requested that it be kept in the budget for next year. He also applied for a grant that is opening in September to send 5 people next year for free. The district will be working with Buffalo Fire Hazmat and a MOU response with Brighton. The chief may take the shared services webinar.
- 3) Three people signed up for Firehouse Expo (Chief Schlabach, Brian Powers and Travis Griner). The chief questioned if the Commissioners would have any problem with Travis going because he is still on probation. The chief believes that he seems promising and could get information out of it. It is more expensive in Nashville. The hotels within walking distance are no less than \$250 per night. Airfare needs to be booked before the next meeting. The chief estimated that it will cost about \$2,500 per person this year.
- 4) Chief Schlabach suggested that the Chiefs' office could help with a work call to clean out the pull barn before the building project get underway. The items in the barn mainly belong to the Commissioners.
- 5) A firefighter's wife contacted the chief about having a ladies support group. It would not be a Ladies auxiliary. They would not be looking for money, and would be covered under the Fire Company's insurance. They would not come onto the property and there would be scene control (Fire police take goods they drop off to scene).
- 6) Some lengths of hose failed the hose testing so there are less hoses on the trucks. The chief wants to push the budget next year for hoses and turnout gear.
- 7) Second assistant chief Chad Hawes did inventory of turnout gear in May. There are only 1 or 2 extra sets left. There is an AFG grant that opens in September for turnout gear. To get the funding out of the equipment reserve, there is a 30-

**CHIEF'S REPORT (continued)**

day permissive referendum. Firefighters need 10 year NFPA compliant gear for Firefighter 1, which may start to be a problem. It was suggested that active members with more time in (and plans to stay in the company) will get new gear with more life left in it, and rack the left over gear. The chief estimated that it will be about \$15,000 for 5 new sets of gear. If the gear is not compliant, then the firefighter cannot be an interior firefighter. The other option is to shuffle member and explorer gear around, and give new members the explorers' gear for now. It will be a 6-8 month turnaround for the grant, and a few sets of gear may need to be purchased before getting the grant. If worse comes to worse, then a truck might have to be partially financed.

- 8) Rescue 7 is getting new lights this week.
- 9) A \$7,000-\$8,000 multiray will be purchased using county funds, and was promised via email. The district is responsible for calibration, but Buffalo may be able to calibrate it for us, as long as the district gets the cal gas. It will be a couple hundred more dollars a year.
- 10) The chief is working on not making bailouts required by policy. There were too many injuries from it. The chief feels that there are more important skills to cover, versus falling out a window. The firefighters will have to show proficiency though. New members will have to do one, but members that have showed their skills in it already will not have to do it again.
- 11) Newstead got a new system that cost \$25,000 for 2 stations and 4 kiosks. The district would have half of that, so it would be about half of that cost. The chief is not sure about what system Newstead has however. The district needs to look into more numbers for a new Red Alert system, and they need an absolute number soon. Commissioner Work stated that there may be an onsite demo of a new system. The district pays \$3,000+ a year for updates and support for Red Alert now.
- 12) With the new county alerting system, pagers are no longer needed. Any pager turned in can be thrown away. The county is coming to pick up the sign at one point because it is county property. They gave no indication when they will be picking it up however. It could be very soon, or in months.
- 13) The chief found scratches down the side of Engine 2 that may just be able to be buffed out. He believes that they came from Rock Oak due to overhanging branches on the street. He contacted Rock Oak and they will be taking care of the issue.
- 14) The district is going to need high speed internet and digital cable. It is needed for IAM Responding. It is basic pricing, for \$180 per month for phone, cable, and internet, with 2 phone lines.
- 15) The chief had purchases that will have motions in new business. There were Hazmat books bought, minuters and pagers, new tee-shirts, new helmets, LED lighting and decals, IAFC annual membership fees, and IAM Responding supplies. 10 minuters and pagers were requested in January, but were cancelled. The chief is now asking for 5. He also requested that there be 5 new chargers purchased. The tee shirts will be navy with basic white lettering. It will be about \$6-\$6.50 per shirt due to sizing. The chief wanted to fund it from the uniform budget. The chief got a quote from ElizaCo. for 5 new helmets. They are black and basic, and will be \$1,200 total. The LED lighting and decals are for the new Hazmat trailer. The project is going to come in under budget. It will be \$1,400 to \$2,000 for the decals. It depends on the area of decals that are put on, but the price will be closer to \$1,500. Lumber for shelving and protective paint for the lumber is also requested. These supplies could just be bought from Gui's Lumber. The company will also replace the decals that are peeling off of the Chief vehicles because of their warranty. It is not mandatory, but the chief requested a TV for the truck room that will livestream with the IAM Responding system. He requested Chromebit, a wireless keyboard, and mounting brackets be included in the price, which is not to exceed \$1,000. The chief also requested a Samsung Galaxy tablet with mounts for the chief's truck. It is \$40 per month for unlimited data, and \$230 for the tablet. Only one will be purchased at this time so that the chief can work out the quirks and get the system working well on it before the option for more tablets in the other chief vehicles is presented.
- 16) The Fire Company just purchased 100-year anniversary shirts. But there was a question for the chief regarding why the district would also be buying tee shirts at the same time. The tee shirts are meant to supplement for the Class B uniforms.

