

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, August 8, 2016** at 18:31 hours.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, Second Assistant Chief Chad Hawes, Board of Directors representative Mark Heim

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Roy, second by Garlapo, to approve the July 11, 2016 regular Board meeting minutes, with amendments on page 2, under Treasurer Report: A board check to approve \$20,738.67 for foreign fire tax to be paid to the Fire Company, the first draw from the Building Reserve was to pay for the cost of redraw fees, \$23,400 to be paid from the Building Reserve to Stieglitz Snyder, carried.

MOTION by Work, second by Garlapo, to approve the July 25, 2016 work session minutes, carried.

Executive Session was entered at 18:34.

Public meeting session was resumed at 18:44.

BOARD OF DIRECTORS' REPORT – Mark Heim had no report.

SECRETARY'S REPORT

- 1) The July 2016 NFIRS data was sent and Secretary Kiener is waiting for a receipt of submission.
- 2) Secretary Kiener finished going through personnel files to organize them. All of the firefighters have dividers in their personnel folders for "Service Award Program," "Continuing Education," and "Beneficiary Forms."
- 3) As of August 8th, Secretary Kiener has only received 14 out of 33 people's beneficiary forms that needed to be filled out and handed in.
- 4) Secretary Kiener began going through the filing cabinets and papers, trying to organize them and get rid of items that are not necessary anymore. She started with old call sheet data from 1986. Call sheets are kept for 18 years, so she needs to go through them up until 1998.
- 5) Secretary Kiener went through the permits from the town to look for any new streets that might have been added to the District. There were none added to the District.
- 6) The FOIL documents were sent to Mark Butler. Also, the insurance company has been notified of the claim.
- 7) Christian Rider-Work went on a call without having a physical on record and without being approved by the District. Secretary Kiener asked if he should receive credit for the call or not. Commissioner Work stated that he had talked to OCCUSTAR and was informed that the Junior Firefighter exam was the same as the regular exam. Commissioner Garlapo was not certain if the Junior exam counted for a regular active duty firefighter exam or not, and was unsure if the junior firefighters would have to go for another physical before becoming active. The explorers get Jr. firefighter exam cards, but they may not count for active duty once they turn 18. Commissioner Garlapo is going to call OCCUSTAR to determine if a new exam certification is required. Does OSHA need to be done again? They took the exam as explorers, but is it different for an active member? It should not be any different.

TREASURER'S REPORT

- 1) The 9-2 vehicle report was brought in late. There were 1,300 miles put on the vehicle this month, and 89 gallons of gas used.
- 2) Treasurer Lash's OSHA Shared Services webinar was postponed to 8/16 due to technical issues.

TREASURER'S REPORT (continued)

- 3) The auditor would like to have a pre-exit meeting with Commissioner Metzger and Treasurer Lash on between the 16th and 19th of August. After that happens, the final meeting will be scheduled.

MOTION by Metzger, second by Schlabach, to approve bills, check #3437- 3463, in the amount of \$27,536.86, and \$19,000 payable to Erie County Water Authority from the Building Reserve, 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) 38 total calls for March including: 20 EMS, 2 fires, 2 mutual aid fires, 1 motor vehicle accident, 4 false alarms, 3 hazardous condition and 6 other calls.
- 2) Firehouse Expo is booked and ready to go.
- 3) A Forcible Entry seminar is to be held in Syracuse October 1st and 2nd. It is \$200 for the 2- day seminar.
- 4) The Auxiliary support group is going to be up and running soon. There are no insurance or legal concerns with having the group. They have basic responsibilities and duties. Parameters need to be established and access to the building, for coolers and other things, will be determined.
- 5) After the Hose test, they are short on supply hose. There is 25 feet on the rack. The chief will be getting a quote for more hose.
- 6) The turnout gear will be \$3,000 per set. Second Assistant Chief Hawes said that a minimum of 3 sets is needed.
- 7) The Rescue 7 project is complete.
- 8) Erie County is giving the District a multirae free of charge. If Buffalo calibrates it, Erie county will give them the cal gas. Erie County also gave the District 36 Hazmat suits for free.
- 9) The Chief is waiting for Mark Butler to give some information to him regarding the new Bailout procedure.
- 10) A meeting with Red Alert still needs to be set up.
- 11) The County Alerting Project is completed. The Chief is still trying to work out glitches in the new Smart TV because it is falling asleep. Time Warner Cable came in and ran the wire, and said that there are wires for 6 TVs in the building.
- 12) The AFG grant is opening up at the end of August and needs to be done by early September.
- 13) New Member packets were redone. The District's Rules and Regulations were included in them. There are signoffs and checkouts for each truck and drill, and drivers or chiefs will sign off that everything is done.
- 14) The Chief said that there will be a new apparatus backing policy. It is more of a firematic policy, but he wanted to make the District aware of it. Standard operating procedures could change from chief to chief, so Chief Schlabach wanted to regulate it somehow. The Chief also wanted to create a uniform policy.
- 15) The minitors and t-shirts were ordered.
- 16) The tablet is in service in the Chief's truck.
- 17) The helmets were received.
- 18) The Hazmat trailer is still waiting to get lights on it. The decals are already on it. It should be returned this week. It was suggested that the check for 10-75 Lighting be held until the trailer is back at the fire hall, and everything is working. The Chief's plan is to buy shelves at Gui's Lumber and install them, and he also wants to epoxy the floor of the trailer.
- 19) Ladder 6's headlights were replaced.
- 20) The Chief requested that 1 hydrant bag and 3 straps to be approved tonight.

