

# CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340

Clarence, NY 14031

Phone: (716) 759-8842

Fax: (716) 759-0641

## **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, August 14, 2017** at 18:28 hours.

## **ROLL CALL:**

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

Absent:

Guests: Chief Jeff Schlabach, Assistant Chief Chad Hawes, Assistant Chief Charlie Ferguson, Board of Directors representative Mark Heim, Mary Heim

## **APPROVAL OF PRIOR MEETING MINUTES**

**MOTION** by Metzger, second by Schlabach, to approve the July 10<sup>th</sup> Regular Meeting minutes, with the addition of the open audit RFPs and the Chief's report, carried.

**BOARD OF DIRECTORS' REPORT** – Board of Directors representative Mark Heim did not have a report.

## **SECRETARY'S REPORT**

- 1) After the discussion at the July 10<sup>th</sup> meeting, Secretary Kiener spoke with Chief Schlabach regarding call sheet data. He said he would speak with the officers. Call sheets have improved significantly in the last month.
- 2) School starts on August 28<sup>th</sup>.
- 3) The new dates for OSHA training were posted in the foyer.
- 4) Should a letter be sent to those who will have their First Aid and/or CPR cards expire within a certain time frame? 3 months? This would give firefighters a quarter to take the training. The requirements spreadsheet was also announced at the August Fire Company meeting.
- 5) The front mailbox was damaged during construction. It is bent, and very difficult to open. It isn't used often, but is still used for fund drive donations, etc.
- 6) Bobby Beil's resignation letter was received today. His personnel file will be move to the inactive drawer.

## **TREASURER'S REPORT**

- 1) We received #9-1's July vehicle report for 1,124 miles and 95 gallons for 11.9 mpg for the month and 13 mpg year to date. Vehicle mileage is 41,290.
- 2) The resolution requested under new business to adopt the Post-Issuance Tax Compliance Procedures is to ensure that the Board and the Treasurer are aware of the proper accounting to fulfill governmental regulations as the result of borrowing.
- 3) The resolution under new business to opt out of the gas and electric commodity hedge through SMEC is made annually. The commodity hedge is more expensive but helps to prevent large unplanned increases.
- 4) SAM account necessary for FEMA grant was reregistered as required on July 12, 2017.
- 5) DASNY requested another letter that required Butler's signature. A certified return receipt was sent. The next step is approval by the Senate, then approval by the Division of Budget is required.
- 6) \$2.8 million has been paid out since the start of construction with \$1.4 million cost remaining. There is only an estimated \$7,000 cushion to absorb any remaining cost increases. The decision to complete the new training room bathroom decreased the estimated cushion by \$8,000.
- 7) The only change requested to the first draft of the 2018 budget was to increase the snowplow estimated cost by \$5,000 which was offset by the building reserve contribution. 2019 is last budget year for the tax freeze. The "proposed budget" must be adopted at the September Board meeting.

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

**MOTION** by Garlapo, second by Work, to approve bills, check #3891-3927, in the amount of \$457,081.78, 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-**

- 1) The brackets that were ordered after last month's meeting are being returned. They were incomplete and missing parts.
- 2) Level B Hazmat suits were received from Erie County.
- 3) The Chief will be looking to purchase forcible entry hand tools, ventilation saws, and EMS bags and supplies at the September meeting. It will be around \$5,000 -10,000.
- 4) The Chief asked when final construction figures will be in. Commissioner Schlabach stated that construction should be finished by early October, so it will be soon after it is finished.
- 5) Chief Schlabach turned in the Firehouse Volunteer Run Survey and the annual NFPA survey.
- 6) The District has foam that is expired in the barn. Erie County is willing to get rid of it. It is considered a hazardous material, so it needs to be disposed of. There are many pails of it.
- 7) Jarrod Saxton will be taking the EMT class. Mike Dennies is taking the class through his employer.
- 8) A drone demonstration will be held at the hall on September 26<sup>th</sup> at 7pm to show its capabilities. Chief Schlabach and Assistant Chief Hanford have seen the demonstration already.
- 9) 5 pager radio minuter clips need to be purchased from Mueller Sound. It will be \$70.
- 10) Chief Schlabach asked if there would be any PR issues if he placed pictures of the drill with Harris Hill in the Clarence Bee. There should be no problem with it.
- 11) There is a Mercy Flight drill on Wednesday.