**COMMISSIONER ROY** – no report

**COMMISSIONER GARLAPO** –

- 1) All of the firefighters have completed their annual exam. Chris Nowak returned to active status after completing his physical.
- 2) Daniel Decker is now active duty.

**COMMISSIONER GARLAPO (continued) –**

- 3) The new firefighter packet was updated to reflect recent changes. It used to require the firefighter pager number to be filled out, but IAM Responding doesn't use pagers anymore. This section was deleted. The new packet was used for Mitchell Szabo.

**COMMISSIONER METZGER –**

- 1) The district will not be participating in Touch a Truck 2017. The Hollow Association gets the money. The company also agreed, and voted no to it. People pay \$5 to touch the trucks, and it may look bad.
- 2) At the Taste of Clarence, the district is to supplement MASH. There is an 8am Friday (7/15) meeting about it. Third assistant chief Mark Zuchlewski is creating a plan to address anything that may happen.
- 3) There is new legislation on Boots Drives. Police can come and disband the drive if it is causing too much traffic build up. Some companies have started to do them in parking lots.
- 4) Bob Stanley, Jr. explained the new tent bought by the Company. It is a 30' by 20' tent. It will only be kept up next to the pavilion for the summer season for additional room and seating. The Board of Directors plans the season to be from Memorial Day to Labor Day or the clam bake. President Dudas is in charge of when the tent is put up/ taken down. President Dudas is also in charge of finding a crew to set up the tent and take it down. He will also be purchasing tie down straps for the tent to make sure it is secured and not damaged. The tie downs are going to be heavy duty, and not a cheap set. The Company also has to make sure that the stakes of the tent do not do any damage.

**COMMISSIONER SCHLABACH–**

- 1) Commissioner Schlabach attended the ECFDOA meeting. Randy Rider stated that due to the FASNY cancer laws, the cost of insurance will increase and rates will double. The VBFL is going from \$400 to \$600 per week. A Firefighter 1 instructor is pushing students pretty hard and many students are dropping out. There is no replacement for Jim McCallah. John Wicka wants to change the Fire Advisory board from 20-25 people to 9-10 people. The legislature turned it down. The ECFDOA lost representation from the northeastern part of the county, being the Clarence and Newstead area. There is a fall vendor expo and workshop in Saratoga Springs in October.
- 2) There are additional fees of \$23,400 for redesigning and rebidding from Stieglitz Snyder.
- 3) RP Oak Hill is now under a new name. A new contract consent form will have to be signed.
- 4) A motion for direction on change order amounts will be addressed in new business.
- 5) A grant from Assemblywoman Jane Corwin will not be done until January 1<sup>st</sup>. The assembly is not in session and there is no idea on what the amounts will be because it is due to the state budget.
- 6) Commissioner Schlabach will also be contacting Chris Collins office to talk about more contacts for funding.
- 7) In Travis Griner's Firefighter 1 class, 24 started and only 8 finished the course. First Assistant chief Ken Beil stated that the problem is that there is little to no pre-training. It is very hard and the instructors are pushing too hard. The students need to know about 12 skills before they attend and the chiefs need to sign off that they were taught them. This will ensure that everyone is up to the same level when they come in.
- 8) The snowplow contract needs to be done no later than September.