COMMISSIONER ROY – no report

COMMISSIONER GARLAPO –

- 1) At the July 25th meeting Mark Heim was put on medical leave. He will return to active duty effective August 8th.
- 2) Gary Siminski was returned to active duty effective July 26th.
- 3) Mitchell Szabo still needs to get his physical before he can be approved by the District.

COMMISSIONER METZGER – no report.

COMMISSIONER SCHLABACH

- 1) The cooler wasn't working, but was repaired. A wire fell off. A new cooler should be in the budget for next year.

COMMISSIONER SCHLABACH (continued)

- 2) There was an AFG grant seminar at Harris Hill that was put on by Chris Collins. The grant request will cover turnout gear, a washer and dryer, and physical fitness equipment.
- 3) The District office doors aren't closing well because of the humidity. Everyone needs to be careful about closing them.
- 4) The Erie County Water Authority sent a Private Fire Protection agreement. 3 copies needed to be signed. It is to allow the contractor to tie into the main line on Main Street with a 6-inch pipe. The cost is \$19,000.
- 5) The Historical Society was looking for more items to put into a display about firefighting gear. Commissioner Schlabach gave them items that were in surplus, like nozzles and caps.
- 6) Commissioner Schlabach will be out of town Sunday August 14th until Wednesday August 17th.
- 7) There is a Building kickoff meeting at the fire hall at 9 am on Thursday August 11th. The timeline and schedule, as well as other important information will be finalized and gone over at the meeting.
- 8) The barn will need to be cleaned out.
- 9) The driveway snowplowing specs need to be done by September. Commissioner Schlabach is waiting for more information about the building project plans before doing the snowplowing specs.

COMMISSIONER WORK– no report.**OLD BUSINESS**–

- 1) The tablet for the chief's truck that was originally purchased did not meet the needs of the chief. That tablet was returned and a new one was purchased.

MOTION by Work, second by Metzger, to amend prior motion for tablet purchase not to exceed \$500, to now not exceed \$1,500, carried.

- 2) The Chief Vehicle Use policy will be discussed further with Mark Butler and the insurance company. Since insurance covers the vehicle and not the person, a cold versus a hot response should not matter. The vehicle's response mode doesn't affect the insurance on it. The insurance of the person will kick in first, then the District's insurance. Having a person who is not a firefighter in the vehicle while responding increases exposure though.

MOTION by Roy, second by Schlabach, to amend the Chief Vehicle Use policy section 3, paragraph C, to read "Persons other than Fire District personnel may ride in the Chief Vehicles during emergency and non-emergency conditions," carried.

- 3) Mark Butler will be consulted about the Inspection Dinner Cost policy as well because of the conflicting opinions given to the District from Mark and the old attorney, Joe.
- 4) The Youth Program Policy draft is going to be discussed with Mark Butler eventually. He has sample policies of other Districts' so those could be a basis for our policy. The Boy Scout policy allows for explorers to go on calls with parent permission but the District will not allow it. The District's standard operating procedures are more restrictive than the Explorer policy. First Assistant Chief Ken Beil should write up a draft policy of the standard explorers' procedure. The explorer advisors should revise the by-laws.

MOTION by Roy, second by Metzger, to approve the \$175 overage on t-shirts, carried.