**COMMISSIONER GARLAPO –**

- 1) Dan Nowak was cleared for light admin duty.

**COMMISSIONER METZGER –**

- 1) Annual PM on trucks will be completed in the new couple of weeks.
- 2) On Tuesday, August 22<sup>nd</sup>, there will be a meeting with Pierce at 7pm.
- 3) FDIC reservations can start after the 22<sup>nd</sup>.
- 4) Training paperwork for the Main Street building drill was signed and the drill took place last Wednesday.
- 5) Old equipment will need to be put into surplus as we look ahead to finishing the building project. It needs to be gone through and taken care of in the next few weeks.

**COMMISSIONER SCHLABACH –**

- 1) 3 quotes were received for the front sign. \$18,000 will be received from the insurance company. A basic LED sign will cost around \$23,000-28,000. Kevin suggested that the District request Transit Construction do the foundation and brickwork as part of a change order. There may be funds from the town that could help with the sign project. Commissioner Schlabach is talking with Pat Casilio.
- 2) Brian Powers will be getting a quote for the dayroom renovation. Commissioner Schlabach will speak with him about planning.
- 3) A draft for snowplowing bids is being made. It will cost more money because there is a larger area to plow this year. Where will all of the snow go? It will go out soon, and bids will be received in September, or at the latest, October. A 3 year contract is an option, and the District can opt out of it at any time. The plow company will need a loader in order to clear all the snow. Bid solicitation will need to be placed in the paper, and the contract sent out.
- 4) Erie County Water Authority is waiting to refund the \$17,000. There are no partial refunds. It will be refunded after the tie- in is complete.
- 5) Thomann is coming back this week to finish up their work. Masons need to remove their mortar towers before site work begins. Doors are going in and restrooms are being laid out. Painting has started and sprinklers are done. There is an issue with the strip lights on the front of the building; they are too heavy to just connect into dryvit and Styrofoam. A solution will be discussed further at the construction meeting tomorrow.

**COMMISSIONER SCHLABACH (cont.)** –

- 6) Commissioner Schlabach needs to approve Spectrum as the new phone/ internet/ TV provider. The Verizon line will still be needed.

**COMMISSIONER WORK**–

- 1) Suburban Oxygen Supply bottles are coming. There wasn't enough air to fill the bottle.
- 2) There are sets of turnout gear with faulty liners.
- 3) OSHA dates at the hall will be October 24<sup>th</sup> and 26<sup>th</sup> from 1830-2230.
- 4) Commissioner Work distributed the quote from Red Alert for the upgrade.
- 5) The quote for new computers was \$15, 813.20. This prices does not include printers, TVs, etc. other vendor pricing is needed.
- 6) Commissioner Work looked into getting new copiers for the District and Company. John Urso lives in the District and said that government entities will be able to get them for a cheaper prices. He will be getting us pricing on a new color copier and a black and white only copier.
- 7) There will be another EMS disposables order. Blood pressure cuffs, gloves, gauze, and CPR mannequins need to be purchased.

**OLD BUSINESS**–

- 1) Article V can be delayed for a year. Next year, there will be no 9-3 or 9-4. There will be C-1, C-2 and C-3. If a 9-3 and 9-4 are voted on, the District will not approve them. A memo stating the positions to be elected will need to be prepared for the next meeting. The Board of Directors will also need to update their bylaws.

**MOTION** by Garlapo, second by Schlabach, to award a 5-year contract for audit services to Amato, Fox and Company. This will be for 2017 through 2021. The cost per year is \$4,200. The District previously issued RFPs in the fall of 2012 and awarded a 5-year contract. The District issued RFPs on June of 2017 to 4 firms. Quotes were received from 2 firms and those quotes were opened and read at the July 10, 2017 District meeting. Amato, Fox, and Company was the low bidder on the current RFPs. Motion carried.

