

CLARENCE FIRE DISTRICT NO. 1

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Board of Fire Commissioners

Douglas G. Garlapo, Chairman
David R. Metzger, Vice-Chairman
David M. Bissonette
James Schlabach
Nathan M. Work

Treasurer

Kim M. Lash

Secretary

Yvonne Work

The regular Board of Fire Commissioners meeting was called to order by Chairman Garlapo on **Monday, August 10, 2015** at 19:00 hours.

Roll Call:

Present: Commissioners Garlapo, Metzger, Bissonette, Schlabach and Work, Fire District Treasurer Kim Lash and Fire District Secretary Yvonne Work

Guests: 1st Assistant Chief Jeff Schlabach and 2nd Assistant Chief Ken Beil

APPROVAL OF PRIOR MEETING MINUTES

The minutes of the Board's Work Session held on February 23, 2015 with Mr. Ed Holohan from Penflex were reviewed; no revisions were recommended.

MOTION by Work, seconded by Metzger, to approve the Board of Fire Commissioners Work Session minutes of February 23, 2015 as read, carried.

The minutes of the Board's Regular Meeting held on July 13, 2015 were reviewed; there were two recommended additions to these:

- On page 6, under Commissioner Work, it should be noted that there was Board discussion regarding an issue whereby the Fire District's NFIRS 2014 annual reports were not submitted to New York State in January 2015. Fire District Secretary Yvonne Work indicated that these had been forwarded to Alpine Software for their auditing process and forwarding to New York State in January; however, there was a problem with one incident and Alpine failed to notify her of this. This was not brought to the District's attention until Chief Major had received notification that the State had not received the District's 2014 reports; Fire District Secretary contacted Alpine Software and was advised that there was an issue with one incident report which needed a slight revision. The incident was revised and Alpine Software forwarded all 2014 reports to the State; they received clarification back from the State that they had received them.
- On page 8 (the fourth Motion from the end) should include the amount of the Minitors.
MOTION by Metzger, seconded by Garlapo, to authorize the Chief's Office request to purchase a total of 20 Minitor VI pagers from Mueller Sound on State bid pricing at the cost of \$355.00 each, for a total cost of \$6,700.00; the cost for these will be significantly lower as there is a rebate from Mueller Sound (savings of \$40.00 each on increments of 10 pagers) which results in a total savings of \$800.00, as well as a New York State Grant through Assemblywoman Jane Corwin's Office in the amount of \$5,000.00, carried.

MOTION by Work, seconded by Schlabach, to approve the July 13, 2015 Board's Regular Meeting minutes of July 13, 2015 with the above two revisions, carried.

BOARD OF DIRECTOR'S REPORT

- There was no report from the Board of Directors; the Board of Directors does not meet in July or August.

SECRETARY'S REPORT

- Fire District Secretary reported that she has completed and filed the 2015 Out-of-State training reports for the Fire District for those firefighters who attended FDIC, HazMat Training and Fire House Expo.
- Fire District Secretary reported that she now receives an e-mail confirmation back from Alpine Software when she electronically submits the Fire District's monthly reports to them verifying that they have been submitted to New York State.
- Fire District Secretary reported that the final (approved) copy of the Board of Fire Commissioners meeting minutes for 2015 are now on the District's website, with the exception of the Work Session minutes of February 23 and the Board's Meeting minutes of July 13 being approved at tonight's meeting.
- There was discussion regarding the Erie County Board of Elections utilization of the Fire Hall for the year 2016 with the anticipated building project. Following discussion, consensus of the Board is that the Fire District will not be able to facilitate use of the Fire Hall during 2016 due to the building project renovation. Fire District Secretary will prepare a letter to the Board of Elections advising them of this issue.

MOTION by Garlapo, seconded by Bissonette, to inform the Board of Elections that due to construction the 2016 elections will have to be relocated from the Clarence Fire District, carried.

