

# CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340, Clarence, NY 14031

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## **Board of Fire Commissioners:**

Douglas G. Garlapo, Chairman  
David R. Metzger, Vice- Chairman  
Douglas J. Larkin  
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, August 13, 2018** at 18:30 hours.

## **ROLL CALL:**

Present: Commissioners Garlapo, Metzger, Larkin, Schlabach, Work and Treasurer Kim Lash

Absent: Secretary Megan Kiener

Guests: Chief Jeff Schlabach and Mark Heim

## **APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by Metzger, second by Schlabach, to approve the July 9, 2018 minutes with one change to page 3, bullet 11 of Commissioner Schlabach's report to note the new light fixtures for the back of the building will match the sides, carried.

## **BOARD OF DIRECTORS' REPORT:**

- 1) Mark Heim had no report from the Board of Directors.
- 2) Commissioner Metzger mentioned he attended the last Board of Directors meeting and reported on the progress of District projects.
- 3) Chief Schlabach noted the new Red Alert reports are close but not exactly the same as the old reports. Separate reports may need to be generated for District and Fire Company purposes. Most people don't know what is in the miscellaneous category so it is difficult for most people to know where they stand with their requirements. The Chief requested a meeting with Commissioner Work and Secretary Kiener to finalize the project.

## **SECRETARY'S REPORT:**

- 1) The Board of Elections will not be holding elections here this year. The Board can discuss and request to be added back as a polling place for next year if desired.
- 2) Is there an update on new member drill and training credits?
- 3) Is there an update on the Red Alert kiosk progress?
- 4) NFIRS reports for April, May, June and July were submitted this month. There was an issue finding where the files were saved once they were generated by Red Alert. It is not in the same place they used to be.
- 5) The travel policy was updated on the website with the current form.
- 6) The PCRs from March to present have not yet been received. The EMS Captain and the District Secretary will be getting together this week to complete and send them.
- 7) Secretary Kiener requests the Board's approval for Fire Police OSHA training of only 2.75 hours in length. The Board recognizes that Fire Police OSHA covers less material than firefighter OSHA and therefore will necessarily be of shorter duration.

## **TREASURER'S REPORT:**

- 1) The Chief's July vehicle report was received for 1,000 miles and 84 gallons for 12 miles per gallon for the month and 10.1 miles per gallon year to date. The vehicle mileage is 52,400.
- 2) As a reminder, the 50% down payment to Ulrich Signs for the new sign is being held until the Town approves the sign variance at their August 14 meeting.
- 3) There was a bit of confusion with the audit submission. In the past, once the draft is approved it is sent to the Comptroller. This year another review was made by the auditors after the Treasurer's approval of their draft document. The auditors wanted to make changes to "better indicate the split between the general and capital funds." An email acknowledgement of the updates was returned, but they were waiting for a specific approval of their changes. Unknown to the Treasurer, the auditors filed an extension and the revised report was sent to the Comptroller in July.

**TREASURER'S REPORT (cont.):**

- 4) Since the July District meeting two Verizon bills were received. \$144.88 is a termination fee for switching 759-8842 and 759-8919 to Spectrum. \$75.97 is for the fax line which also included call forwarding and three way calling totaling \$25. Since those features won't be used on the fax line they have been discontinued. Verizon also mentioned that they are still providing internet service, though it wasn't included in the \$75.97, but they planned to include the additional charge in the next bill. So the request was made to remove internet service, which will be back dated to the time of the original request was placed to transfer the phone lines to Spectrum.
- 5) Draft 1 of 2019 budget was presented at the July meeting. This is the final year of the tax freeze. The last BAN payment will be 2022. The \$1.35 2018 tax rate was based on a taxable assessed valuation of \$697 million. The estimated 2018 taxable assessed valuation is \$744 million for an estimated 2019 tax rate of \$1.27 per thousand dollars of assessed valuation. Board approval of a draft is required at the September meeting.

**MOTION** by Metzger, second by Larkin, to approve bills, check #4382-4413, in the amount of \$50,208.00 from the General Fund, carried.