**COMMISSIONER WORK–**

- 1) Brian Brawner stated that Twin City Ambulance violated its contract. There is also no more intermediate EMTs. They are either basic or advanced EMTs. The district doesn't have any intermediate EMTs so it is a moot point (intermediates are more in Tonawandas). The district is okay with the contract change because its contract is not up until December 2017.
- 2) Treasurer Lash brought up that the Network Services Contract only has 3 hours left on it. There were no hours used in June. However, the price is going from \$2,000 for 20 hours, to \$2,200 for 20 hours.

**OLD BUSINESS–**

**MOTION** by Schlabach, second by Metzger to agree to a standard agreement with RP Oak Hill Building Co., formerly RP Oak Hill Development LLC, for addition and remodeling of Clarence Fire District No. 1, carried.

- 1) RP Oak Hill Building Co. was just a name change and there will be no other changes. Attorney Mark Butler could check the agreement quickly.

**MOTION** by Schlabach, second by Metzger, to award Prime Contract 101 ACM & Selective Demolition to Empire Building Diagnostics in the amount of \$173,100, carried.

**OLD BUSINESS (continued)**–

**MOTION** by Schlabach, second by Metzger, to award Prime Contract 102 Sitework to Thomann Asphalt Paving Corp. in the amount of \$442,725, carried.

**MOTION** by Schlabach, second by Metzger, to award Prime Contract 103 General Trades to Transit Construction Services Corp. in the amount of \$2,169,000, carried.

**MOTION** by Schlabach, second by Work, to award Prime Contract 104 Heating, Ventilation, and Air Conditioning (HVAC) to DWC Mechanical Inc. in the amount of \$244,345, carried.

**MOTION** by Schlabach, second by Work, to award Prime Contract 105 Plumbing to A. Garelock & Sons, Inc in the amount of \$161,000, carried.

**MOTION** by Schlabach, second by Metzger, to award Prime Contract 106 Fire Protection to Davis Ulmer Sprinkler Company, Inc. in the amount of \$48,000, carried.

**MOTION** by Schlabach, second by Work, to award Prime Contract 107 Electrical to Frey Electric Construction Co., Inc. in the amount of \$363,000, carried.

- 2) A motion should be made to approve a ceiling for change orders. It will be discussed with Dave Sanford and then discussed at the next meeting.
- 3) Gancey will be coming to the next work session to help with questions about financing the building project. Treasurer Lash made a schedule of the numbers. There is question about the length of financing. A longer term means smaller annual payments and gives the district more money to spend for other projects, but will cost more in the end. There was also questions about going with a \$1,500,000 5-year ban versus a \$1,500,000 10/15- year bond. There is twice the interest on the bond. Another option is a 5, 10 or 15-year Ban.

**MOTION** by Work, second by Schlabach, to approve Commissioner Metzger to sign the contracts for the capital project, and in the absence of Commissioner Metzger, Commissioner Schlabach will sign the contracts, carried.

- 4) Mike Delasandro has a Chief Vehicle use policy from Grand Island, and it would be beneficial to the district to look at their policy before moving forward with the current policy. Reasonable responding distance is vague and can be interpreted many different ways. The district could possibly take the vehicle away from the person if they are out of bounds, but should not penalize those who follow the policy and are mature due to one person's actions. What is the liability with having non-members in the vehicles? Second assistant chief Beil stated that he does not agree with the policy that a chief must respond cold response if there is a non- member in the vehicle. If he is closest and can save a life, then the liability will not outweigh lifesaving. Tom Brady, the insurance agent, should be consulted about coverage of non-members if something was to happen while they were in the vehicle.
- 5) According to the Inspection Dinner cost policy, the district will be paying for the guests and spouses of the firefighters. A list of invites may be created, including the Clarence/ Newstead firematic and administrative officers. The company can invite whomever they decide, but district has the option to not reimburse for those guests. Only active members can have guests. The town elected officials may bring guests and the company will be reimbursed for those guests. Mark Butler will be consulted about other policies that he has regarding Inspection Dinner costs.
- 6) The Youth program policy will also be discussed with Mark Butler. Explorers are different from Jr. firefighters, so there are different guidelines to follow. Assistant chief Beil will forward the guidelines to the commissioners. The boy scouts have rules for the explorers, but they do not always coincide the rules of the district.

