

CLARENCE FIRE DISTRICT NO. 1

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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, September 10, 2018** at 18:30 hours.

A moment of silence was held to remember the lives of those lost on 9/11/2001.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, Assistant Chief Brett Hanford, Travis Griner, Sam Baker, Matt Meister

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by Metzger, second by Larkin, to approve the August 13, 2018 minutes, carried.

BOARD OF DIRECTORS' REPORT:

- 1) Board of Directors representative Matt Meister did not have a report.
- 2) President Sam Baker stated that he and Vic Miller propose a smaller plaque for the wall in order to fit at least 20 more members. They want to replace the existing plaques to save space. They will look for member feedback from those who have a plaque. The plaques will be enclosed in a cabinet on the wall with lights. The Board of Fire Commissioners approved putting a cabinet in the hallway in lieu of hanging all the plaques separately. Vic Miller, Tom Braunscheidel, Paul Meyer, Jr., John Pulli and Sam Baker are members of the committee.
- 3) The Board of Directors had Commissioner Work bring it to the Board's attention that someone is marking 'Clarence Fire' t-shirts. T-shirts used to be taken care of by the Board of Directors. The t-shirts are okay as long as they are in good taste. Assistant Chief Brett Hanford stated his wife is making the shirts and the design includes a flag, 'Clarence Fire', and 9/11 insignia. Chief Schlabach stated that there are still t-shirts left over from the last order.

SECRETARY'S REPORT:

- 1) Secretary Kiener asked Chief Schlabach if there was any direction on how to give new member drill credits. Chief Schlabach will write a memo stating that the member is to receive the credits. Should officers also get credits? The reason we award the credits is because of the Fire Company by-laws. As long as the time sheet with signatures and the memo are turned into Secretary Kiener, the drills can be awarded.
- 2) Secretary Kiener asked if there was any new information regarding the Red Alert kiosk. Help will be needed to set up the kiosk and to switch operations. 1 or 2 officers will need to go through the set up. Chief Schlabach will speak with other departments that have this set up to see how it was implemented. The paper sign in sheet and the kiosk sign in will have to be used for a month. A new policy will be created to say how long calls are open for, etc.
- 3) Secretary Kiener asked if the Board would like her to save the sign in sheets from the fitness room. The Board agreed that they should be saved in case an issue should arise.
- 4) Doug Weber from Alpine Software (Red Alert) sent an email regarding switching the storage from the cloud to the District's server. The District can purchase the SQL Server 12.0.2 or can use the free version. The free version does not have all of the storage and connections. Before we finish switching over Red Alert, what other reports does Chief Schlabach want? Chief Schlabach and Secretary Kiener will meet later to discuss.
- 5) Secretary Kiener will be moving out of the District in a week.
- 6) The Board requested that Secretary Kiener post in the Bee that there is a work session Wednesday September 19th at Montabaur Heights.

TREASURER'S REPORT:

- 1) The First Assistant Chief's August vehicle report was received for 1,233 miles and 105 gallons. This was 11.8 miles per gallon for the month and 12.4 miles per gallon year to date. The vehicle mileage is 55,173.

TREASURER'S REPORT (cont.):

- 2) The interest rate for the District's deposits at M&T increased from .06% to .35%. Interest income earned in August almost doubled the interest income earned for 2018 to date.
- 3) Since the August District meeting two Verizon bills were received. Verizon both charged for internet monthly service and sent a bill for a termination fee of the same service. The one bill was waived. I subsequently realized they also charged a termination fee for the line we are keeping with them so there will be another credit to the account.
- 4) Charlie Ferguson stopped by just before the meeting. He will be putting in a claim for glasses repair that were damaged at the fire.
- 5) There is a new NYS sexual harassment training law effective October 9, 2018. We will be required to distribute an anti-harassment policy to all employees and conduct annual anti-harassment training. A copy of the information obtained was forwarded to Chairman Garlapo for review.
- 6) Budget transfers will wait until next month.