NEW BUSINESS

MOTION by Garlapo, second by Metzger, to fund over budget line item transfers as suggested in the monthly report by the Treasurer, carried.

MOTION by Schlabach, second by Work, to enter into a Private Fire Protection Agreement with the Erie County Water Authority with a \$19,000 check for services provided for a fire protection water tap, for the Building Project, carried.

- 1) There is a \$396 fee each year to use the water line that is being put in. The \$19,000 check is from the Build Reserve. The hydrant on the property is staying where it is. There is a 6-inch line for sprinklers, and a 2-3 inch line for regular watering systems.
- 2) The 2017 budget will be the same as 2016 because there is a tax freeze. There will be no NFPA subscription bill because it is paid every 3 years, and it will be dropped in the future. An approved 2017 budget will be made in September and will be discussed in October.

NEW BUSINESS (continued)

- 3) The Rescue truck project should be done in a reasonable amount of time. It is wanted as soon as possible, in 2017. There is \$530,000 in the reserve now, but \$600,000 is needed. The options to pay for the truck would be to postpone the building project, raise taxes, or go to a mandatory referendum to finance it. 2018 is a possibility, but the Chiefs trucks will also need to be purchased in the same year. Building Project addbacks would possibly be done in 2018 as well. Commissioner Work stated to focus on the building and not on the new truck. If the District does not pay as much on the BAN one year, then the rescue truck could be purchased. The rest of the years of the BAN would have an increased payment. There would not be enough money to fund a new rescue truck and new chiefs' trucks in the same year. The rescue truck can be comfortably purchased in 2021, and the District would still be able to purchase chief vehicles and pumpers in 2025. The rescue truck doesn't have enough storage and the District has outgrown it. The truck would still manage for a few years until the Building Project is paid off. When the numbers were first done for the Building Project, the rescue truck was never looked at from a financial standpoint. The addbacks may have to wait to be put back in, but then they will likely cost more if put off. The Equipment Reserve is grandfathered in, and they do not to this type of reserve anymore, so it can't be closed out. With Treasurer Lash's plan, there will be 5 new trucks in 5 years. The District may need to run tight for a little while because it is not in a position to move trucks every 10-15 years. A new rescue truck may be taken off the table until 2021. The District needs to commit to a plan and call in Ganci. If the District does not go with the plan put together by Treasurer Lash, then they will pay a lot more in interest. If the rescue truck is more important than the chiefs' trucks, then Treasurer Lash will take them out of the plan. The rates have improved with Penflex, so the payments will go down. Each year the BAN has to be discussed because it is only a 1-year BAN. Grants can't be relied on to help plan the budget.
- 4) The Insurance Company is preparing for a court case. The District is very well covered. There may be briefings coming from the insurance company. The District will charge 25 cents per paper for the FOIL request.

MOTION by Garlapo, second by Schlabach, to approve explorer Christian Rider-Work as an active firefighter, pending a physical exam, carried. Commissioner Work abstained from voting.

MOTION by Garlapo, second by Metzger, to approve explorer Natalie Hochadel as an active firefighter, pending a physical exam, carried.

MOTION by Roy second by Work, to purchase 1 hydrant bag and 3 large diameter hose straps from Firestore.com, not to exceed \$300, carried.

- 5) The guy that does flu shots for Harris Hill is going to do flu shots for the District. It is scheduled for October 5th, right before the Company meeting. Members and their families are able to get them. Anyone who doesn't bring their insurance card, will not get the shot. The District is not paying for the flu shots, just facilitating them. Secretary Kiener sent out a page about it, and will send another one closer to October 5th.

GOOD OF THE FIRE DISTRICT –

- 1) Meetings could be shortened if complete reports were emailed and then looked over individually. The reports would then be attached to the minutes. During the meeting, any questions on the report could be answered. A consent agenda was also a possibility. Another option would be to alternate reporters each meeting.
- 2) The first Wednesday in October from 6-7 pm flu shots will be administered. Members and families can get shots as long as they have their insurance card with them.
- 3) Commissioner Schlabach and Vic Miller talked with Jane Corwin's chief of staff. Corwin won't be running next year, and her chief of staff will be the chief of staff for the new candidate. They want pictures with the fire truck, but can't have "Clarence Fire District" showing.

The next District Work Session meeting is will be held for August 22, 2016 at 6:30 pm.

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

MOTION by Metzger, second by Work, to adjourn the meeting at 21:45 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website