TREASURER'S REPORT

- Treasurer Lash indicated that no one signed up for the Mike Lombardo training on September 12, 2015 approved by the Board at last month's meeting. Three individuals have signed up for the Billy Goldfedder seminar on September 23, 2015; payment for this will be approved at the September meeting.
- The federal government's System for Award Management (SAM) registration was updated July 29, 2015 and must be renewed annually to be eligible for FEMA grants.
- Treasurer Lash asked the Board if they wanted the monthly check run attached to the past minutes. It was agreed they would be added to all the 2015 minutes.
- Treasurer Lash reported that the tax cap is at .73% for the 2016 budget. The Town's preliminary tax valuation is up \$53 million (to \$683 million). This will result in a drop, from \$1.53 in 2014, to \$1.38 per \$1,000 of assessed valuation for 2016.
- The Baltimore training costs were just under \$2,000.00 per person.
- Treasurer Lash indicated that she has been reviewing information regarding the purchase of gas through New York State; this might help to lower the cost, as well as providing a greater variety of where purchases can be made.
- Treasurer Lash reported that Penflex will be sending a letter to the District soon regarding the LOSAP portfolio future assumed rate of return will be decreased from 6% to 5.5%. If the change had been made now, the District would have been required to contribute \$104,000 in 2016, rather than the current \$86,000 budgeted. If the District continues to earn 0% the annual contribution would increase annually to \$374,000. New York State recently announced that the 2010 decrease from their pension fund assumed rate of return from 8% to 7.5% has not been sufficient and they are also considering lowering the assumed rate of return again. The District's service award program was funded at 98% one year ago and is now at 92% funding. The government considers any pension plan underfunded by 20% or more to be at risk.

Commissioner Garlapo indicated that he has reviewed all bank and financial statements for the month and found these to be in compliance.

Commissioner Metzger indicated that he has reviewed the three Chief Vehicle reports for the month; these were found to be in order.

TREASURER'S REPORT

Chairman Garlapo indicated that there will be only one bill for Paul Meyer, Jr. in the amount of \$20 due to Western New York Immediate Care for his visit following his fall; this is included with the checks paid this month rather than running through the insurance company due to the small amount.

Treasurer Lash indicated that the bill to Stieglitz Snyder Architects in the amount of \$48,120.19 was paid as 67% of the Architectural Design Development Phase has been completed.

MOTION by Bissonette, seconded by Work, to pay all bills from the General Reserve and included in the Treasurer's financial statement dated August 8, 2015 in the total amount of \$69,386.27 (checks #3004-#3035), carried.

Fire District 2016 Budget Draft

The Board reviewed Draft #2 of the District's 2016 proposed budget presented by Treasurer Lash; recommended changes by the Board from last month's meeting have now been incorporated. The Board is required to adopt the proposed draft of the 2016 proposed budget at their September meeting. Treasurer Lash indicated that the assessed valuation figures are only preliminary at this time.

Treasurer Lash asked the Board if it would be possible to address other budgeting items at a later date regarding the building project, including "How much money the District will need to borrow for the building project, the term of borrowing and items pertaining to the building BAN?"

CHIEF'S REPORT

There were a total of 27 calls for the month of July 2015, which included the following: 15 EMS, 1 Motor Vehicle Accident (0 with injuries/1 without injuries), 1 False Alarm, 2 Misc. Fires, 1 Mutual Aid, 1 Hazardous Materials and 6 Other Responses. Drills includes: 5 Fire and 1 EMS and 0 Work Calls.

Prior Purchases:

- 1st Assistant Chief Jeff Schlabach indicated that the HazMat supplies which were approved and ordered from New Pig Company were received. The approved and ordered supplies from DiVal were received, with the exception of the telescoping ladder.
- The Chief's Office is waiting on the Minitors; these have been ordered.
- The Chief's Office is waiting on the Dike kit.
- The "Wildland Gear" has been sized and ordered.

New Purchases:

- Fire Chief's Office would like to purchase a total of 12 pairs of Galls G-Tac Tactical Pants for the Fire Police as part of their uniform at the cost of \$34.99 each.
- Fire Chief's Office would like to purchase a box of 200 Aearo Earsoft corded earplugs to be utilized by the firefighters from DiVal at a total cost of \$61.50.
- Chief's Office will need to replace the current firefighter ID card printer as this is no longer operational.