MOTION by Garlapo, second by Work, to approve bills, check #4414-4440, in the amount of \$18,285.42 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 25 calls for June: 23 EMS, 6 false alarms, 2 MVA, 2 mutual aid, and 2 other calls.
- 2) The Mercy Flight Ground Crew drill is on 10/9. The fire company will pay for food. Mercy Flight has new helicopters and protocol has changed. There is a possibility that other departments will participate.
- 3) Firefighter 1 and Fire Officer 1 books have been ordered. They were cheaper on Amazon than through Erie County. The tax exempt certificate can be filed on your account.
- 4) EVOC and Pump Ops certificates are in.
- 5) Chief Schlabach approved the EMS Captain's request to hold EMT training at the hall in the spring.
- 6) Building Manager Paul Meyer, Jr. has been moving equipment around on Engine 1, 2, and Rescue 5. All extrication equipment is on Engine 2. He moved shelves around for easier access.
- 7) The pike poles were not delivered yet. Should the motion be amended to say Witmer? We do have a Witmer quote. Another PO needs to be completed.
- 8) The IAM Responding project is completed. Occasionally, one of the TVs gets "stuck".
- 9) There is no update from the attorney.
- 10) No meeting with Swormville for rope rescue.
- 11) Vic Miller maps project was completed and paid for by the fire company.
- 12) Cancer signs have been posted.
- 13) What is the status of the gear washing policy? Commissioner Metzger still needs to review both the gear washing policy and the dry cleaning policy.
- 14) Lens inserts for people with glasses will need to be purchased, not to exceed \$1,000. Dival will do the inserts and the eye doctor will do the prescription.
- 15) Fire Prevention supplies for October 7th were partially paid for by the fire company. Chief Schlabach would like a motion for plastic helmets that are \$11 for a not to exceed price of \$2,000. This will refill the stock we have and can come from the Chief's budget.
- 16) Commissioner Larkin brought up an issue regarding a lieutenant that did not put on the lights and sirens on #8 for a call. The firefighter said that they couldn't drive with lights on. The firefighter is cleared as an operator but not as a driver.
- 17) There is a firefighter that does not have EVOC or Pump Ops but they are proficient. There are drivers that have been driving for years without the course. Can the chief request variance? Chief Schlabach will send an email with the 1-3 people that have that issue. Should the policy be revised?
- 18) The only equipment that has not been returned is Garren Dudas' class B uniform.

COMMISSIONER GARLAPPO:

- 1) Tom Brady stated that our policy covers up to \$250/day in lost wages for depositions. We have to submit a claim for it.
- 2) Occustar finished an updated for their computers. Secretary Kiener will send the summary to Chief Schlabach.

COMMISSIONER METZGER:

- 1) The ladder test was completed.
- 2) 7 and 7-1 are going for an inspection. The ambulance's is done.

COMMISSIONER SCHLABACH:

- 1) Buffalo Engineering will do drawings and specs for a new RTU. The 1st phase is burned out, but the 2nd phase is okay. It is \$2,000 to repair, so a new one will be purchased instead. The unit needs to be redesigned for the new area. Tri-R Mechanical gave us a quote for \$35,000 during the building project. Buffalo Engineering will also help with the bidding process. The heat on the unit works, so it will be put out to bid in the spring.
- 2) Commissioners Larkin and Schlabach attended the zoning board meeting, and the variance was approved. The permit check was sent. Ulrich Signs will order it next week. It should be completed in 2-3 weeks.
- 3) There are issues with the lighting in the front and back of the building. The manufacturer's representative is coming out to help fix it. Paul Meyer, Jr. put up the LEDs and the parking lot looks brighter and better.
- 4) Clarence Wall and Ceiling started the dryvit project and will be done in 2-3 weeks.
- 5) Once everything is completed, the District will look into an internal camera system. The District will bring up the issue with fob sign in for ice, etc. at the next meeting. Should we place camera all around the hall and the pole barn?
- 6) There are a few hall rentals to be approved. There has been questions regarding suggestions for set up. If people need to set up and clean up, they should request the days before and after also.
- 7) The next ECFDOA is September 19th at Doyle.
- 8) A reminder to chiefs that the Conference Room needs to be straightened up after the officers' meeting.
- 9) Kittenger Furniture estimated a 16' table with 3 pedestals and 3 flip up power outlets would be \$8,000 - \$10,000. Would the board prefer laminate or laminate that looks like leather? The District would like more ideas to look at.

COMMISSIONER WORK:

- 1) Time Warner said there is a past due bill of \$164.96. The TVs are up, so Time Warner can come and install what they need to.
- 2) Commissioner Work needs to amend his motion from last month regarding the CPR curriculum CDs.