**NEW BUSINESS**

**MOTION** by Metzger, second by Garlapo, to fund over budget line item transfers as suggested in the monthly report by the Treasurer, with amendments of adding \$259 for IAFC annual membership fee and an additional \$2,000 from the EMS equipment capital to the computer consultant, carried.

**MOTION** by Metzger, second by Schlabach, to opt out of the SMEC electric hedge, carried.

**MOTION** by Work, second by Metzger, to renew the Barracuda Web Security gateway software for web filtering with a 3- year subscription at a cost of \$999, carried.

**NEW BUSINESS (continued)**

1) There is a substantial cost savings with a 3- year subscription renewal as opposed to a 1-year subscription renewal for Barracuda Web Security.

**MOTION** by Work, second by Metzger, to purchase a 60” HD smart television with associated mounting brackets, wireless keyboard, and Chromebit at a cost not to exceed \$1,100, carried.

**MOTION** by Work, second by Metzger, to purchase a wireless tablet at the request of the Chief for the #9 vehicle. The equipment and accessories not to exceed \$500, and this motion will also increase the monthly Verizon bill by \$39.99 per month, carried.

**MOTION** by Roy, second by Metzger, per the Chief’s request, to send 3 firefighters to the 2016 Firehouse Expo in October at a cost of \$8,202, carried.

2) 2016 Firehouse Expo will be 6 nights, and the cost includes airfare, hotel, and registration, per diem. A probationary firefighter, Travis Griner, is allowed to go. There will be 2 rooms booked because there are only to be 2 to a room.

**MOTION** by Roy, second by Metzger, for Jones- Barlett Hazmat training books for \$242.13, carried,

**MOTION** by Roy, second by Garlapo, for 5 Motorola pager and chargers, and 5 extra chargers, at a cost of \$2,160, carried.

**MOTION** by Roy, second by Metzger, to purchase 5 helmets from ElizaCo. for \$1,280, carried.

**MOTION** by Roy, second by Metzger, to purchase lettering and decals for the Hazmat trailer at a cost not to exceed \$2,000, carried.

**MOTION** by Roy, second by Schlabach, for lighting for the Hazmat trailer from 10- 75 Lighting at a cost of \$2,307.81, carried.

**MOTION** by Roy, second by Schlabach, to pay \$259 for IAFC annual membership fee, carried.

**MOTION** by Roy, second by Metzger, to purchase 150 Gildan shirts for active firefighters from DiVal at a cost not to exceed \$1,000 carried.

**MOTION** by Garlapo, second by Metzger, to approve new firefighter Mitchell Szabo pending a receipt of a physical exam from OCCUSTAR, carried.

**MOTION** by Garlapo, second by Schlabach, to return Gary Siminski to active duty following military leave, pending receipt of a physical exam from OCCUSTAR, and to grant him service award program credit of 50 points for each full year of military leave and prorated points for a partial year of military leave, carried.

3) Gary Siminski’s military leave was less than 4 years and the above credit is in compliance with the General Municipal Law 217, section i.

4) Hardee Brothers Cleaners can do uniform alterations in the future. Harris Hill gets their uniforms done there.

**GOOD OF THE FIRE DISTRICT –**

The next District Work Session meeting is will be held for July 25, 2016 at 6:30 pm.

The next regular meeting of the Board of Fire Commissioners will be held August 8, 2016 at 6:30 PM.

**MOTION** by Metzger, second by Work, to adjourn the meeting at 22:12 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website