CHIEF'S REPORT**Operational:**

- 1st Assistant Chief Jeff Schlabach reported that multiple festival standbys were completed this month.
- A new Explorer member, Mackenzie Rider, will be added to the roster.
- 1st Assistant Chief mentioned the surplus of the fire hose; will be checking on an avenue to sell this at fair market value. Perhaps, a Construction Company might be interested in this.
- Clarence Center Fire Company is requesting EMS and Fire Police assistance with their Labor Day Weekend event. Commissioner Bissonette requested that the Fire Police Captain stress that the Fire Police are completely dressed for traffic control with high visibility vests during this event.
- Two firefighters, Ryan Ostolski and Emily Casell, have completed their EMT training.
- Firefighter Ryan Dmochowski recently completed Firefighter 1 boot camp training.

Training/Conferences:

- 1st Assistant Chief Jeff Schlabach, Michael Dennies and Hillery Duman recently attended the FireHouse Expo training in Baltimore. There is planning to move this event to Nashville, TN in 2016. Copies of the synopsis prepared by Michael and Hillery were distributed to the Board members. Jeff indicated that he is planning to offer a drill in September on some of the training presented.
- There is a County-wide training ("Step Up and Lead by Frank Viscuso) being offered on September 27, 2015. The cost for this is \$75 per person; Chief's Office would like to post and approve up to 5 firefighters to attend this.

1st Assistant Chief Jeff Schlabach indicated that he is scheduled to pick up a total of 17 1-hour bottles from Erie County for the Fire District. The Fire District is responsible for the maintenance of the bottles and 4th Assistant Chief Jim Havernick will enter this information into the inventory system; District stickers will also be put on these.

1st Assistant Chief Jeff Schlabach mentioned that he has been working with the Insurance Company to obtain a \$5,000 District reimbursement for the Newstead Fire Department HazMat call. Commissioner Bissonette asked if he had a spill number; Jeff reported that he did not as DEC was not involved as this was not an accident, there was no collision and there was no spill. He indicated that they can process a claim through the individual's auto insurance. He will keep the Board advised of the progress with this.

1st Assistant Chief Schlabach mentioned that there was an issue with his vehicle with an oil leak. He had Tuccarione's perform the routine oil change, but apparently they did not tighten the oil seal enough, which caused the oil to leak out. He reported that this has now been taken care of and they will give credit for a future oil change.

Discussion was held regarding utilization of the house next door for training purposes prior to it being torn down. The Chief's Office mentioned that typically, more firefighters attend training during the months of September, October and November. The Board gave approval for the Chief's Office to schedule drills inside the house, but they cannot tear it down. Recommendation was made that they utilize the backside of the house in order to maintain the appearance of the front; they will cover any holes they make. Commissioner Bissonette recommended that an "end date" for any training being given once the date for demolition has been confirmed.

Commissioner Schlabach will talk to Dave Sanford, R&P Oak Hill, regarding the bidding out of the demolition of the building, as well as the asbestos abatement. Comment was made that there will be asbestos and lead disposal fees, which can be included into the building project costs. The Board will need to put out a Legal Notice for the asbestos abatement, lead removal and demolition of the building.

Assistant Chief Schlabach was asked to confirm with the Chief whether there would be a problem transferring the grant funds to be used for the minor purchase in the Fire Company's name to the Fire District.

COMMISSIONER BISSONETTE

- Commissioner Bissonette had no specific report.

COMMISSIONER GARLAPO

- Commissioner Garlapo indicated that Firefighter Colton Humel resigned, effective August 5, 2015 as he will be attending college in Mississippi. He has returned all Fire District equipment and gear.
- Firefighter Chris Ryan who left in January recently returned his Fire District equipment and gear.
- New member, Justin Filipski, was previously approved at the BOFC Meeting in May; Commissioner Garlapo indicated that he has not yet scheduled his physical exam.

COMMISSIONER METZGER

- Commissioner Metzger indicated that the Rhino and trailer will need new tires; Marshall Helms is pricing out the cost for these.
- Commissioner Metzger gave an update on the Rescue Truck replacement. Committee is waiting for pricing for the Sutphen Chassis Rescue Truck preassembled through HGAC system. Committee will also procure bids from Rosenbauer, Pierce and E-ONE.
- Commissioner Metzger indicated that FDIC will be held in Indianapolis for the period of April 18-23, 2016; a total of six reservations for 2016 were made when they were in attendance in 2015. A total of six rooms will be reserved as well. Mention was made that the 2016 Travel and Training budget lines are the same as 2015.
- A donation to the District from the Brothers of Mercy is being pursued by a resident.