**NEW BUSINESS**

- 1) The resolution for the Post-Issuance Tax Compliance Procedures is attached.

**MOTION** by Schlabach, second by Metzger, to opt out of the gas and electric commodity hedge for 2017-2018. The District will purchase energy at the variable wholesale market rates as this has historically been less expensive. Motion carried.

- 2) Some lines in the 2018 proposed budget will have to be changed and moved around. A permissive referendum will be needed to take money out of the Equipment Reserve. Once money goes into the Equipment Reserve, it can only be taken out by permissive referendum and used for equipment.

**MOTION** by Metzger, to advertise in the Clarence Bee for the withdrawal of \$45,000 for new computer hardware and software for the new building from the Equipment Reserve. Roll Call: Garlapo – aye, Metzger – aye, Work – aye, Schlabach – aye. Motion carried.

- 3) No one will be attending the Association of Fire District 2017 Leadership Summit and Vendor Expo.
- 4) Commissioner Metzger is looking into cleaning firms for the fire hall once the building project is completed. We will wait until after the project is complete to get all the quotes. Total Facility Care is used by RP Oak Hill, so the District will contact them.

**MOTION** by Work, second by Garlapo, to purchase EMS Disposables from Emergency Medical Products at a cost not to exceed \$2,200.00, carried.

**MOTION** by Work, second by Schlabach, to purchase 4 Preston adult and 4 Preston pediatric CPR Manikins from Emergency Medical Products at a cost not to exceed \$1,200.00, carried.

**NEW BUSINESS (cont)-**

**MOTION** by Schlabach, second by Work, to approve Bridgit Reitz's Pavilion Reservation request on August 26<sup>th</sup> from 10am until 8 pm, with no alcohol to be sold or consumed, carried.

**MOTION** by Schlabach, second by Metzger, to approve Jim Laczkowski's Pavilion Reservation request on September 23<sup>rd</sup>, with no alcohol to be sold, but alcohol is to be consumed, carried. Commissioner Schlabach will request the insurance certificate from Laczkowski.

**MOTION** by Schlabach, second by Metzger, to enter into an agreement with Spectrum Enterprises for internet, TV, and phone service, with an HD converter needed, and the sports package included, carried. The Sports package costs \$14.95 per month.

**MOTION** by Metzger, second by Work, to surplus the old foam in 5 gallon containers, carried.

**MOTION** by Schlabach, second by Metzger, to accept Bobby Beil's resignation, carried.

**GOOD OF THE FIRE DISTRICT –**

**MOTION** by Metzger, second by Work, to cancel the August 28<sup>th</sup> Work Session, carried.

The next Regular District meeting is September 11<sup>th</sup> at 6:30 pm.

**MOTION** by Schlabach, second by Work, to adjourn the meeting at 20:18 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website

Resolution adopted at August 14, 2017 meeting:

**RESOLUTION, DATED AUGUST 14, 2017, OF THE BOARD OF COMMISSIONERS OF THE CLARENCE FIRE DISTRICT NO. 1, IN THE TOWN OF CLARENCE, ERIE COUNTY, NEW YORK (THE "FIRE DISTRICT") ADOPTING POST-ISSUANCE TAX COMPLIANCE PROCEDURES**

WHEREAS, the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the Fire District is an occasional issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

WHEREAS, it is therefore in the best interest of the Fire District to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the Fire District, has prepared and has recommended that the Fire District adopt certain post-issuance tax compliance procedures;

NOW THEREFORE, BE IT RESOLVED, that the Fire District hereby adopts the post-issuance tax compliance procedures that are attached hereto as "Schedule A" and resolves to be governed thereby; and be it further

RESOLVED, that such Schedule A will be placed in its entirety in the official records, files and minutes of the Fire District and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

The question of the adoption of the foregoing resolution was duly put to a vote, which resulted as follows:

AYES:	David Metzger	Nathan Work
	Doug Garlapo	James Schlabach

NOES:

ABSENT:

The resolution was thereupon declared duly adopted.