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

Commissioner Metzger reviewed the Chiefs' vehicle reports and found all to be in order.

**CHIEF'S REPORT:**

- 1) There were 49 calls for April: 34 EMS, 4 false alarms, 5 MVA, 2 fires, 2 mutual aid and 4 other calls.
- 2) Request Christian Rider-Work and Travis Griner be sent to firefighter survival training at Ellicott Creek for a \$140 total cost.
- 3) Request Christian Rider-Work and Travis Griner be sent to NYS Chiefs' Flashover training at Sheridan Park for a \$250 cost. State Chiefs' provides turnout gear so theirs will not be ruined at the training. They will be subsequently running a drill to communicate what was learned at the training received.
- 4) Request up to \$500 be approved for the October 27 eight hour EVOC training. Insurance will provide the EVOC refresher training that current drivers are required to attend every three years to continue to drive the apparatus. This is different from the State EVOC, which a requirement for a new firefighter before driving apparatus.
- 5) Request up to \$500 for food at the October 6 OSHA course.
- 6) Dan Biel is enrolled in Firefighter One. A voucher will be submitted for the \$40 he paid up front and subsequently another \$80 for the book.
- 7) Firefighters have also been enrolled in the State Firefighter Officer class.
- 8) The hose test is completed. Some did not pass inspection. The DiVal report was submitted to Commissioner Metzger.
- 9) Building Manager Meyer, Jr. is working on mounting the new saws purchased and relocating equipment under the Chief's direction.
- 10) New member mentoring training is in process. More mentors are needed.
- 11) There are ten probationary firefighters. A probationary firefighter list will be posted on the corkboard detailing who has been cleared on what responsibilities. The document will be updated weekly.
- 12) The Chief communicated that he has exhausted his resources to get the Erie County I Am Responding software working. He has been told that John Butino might be a valuable resource to turn to for help. Commissioner Larkin suggested first trying Kevin Hughes at Erie County since he is the County's expert on the software.
- 13) The ID tag printer is now working thanks to help from Mark Zuchlewski.
- 14) The Chief asked if the insurance company will compensate for lost wages for individuals in court for the Weiss lawsuit. Chairman Garlapo offered to contact the insurance company for the answer.
- 15) The EMS certification was finished before the deadline. Thank you to the EMS Captain.
- 16) Swormville is interested in the District's rope rescue equipment. The Chief would like to declare the equipment surplus as no firefighters are still certified to use the equipment. He will inventory and provide the list to the Board.
- 17) The ordered cancer signs have not been received.
- 18) Pike poles have also not been received. Treasurer Lash reported that on June 25 a message was left for Assistant Chief Hawes that the website information did not match what was on the Chief's Purchase Request Form so assistance was requested to clarify what is to be purchased. Commissioner Metzger was also made aware of the discrepancy.
- 19) The Chiefs agree that the most important project to finish this year is the thermal imaging cameras.

**COMMISSIONER GARLAPO:**

- 1) The Fire Company proposed by-law change relative to firematic officers should be voted on in September.
- 2) Garren Dudas has resigned the Fire Company. His resignation letter is in his personnel file and his fob was deactivated.
- 3) Chief Schlabach suggested a Board liaison be created for the status of returned equipment.

**COMMISSIONER METZGER:**

- 1) The new chief trucks' light package estimated cost is \$30,000 to \$35,000, therefore it must be a sealed bid.
- 2) The draft letter regarding the excessive calls to Montabaur was approved without changes. Commissioner Metzger will contact them for possible meeting dates with the Fire Commissioners at their facility to discuss the concerns.
- 3) The Churchville bill is for both annual apparatus preventative maintenance and the ladder truck repair cost was \$23,000.