COMMISSIONER SCHLABACH

- Commissioner Schlabach indicated that he will be on vacation and out of the District for the period from August 17 – 21, 2015.
- Commissioner Schlabach indicated that the bike path parking lot gates have been installed. He reported that use of the bike path parking lot with the Girls Softball Tournaments and the Taste of Clarence went well.
- Commissioner Schlabach indicated that he ordered two signs (“No Parking – Emergency Vehicle Exit”) from the Erie County Highway Department – one will be placed at the front gate and the other at the end near the bike path.
- Commissioner Schlabach updated the Board with the information he received from the Salvation Army regarding the drop off donation box. Following discussion, consensus of the Board was not to move forward with this at the present time due to the upcoming building project.
- Commissioner Schlabach indicated that the Board will need to confirm another Work Session with the Architects. Commissioner Schlabach also indicated that he has met with the Office Furniture Representative at Prentice to check to see what they have available. Mention was made that there are also other furniture providers who offer State bid pricing, such as Steelcase, Millington Lockwood and HON.

COMMISSIONER WORK

- Commissioner Work indicated that the firefighter ID card printer is approximately 6-7 years old and is no longer operable; 2nd Assistant Chief Ken Beil has requested replacement of this from ID Wholesalers; cost is \$1,500.00, which includes possible shipping costs. Commissioner Work indicated that the funds can be taken out of the Computer Equipment Capital line.

COMMISSIONER WORK

- Commissioner Work has met with Network Services regarding their recommendations for the upcoming building project; he has forwarded their requirements/recommendations to Commissioner Schlabach.
- Commissioner Work indicated that he has received a postage reimbursement request from EMS Captain Scott Tyx for reimbursement for items returned on an Emergency Medical Products order; the District will be given a credit for this return.
- Commissioner Work indicated that he and 1st Assistant Chief Jeff Schlabach will be meeting with one of the Red Alert representatives regarding updating of the District's current system. Amherst Fire Control is fully on board with Red Alert cross transfer; 14 out of the 17 area Fire Departments/Districts currently have updated their Red Alert systems.

OLD BUSINESS

Banquet Room & Pavilion Reservation Form: The Board reviewed the revised Banquet Room & Pavilion Reservation Form, which now includes "Will beer and/or alcohol be served and/or consumed? Item #8 also states, "If beer/alcohol is served, you must be covered by a minimum \$1 Million liability insurance." This form also includes an area at the bottom for the Fire Chief's approval.

MOTION by Schlabach, seconded by Work, to approve the revised Banquet Room & Pavilion Reservation Form document for use, carried.

The question was raised as to who has been performing the District post-function inspection; Commissioner Schlabach indicated that he has been doing this.

District Rules & Regulations: Commissioner Garlapo indicated that he has completed two more of the District Rules & Regulations for the Board's review; three other ones were discussed at the June 22nd Work Session. The Board will discuss these further at the next Work Session.

Commissioner Garlapo indicated that there has been discussion regarding the Firematic Officer requirements and qualifications. It has been recommended that this be added to review at a Work Session.

RFP for Legal Services: Commissioner Garlapo indicated that he has received a draft copy of the RFP for Legal Services from Attorney Schoellkopf. Attorney Schoellkopf did recommend that the Board request an hourly rate, as well as an annual retainer fee.

MOTION by Garlapo, seconded by Schlabach, to authorize Chairman Garlapo to send out the RFP for Legal Services to the following Attorneys/Law Firms: Attorney Mark Butler, Attorney Raymond DiRaddo and the Pinsky Law Group; to be returned to the Fire District Secretary Yvonne Work by 6:00 P.M. on September 14, 2015.

NEW BUSINESS

MOTION by Garlapo, seconded by Bissonette, to authorize payment in the amount of \$ 16.30 for two signs from the Erie County Highway Department to be placed at the front gate of the bike path parking lot and the other one near the bike path, carried.

