

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

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The Board of Fire Commissioners' Work Session meeting was called to order by Chairman Metzger on **Monday, August 22, 2016** at 18:30 hours.

Roll Call:

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

Absent: Commissioner Work

Guests: Chief Schlabach

Old Business

The Chief Vehicle Use Policy is finished. The date for it needs to be updated on the Table of Contents on the website.

Inspection Dinner Cost Reimbursement policy will be discussed at the next meeting.

First Assistant Ken Beil should be in contact with Commissioner Garlapo to make a Youth Program policy. The Explorer post by-laws should be modified to reflect what the District is currently doing. After they are presented to the District, it should be alright. Assistant Chief Beil and Commissioner Garlapo need to come to an agreement for the restrictions.

Building Project

The Building Project is under way. The Construction Superintendent has set up his office and moved into the Training Room. The asbestos cleanup will start as soon as Thursday. The house next door is now off limits because of this. The Chief was notified. When the asbestos is cleared, the company will start demolition. It should take between 5 and 7 days for asbestos removal and 7 days to demolish the house. Commissioner Schlabach will get the construction schedule from the Construction Superintendent as soon as he makes one. Someone may be willing to do volunteer work on the machines, but it will probably not be allowed. A work call will be needed to finish cleaning out the 3 rooms left. That may be able to be done later, depending on the construction schedule. Commissioner Schlabach may set up an office in the conference room to lay out his drawings and papers. The key fob system will be updated so that the Training Room is off limits to everyone except the Construction Superintendent and Manager, the 5 Commissioners, Treasurer, Secretary, and Paul Meyer Jr. In the demolition, the house, metal building, and camper will be taken away. There was a major cleanup in the pole barn to get things ready for construction. Some things in the barn were declared surplus. Mike Norris is taking the place of Jane Corwin. Her Chief of Staff will be the Chief of Staff for Norris as well. Commissioner Schlabach talked to him about grant opportunities. Norris can't promise anything to the District yet. If Mike Norris gives anything, it will be a bonus to the District. With paying around \$312,000 per year on the BAN, that leaves around \$100,000 left for discretionary spending. There is a tax freeze until 2019, so the budget will be the same until then. After 2019, the discretionary money could increase. In 2017 all of the money needs to go to the building project. In 2018 there will \$100,000 for anything. If there is money coming in from Norris, then the District might be able to negotiate prices with companies to do the add backs. The District can plan for the long term when they see the contingencies, add backs and surprise things. For the next couple years, there will be \$2,500 added to the Equipment fund each year. It will take around 1 year to build the rescue truck, so the rescue truck is a possibility in 2018. The importance of turnout gear, Chiefs trucks, and the rescue truck need to be sorted out. Commissioner Metzger, Roy and Chief Schlabach need to sit down and look at long term items, like air bottles and gear. The chief suggested that the District buy full sets of gear (jacket, pants, boots, helmet, gloves) all at the same time, so there is no skipping around. Rick Ganci should come in to be sure the District did not miss anything in financing options. He just needs a phone call, and he may come to one of the September meetings. Commissioner Garlapo, Metzger and Treasurer Lash might just be able to sit down with him to discuss things. The Census Bureau will send the District a monthly report. It asks for the project start and completion, the money spent, etc. Each month a sheet will have to be sent in. Commissioner Schlabach left a message for Kathy Donner at Senator Ranzenhofer's office, and is waiting for a call back.

New Business

MOTION by Schlabach, second by Metzger, to enter into a contract with AMD for environmental air monitoring for asbestos for the house, as recommended by RP Oak Hill, carried.

- 1) AMD has a history with being lower in cost than the other companies. They visually inspect, do air samples, and send techs. For 10 days, with 110 samples, is estimated at \$5,000. The District will be under that because there won't be that many days and samples.
- 2) Mark Butler is sending the FOIL documents. Secretary Kiener will send him an email to be sure. Joe Floss emailed Commissioner Metzger about getting into helping the District with LOSAP, but Commissioner Metzger said we are not interested. Floss is the insurance agent for Joe Weiss, and said that Hanover did not initiate the Notice of Claim.
- 3) There are 3 registrations from FDIC from last year that will roll over to this year. Room reservations are coming out soon. Since there will be 6 rooms for FDIC this year, will the District continue to do 6 rooms for out of state training each year?
- 4) Treasurer Lash and Commissioner Metzger are meeting with Joe, the auditor, on Thursday, August 25th at 4:30 pm.
- 5) The paint repair needed on Engine 2 needs to be reexamined before the winter. The corrosion will only get worse. The top corner gets more salt, which is making it worse, and it is going to spread. The truck will need to be taken out of service for the repair. Security for the truck needs to be determined with whoever does the repair, possibly Dadswell's. Also, a time frame needs to be determined. Commissioner Roy will talk with Dadswell's about the repair and discuss it at the September meeting.
- 6) Commissioner Metzger questioned about reinstating the janitor. Commissioner Garlapo stated that it is like when a firefighter comes back from medical leave, they just come back.

Chief's Report

- 1) 7 people, including the Chief, signed up for the 2-day Forcible Entry training. Jarrod Saxton signed up, but is on probation from the Fire Company. It is \$587 per person for the training. For 7 people to attend it is \$4,100, or 6 people costs \$3,500, depending if Jarrod Saxton goes.
- 2) Vital Signs training was posted, but there has been no interest in it. It was more geared toward the EMTs.
- 3) The Chief had a meeting with Red Alert. There was a demo they brought in. The software is separate from the hardware. There is no server needed because all the information is saved to the cloud. Commissioner Work will be reporting about it in September. It will be between \$8,000 and \$16,000 for the upgrade, for 2 kiosks that are wireless and portable. The District should upgrade in November or December if possible; but it is okay if it is pushed back until January or February. The District has been with Red Alert since 2000. Amherst Control is switching over to Red Alert for dispatching. The technological upgrade is huge. The Chief will begin inputting calls and inventory. Inventory can be printed out in reports with prices for estimating, and can do barcoding.
- 4) The Chief suggested that a Smart TV should be bought for Tom Merrill and other presenters that come to the hall. Paul Meyer Jr. can mount the current projector on the ceiling, like he did for the town. If the District gets a Smart TV, then the presenter can just plug into the TV.
- 5) The Chief is getting more FEMA grant information.
- 6) The Chief would like to go with Twin City for the CPR course provider. He was planning at least 2 classes, but would like to have 3. The District would be leaving their current provider, and pay less for TCA. EMT recertification is free.
- 7) Commissioner Schlabach questioned why the Chief requested to purchase wheel chucks for \$84 per set from Granger, when he found some at Mantelli's Trailer for less than \$10 per set. The Chief is going to cancel the Granger order.
- 8) There was an increase in the trip cost for Nashville. It was estimated at \$2,700 per person, for a total of \$8,200 for 3 people. It was less when actually booked. The Chief will report more in September.

Good of the District

The next regular meeting of the Board of Fire Commissioners will be held September 12, 2016 at 6:30 PM.

The next Work Session Meeting is scheduled for September 26, 2016 at 6:30 PM.

MOTION by Roy, second by Schlabach, to adjourn the meeting at 19:41 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website