**COMMISSIONER SCHLABACH:**

- 1) The zoning board meeting is August 14 at 7:00 PM. If the sign variance is approved a \$50 check to the Town will be required for the permit.
- 2) Clarence Wall and Ceiling is able to start the drive-it project in two to three weeks.
- 3) The roof top unit that cools the offices on the west side of the building needs to be replaced as it is no longer cooling. Repair will cost approximately \$2,000. Instead it would be preferable to budget approximately \$35,000 to replace in 2019. Will contact Architect Bob Shepard for suggestions as how to proceed to write the necessary specifications.
- 4) Both RP Oak Hill and Frey Electric have been notified that the lights are not working on the outside of the building. Since notice has been made within the year after the date of substantial completion Frey will have to repair.
- 5) It was reported last month that Paul Meyer Jr. will be removing the old cooler. Refrigerator Sales & Service has not yet come take the refrigerant out of it so it is safe. A second call to them will be made.
- 6) Several vendors have been contacted about building a District conference table. None have a solid oak table. The question was raised if a laminate should be on the top surface to protect the wood as on the old District furniture.

**COMMISSIONER WORK:**

- 1) The life pack 12 battery will not hold the charge. Not sure yet if the problem is with the charging unit or the battery, both of which are still under warranty.
- 2) Ben Hanford is seventeen years old and is not yet a Fire Company member but he would like to take the EMT course. If he passes the course and becomes a Fire Company member than the Board agreed that he should be reimbursed for the course cost.
- 3) There will be a motion made under new business to purchase American Heart Association CPR and first aid training CDs at a cost of \$165 plus shipping. There will also be a motion for EMS disposables.
- 4) It is likely that the Explorer Post may dissolve for lack of membership and advisors.
- 5) The Department of Health certified the ambulance and likely won't need to come out for an inspection for several years.
- 6) The information on the Fire Company website is outdated and Commissioner Work will be requesting the update or website removal.
- 7) Time Warner did some work but will need to return as not all televisions are in service.
- 8) The annual calibrations of the AEDs have been completed.
- 9) Commissioner Work will ask the Fire Company about replenishing fire prevention supplies.

**COMMISSIONER LARKIN** – No report.**PUBLIC COMMENTS** – None.**OLD BUSINESS:**

- 1) Three bids were received for purchase of three new Chief vehicles:  
Cappellino Chevrolet Inc. – \$108,713.91  
Joe Basil Chevrolet Inc. – \$108,737.37  
Van Bortel Chevrolet Inc. – \$109,336.20  
The vehicles will be delivered here within 90 to 180 days.  
**MOTION** by Metzger, second by Work, to accept the lowest bid from Cappellino, carried.
- 2) The Board will ask Secretary Kiener to put the washer/dryer policy and the Dry cleaning SOP in the standard District policy format and then they will be formally approved. A “cheat sheet” of step by step instructions will be posted by the washer and dryer for firefighter reference when using the machines.

**OLD BUSINESS (continued):**

- 3) **MOTION** by Metzger, second by Garlapo, to appoint: Dave Metzger, Jeff Schlabach, Chad Hawes, Brett Hanford, Mark Zuchlewski and Matt Meister to the Rescue Purchase Committee. Anyone else is welcome to join the meetings to learn about the process required to purchase apparatus.
- 4) **MOTION** by Schlabach, second by Larkin, to contract with Clarence Wall and Ceiling to cover the building stone facia at a cost of \$21,306 to be paid from the Building Capital Budget, carried.
- 5) **MOTION** by Schlabach, second by Work, to approve the \$50 payment, and its immediate release to the Town of Clarence, for a building permit for a new sign pending the successful approval of the variance request by the zoning board, carried.
- 6) No action taken on the 2019 budget draft scheduled for approval at the September 10 Board meeting.