Commissioner Garlapo indicated that 2nd Assistant Chief Ken Beil has requested that the membership fee of \$11.20 for new Explorer, Mackenzie Rider, be paid; this is on a pro-rated basis. Since the bills for this month's meeting have been processed, Ken Beil indicated that he would pay the membership fee and request reimbursement from the District.

MOTION by Garlapo, seconded by Metzger, to authorize reimbursement to 2nd Assistant Chief Ken Beil for the Explorer membership fee once documentation has been provided (Commissioner Work abstained), carried.

NEW BUSINESS

MOTION by Garlapo, seconded by Metzger, to approve the purchase of a Class B shirt for Mackenzie Rider, who has been approved as a member of the Explorer Program, at the cost of \$46.90 from Sewing Technology (Commissioner Work abstained), carried.

MOTION by Metzger, seconded by Work, to approve Fire Chief 9-2's (Ken Beil) request to take Vehicle #7 out of the District as the Explorers will be going to the Buffalo Airport for training on August 26, 2015, carried.

MOTION by Metzger, seconded by Garlapo, to approve Fire Chief 9-2's (Ken Beil) request to use the 9-2 Chief's vehicle for transportation to the New York State Fire Academy in Montour Falls on September 2 & 3, 2015; Board approval was previously given for his attendance at this event (Accident Victim Extrication), carried.

Mention was made that there has been e-mails and discussion regarding the Safety Officer Certification; this will continued to be reviewed.

MOTION by Metzger, seconded by Work, to approve the purchase of 12 pairs of uniform pants for the Fire Police from Gall's at a cost not to exceed a total of \$420.00; these will be utilized as part of their Class B uniforms, carried.

MOTION by Garlapo, seconded by Metzger, to authorize Treasurer Lash' request to attend the GFOA (Government Finance Officers Association) webinar on September 17, 2015 at the cost of \$55.00, carried.

There was discussion by the Board regarding the New York State Comptroller's recent audit that criticized the City of Johnstown Council as there was not consistency among their four employees regarding documentation of their hours worked.

The Fire District Secretary and Fire District Treasurer are both paid on an hourly basis and the Building Manager and the Building Janitor are paid on a salary basis, as well as hourly basis for additional work. Consensus of the Board was that a log form be developed for the Building Manager and Building Janitor to reflect their specific dates/times worked and specific tasks. The Fire District Secretary and Fire District Treasurer are currently completing their time sheets with this information.

MOTION by Garlapo, seconded by Metzger, to authorize the following individuals to attend the WNY Legislative Seminar being held in Batavia, N.Y. on Saturday, September 26, 2015 at the cost of \$30 per person: Chairman Doug Garlapo, Commissioner Dave Metzger, Commissioner Jim Schlabach and Treasurer Kim Lash; transportation will be reimbursed at the standard mileage rate, carried. .

Former Fire Company member, Joshua Britzzaloro, was interviewed by the Board of Directors on July 13, 2015; he was approved on August 5, 2015 by the Fire Company. Commissioner Garlapo mentioned that Joshua had requested that his previous call attendance from July 1, 2004 to December 2007 be forward to Rural Metro; this was provided to them.

MOTION by Garlapo, seconded by Bissonette, to appoint Joshua Britzzaloro as an Active Firefighter of the Clarence Fire District No. 1 pending successful completion of arson and sex offender background check, as well as physical, carried.

Commissioner Garlapo indicated that former Fire Company member, Chris Nowak, apparently was not interviewed by the Board of Directors; he was presented and approved by the Fire Company on June 03, 2015. Commissioner Garlapo was not at this meeting, so he was not aware that Chris had been approved because he had no paperwork and was made aware of this until June 28, 2015. The District's physical letter was sent to Chris on June 29, 2015; Commissioner Garlapo indicated that Chris has not had his physical as of this date, so nothing was lost time-wise on the District side.

NEW BUSINESS

MOTION by Garlapo, seconded by Metzger, to appoint Chris Nowak as an Active Firefighter of the Clarence Fire District No. 1 pending successful completion of arson and sex offender background check, as well as physical (Commissioner Bissonette voted with prejudice due to the procedures followed), carried.