COMMISSIONER LARKIN – no report**OLD BUSINESS :**

- 1) Commissioner Larkin will be the District liaison for equipment return and will coordinate with the Chief.
- 2) Commissioner Metzger is reviewing the details of the gear washer and dryer policy and the dry cleaning policy. He will be creating a cheat sheet to post also.
- 3) An email was received from Ken Beil regarding the status of the explorer post. New protocol from the Boy Scouts requires advisors to have a 5-hour training course by September 30th. Many of the advisors that were involved have children graduating the program and do not wish to continue advising. There will only be a few members left in the post after this month. Commissioner Work is currently an advisor and offered to take the course to allow for the post to remain active.

MOTION by Garlapo, second by Larkin, to place the explorer post on temporary suspension effective 9/30/18 until it is able to seek advisors and post members. In Favor: Garlapo; Opposed: Metzger, Work, Larkin, Schlabach. Motion defeated.

- 4) A wiring item was left off of the specifications for the chief vehicles and it needs to be rebid.

MOTION by Metzger, second by Work, to rescind the motion from the 8/13 meeting to award the mini-bid for chief vehicles to Cappellino Chevrolet, carried.

MOTION by Metzger, second by Work, to rebid the chief vehicles with the updated specifications through the New York State Mini-bid site, carried.

MOTION by Metzger, second by Larkin, to advertise for sealed bids for the emergency light package for the new Tahoes to be opened at the 10/16 meeting, carried.

OLD BUSINESS :

MOTION by Work, second by Larkin, to amend the motion for training CDs from the 8/13 meeting to read “American Heart Association CPR & First Aid Training CDs from Channing Bete Company for \$269.38”, carried.

NEW BUSINESS

MOTION by Garlapo, second by Work, to adopt the proposed 2019 Budget, with \$943,965 to be raised by taxation at \$1.27 per \$1,000 of valuation. This complies with the New York State tax cap. There will be no transfers to the Reserves. Motion carried.

MOTION by Garlapo, second by Work, to approve Colin Arndt as an active interior firefighter pending successful completion of his background checks. He completed his physical as an explorer as interior qualified. Motion carried.

MOTION by Garlapo, second by Schlabach, to approve Ben Hanford as an active interior firefighter pending successful completion of his background checks. He completed his physical as an explorer as interior qualified. Motion carried.

MOTION by Garlapo, second by Schlabach, to approve Matthew Staley as an active interior firefighter pending successful completion of his background checks and physical exam, carried.

MOTION by Garlapo, second by Work, to approve Rachel Staley as an active interior firefighter pending successful completion of his background checks and physical exam, carried.

1) The fire company approved the by-law change that makes the District responsible for all firematic officer requirements. Article V of the Rules and Regulations will need to be reworded because many aren't caught up with their requirements. An addendum would make Article V effective at a later date. All of the Board will now interview officers. There will be another work session to discuss Article V after the work session at Montabaur Heights on September 19th.

MOTION by Metzger, second by Schlabach, to purchase the lens kits for requested firefighters for a cost not to exceed \$1,000, carried.

MOTION by Metzger, second by Larkin, to purchase 10 minuter pagers from Mueller Sound for \$3,600, carried.

MOTION by Metzger, second by Garlapo, to purchase the thermal imaging cameras for \$50,663 from the Chief's budget, carried.

MOTION by Garlapo, second by Schlabach, to opt out of the 2018-2019 Electric Commodity Hedge, carried.

2) There was correspondence from Pinsky Law Group regarding LVAC adding Alden into its territory. There will be no action taken by the Board.

MOTION by Schlabach, second by Metzger, to approve Sam Baker's banquet reservation for November 3rd from 3-9pm, carried.

MOTION by Schlabach, second by Larkin, to approve Don Helm's banquet room reservation for December 28th and 29th, carried.

MOTION by Schlabach, second by Metzger, to enter into an agreement with Buffalo Engineering for the design, specifications, and bidding service for the roof top unit for \$5,200. For: Garlapo, Metzger, Larkin, Schlabach. Opposed: Work. Motion carried.

MOTION by Metzger, second by Larkin, to purchase fire prevention materials for \$2,000, carried.

GOOD OF THE FIRE DISTRICT:

Chief Schlabach has records of NYS training from Erie County. This includes all training from other departments.

Commissioner Larkin will be attending the Board of Directors meeting on September 17th.

The District Budget Hearing is October 16th at 6:00 pm.

The next Regular District meeting is October 16th at 6:30 pm.

MOTION by Work, second by Garlapo, to adjourn the meeting at 21:23 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

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