**NEW BUSINESS:**

- 1) **MOTION** by Garlapo, second by Metzger, to approve Garrett Stevenson as an active firefighter in Clarence Fire District No. 1 effective immediately. He was approved by the Fire Company on August 1, 2018. The District has received a favorable report in regard to his arson and sex offender background checks. He has completed his physical exam as an Explorer which carries over to his active status. Motion carried.
- 2) **MOTION** by Metzger, second by Schlabach, to approve Mike Dennies request to use the facilities to conduct a drill with approximately 25 Integer employees on either October 4, October 11 or October 12. This is good for the Fire District as this building is located within the District and the manufacturing process requires a partnership between the firefighters and their haz-mat team during their incidents. The motion is made pending the receipt of both the liability insurance certificate and facility reservation forms. For: Garlapo, Metzger, Larkin and Schlabach. Opposed: Work. Motion carried.
- 3) **MOTION** by Garlapo, second by Metzger, to approve budget transfers as follows:  
\$404 from Life Insurance to Drill and Inspection Expense,  
\$160 from Kitchen Maintenance to Storage Building and Pavilion Expense,  
\$6,341 from Small Equipment Repair to Apparatus Repair Expense,  
\$1,613 from Fire Equipment Capital to Batteries, Towels and Other Firematic Disposables Expense,  
\$8 from EMS Capital Repair to Firefighter Health and Safety.  
Motion carried.
- 4) **MOTION** by Work, second by Schlabach, to approve the purchase of food for an EVOC class to be held at Clarence Fire District on October 27, 2018 at a cost not to exceed \$500, carried.
- 5) **MOTION** by Work, second by Larkin, to approve the purchase of food for an OSHA class to be held at Clarence Fire District on October 6, 2018 at a cost not to exceed \$500, carried.
- 6) **MOTION** by Work, second by Larkin, to purchase American Heart Association CPR & First Aid training CD's from Channing Bete at a cost of \$269.38, carried.
- 7) **MOTION** by Work, second by Schlabach, to approve the purchase of EMS disposable wares from Emergency Medical Products (EMP) at a cost not to exceed \$1,500, carried.
- 8) **MOTION** by Work, second by Garlapo, to reimburse Mark Zuchlewski \$173.89 for supplies and materials ordered for the ID tag printer, be it further moved that the Treasurer is permitted to release said reimbursement once drafted, carried.
- 9) **MOTION** by Schlabach, second by Metzger, to approve Tom Braunscheidel's banquet room request for October 7, 2018 from 2:00 to 5 :00 PM for a birthday party with approximately 60 people with no catering or alcohol, carried.
- 10) **MOTION** by Schlabach, second by Work, to approve Jeff Schlabach's banquet room and pavilion request for September 16, 2018 from 8:00 AM to 6:00 PM for a birthday party with approximately 50 to 100 people with no catering, but alcohol will be served. Liability insurance certificates have been provided. Motion carried.
- 11) **MOTION** by Metzger, second by Work, to send 2 firefighters to the New York State Association of Fire Chiefs' flashover training at Sheridan Park Fire District #4 on either September 15 or 16, 2018 at a cost of \$250 per person, carried.
- 12) **MOTION** by Metzger, second by Larkin, to send 2 firefighters to Personal Advanced Safety and Survival training sponsored by DiVal at Ellicott Creek Fire Company September 7-9, 2018 at a cost of \$140, carried.
- 13) Commissioner Metzger recognized the Chief's hard work in the preparation of the thermal camera project request. He will make a motion at the September Board meeting after review of the submitted request.
- 14) Chairman Garlapo informed the Board of the annual Association of Fire District's Fall Leadership Expo to be held October 11 to 13, 2018. The deadline to register is before the September Board meeting. The 2019 conference will be held in Niagara Falls so attendance is something to be considered.

**NEW BUSINESS (continued):**

15) Chairman Garlapo distributed copies of the Fire District Affairs newsletter to the Board.

16) Chief Schlabach asked if the District maintained a calendar of the approved building rentals. Commissioner Schlabach asked Treasurer Lash to set up this calendar.

**GOOD OF THE FIRE DISTRICT:**

The next Regular District meeting is September 10, 2018 at 6:30 pm.

Commissioner Work will attend the August 20, 2018 Board of Directors meeting.

**MOTION** by Work, second by Metzger, to adjourn the meeting at 20:55 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Kim Lash, Treasurer

cc: Commissioners, Chief, Day Room Bulletin Board, Website