Board of Fire Commissioners discussed the Board of Director's process of interviewing incoming members. Commissioner Garlapo indicated that the new member is interviewed by the Board of Director's Membership Committee (he usually is present as the Board of Fire Commissioner's representative), then the individual is presented at the Fire Company Monthly Meeting and then approved by the Board of Fire Commissioners.

The Board of Fire Commissioners discussed the previous procedure for interviewing incoming members. The incoming individual would have a Fire Company sponsor and would be introduced at the Fire Company Meeting; they would obtain their physical and then be voted on at the next Fire Company meeting. 1st Assistant Chief Jeff Schlabach mentioned that Hillary Duman works in the area of marketing; there has been discussion of her assisting with the development of either a written or video-type of tool for incoming members as well.

The Board of Fire Commissioners was in agreement that there should be a formal interview with the incoming firefighter with a District representative present prior to moving forward. Commissioner Bissonette will be in attendance at the Board of Director's meeting on September 21, 2015; this topic will be discussed with them, as well as the possibility of revising the procedure for incoming members. Commissioner Bissonette will be attending in September so Chairman Garlapo offered to take attendance at the November meeting in exchange.

MOTION by Work, seconded by Garlapo to purchase a new firefighter accountability card printer to replace the inoperable one currently in service from ID Wholesalers at a cost not to exceed \$1,500.00, which includes possible shipping costs, carried.

MOTION by Work, seconded by Schlabach, to purchase a Sonicwall T2105 Firewall from Network Services at the cost of \$356.00, carried.

MOTION by Work, seconded by Garlapo, to purchase a new Data Switch from Network Services at the cost of \$288.00, carried.

MOTION by Work, seconded by Schlabach, to purchase a Dell PowerEdge R320 File/E-mail Server from Network Services at a cost of \$2,600.27 and associated software at a cost of \$1,039.67, carried.

MOTION by Schlabach, seconded by Work, to authorize Firefighter Sam Baker's request to utilize the Pavilion on September 12, 2015 for a birthday party from 3:00 P.M. to 11:00 P.M.; possibly Fat Bob's caterer and alcohol (he will be advised of the required documentation for a caterer, as well as alcohol), carried.

MOTION by Schlabach, seconded by Bissonette, to authorize Jim Laczkowski's request to utilize the Pavilion on September 19, 2015 for a golf party from 3:00 P.M. to 10:00 P.M.; no caterer, but alcohol will be served, carried. Fire District Secretary indicated that Jim Laczkowski does have a current beer/alcohol \$1 Million liability insurance certificate on file in the District Office.

Commissioner Schlabach did mention that Firefighter Bridgit Reitz was approved at the BOFC Meeting in July to utilize the Banquet Room in September for a birthday party. The question was raised as to whether or not this acceptable as she is currently on Medical Leave of Absence. Commissioner Garlapo indicated that that there would be no issue with this.

NEW BUSINESS

MOTION by Garlapo, seconded by Metzger, to authorize the recommended budget transfers proposed by Treasurer Lash, carried.

MOTION by Metzger, seconded by Schlabach, to authorize the 1st Assistant Chief's request to purchase a Rupture Seal Kit for HazMat at the cost of \$421.89; he indicated that this device is available in three different sizes and is utilized to stop leaks.

On the Question: Commissioner Bissonette questioned the need for this item and explained other means by which these types of leaks could be managed.

Following discussion, roll call vote was taken: Garlapo – No; Metzger – Yes; Bissonette – No; Work – Yes; and Schlabach – No.

MOTION defeated.

MOTION by Metzger, seconded by Garlapo, to authorize the Chief's Office request to purchase a box of 200 corded earplugs from DiVal for \$61.50, carried.

GOOD OF THE DISTRICT

- Board of Fire Commissioners will hold a Work Session on **Thursday, August 27, 2015 at 6:00 P.M.** The Board will be meeting to review the building project and the Rules and Regulations revisions.
- Board of Fire Commissioner will meet on **Monday, September 14, 2015 at 7:00 P.M.** for their Regular Meeting.

MOTION by Bissonette, seconded by Work, to adjourn the meeting at 21:56 hours.

All motions were unanimously carried unless otherwise noted.

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief