

CLARENCE FIRE DISTRICT NO. 1

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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 Chairman Garlapo on **Monday, September 11, 2017** at 18:29 hours.

A moment of silence was observed in memory of those who were killed during the terrorist attacks of September 11, 2001.

ROLL CALL:

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

Absent:

Guests: Chief Jeff Schlabach, Assistant Chief Chad Hawes, Attorney Mark Butler

Executive Session was entered into at 18:30 hours.

Executive Session was ended at 19:27 hours.

Hillery Dennies requested to use a few of the trucks for a bodybuilding photoshoot. She would keep them in the back parking lot. It would be Friday after 5 pm and would not interfere with calls if there was one. The pictures will be posted on her social media. It was approved by the District as long as Clarence is not shown on the trucks in the pictures.

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Work, to approve the August 14th Regular Meeting minutes, carried.

BOARD OF DIRECTORS' REPORT – Board of Directors Representative AJ Shisler was not present.

SECRETARY'S REPORT

- 1) Secretary Kiener took a Records Management Officer webinar on September 6th.
- 2) On October 17th, the annual budget hearing, is at 6pm. Secretary Kiener has class until 6:20 pm, so Treasurer Kim Lash will be taking minutes until she arrives.
- 3) On December 11th, Secretary Kiener has an exam until 6:30 pm. She may be late to the meeting, so Treasurer Lash will take minutes if necessary.
- 4) Snow plow bids were sent out the last week of August and are due at the October meeting.
- 5) The Permissive Referendum was posted in the August 23rd edition of the Clarence Bee. 30 days from that day, is September 22nd.

TREASURER'S REPORT

- 1) Treasurer Lash answered the second e-mail request for follow-up from FEMA for a "desk review" of 2014 grant.
- 2) Treasurer Lash had Spectrum agreement questions: Does the Board see the need to continue to pay for three phone lines? The past theory was during an emergency multiple lines might be needed. But now the taxpayers are also paying a stipend for 12 officer and two vehicle cell phones. The agreement includes the "Sports Tier". Is this a justifiable District expense? Could the Fire Company pay for the sports tier package?
- 3) No news from DASNY this month. The District is possibly waiting for approval by the Division of Budget.
- 4) \$3.2 million has been paid out since the start of construction. There was an e-mail from RPOH today for which we are seeking clarification for estimated cost of change orders. The initial figures indicate we may have exhausted the budgeted project dollars.

TREASURER'S REPORT (cont.)

- 5) The only change requested to the first draft of the 2018 budget prior to the Board meeting was to increase the snowplow estimated cost by \$10,000 which was offset by reduction of the building reserve contribution. 2019 is last budget year for the tax freeze. Prior to adoption of the proposed 2018 budget Commissioner Metzger proposed, and the Board approved, no addition to the building or equipment reserve for 2018. Those dollars will be needed in the general reserve for the 2018 projects planned.

MOTION by Garlapo, second by Metzger, to approve bills, check #3828-3967, minus check #3957, in the amount of \$440,767.84, carried. The payment for Stieglitz Snyder Architecture will be withheld.

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) There will be a drone demo on 9/26.
- 2) What are the average costs per person for each training conference? The budget for training will be staying the same next year, and the Chiefs Office is planning to see if other conferences are an option.
- 3) Would the District allow Rite Aid to give flu shots before the October Company meeting? It was organized by Jerry Roy last year. There is no cost to the District.
- 4) Though it wasn't stated, in anticipation of not receiving the AFG grant, can a permissive referendum be made to allow for the purchase of the gear washer and dryer and 10 sets of gear? If we wait to hear about the grant, and with lead time on those items, they won't be here until early next year.
- 5) The foam was not given to Erie County yet.
- 6) The Fire Company is taking care of the mailroom cabinetry.
- 7) Assistant Chief Hawes is getting quotes for the mezzanine fencing. Paul can install it. More accurate pricing is expected for the next meeting, when construction is complete. Budget may be an issue. The bailout simulator might be a good option for materials, but it will still be needed for new members. Commissioner Schlabach commented that it needs to be moved inside before winter regardless.
- 8) iPad brackets were sent back and 2 were ordered from 10-75 Lighting. Cases were ordered from MacSolutions. The brackets that were ordered also have a lock and key.

COMMISSIONER GARLAPO –

- 1) Commissioner Garlapo took the online commissioner training course. He stated that the Fire District Affairs paper and website has been upgraded and is now 12-14 pages long.

COMMISSIONER METZGER –

- 1) 5 rooms were booked for FDIC at the Candlewood Hotel, 2.5 miles away.
- 2) Headlights were replaced on #5 and #6 and there is a big difference. #7 will be going in for the rest of the brake work on Wednesday.
- 3) Commissioner Metzger met with Pierce regarding a new rescue truck, but there will be no movement on it yet.

COMMISSIONER SCHLABACH –

- 1) The next ECFDOA meeting is September 20th at Bellview. CFD will host on January 17th.
- 2) Commissioner Schlabach will be looking into Republic Services for trash and recycling services.
- 3) Commissioner Schlabach will be meeting with the epoxy contractor on the 19th to find out when the floor will be done and how long it will take. Will the trucks have to be parked in the back? The base for the blacktop was put down on Friday and the top coat will be put down tomorrow. Drivers cannot turn the wheels while they are stationary or it will ruin the new blacktop. What is the cure time? Doors in the "old" section will be done on Thursday. Transit Construction will be giving us another quote for carpet tile in the Assistant Chiefs office.
- 4) Commissioner Schlabach will call Cathy Donner at Mike Ranzenhofer's office tomorrow.
- 5) There will be a meeting with Stieglitz Snyder Architecture tomorrow.
- 6) Chief Schlabach will call to see if the gear lockers will be coming with name tags for the lockers.

COMMISSIONER WORK

- 1) Chief Schlabach talked with Amherst Fire Control and they suggested that the module for the network for AFC be deleted from the Red Alert upgrade package as it will not be ready to integrate. This is a \$1,355 savings. Also, only 1 kiosk will be purchased for now, which saves \$1,800. The new quote is for \$16,645.
- 2) Commissioner Work received 3 quotes for 2 desktops with dual monitors and an IAM Responding monitor. Network Services was the low quote.
- 3) 2 people are currently in the EMT class, and 1 other firefighter is interested, so EMT textbooks will need to be purchased for their use.
- 4) It will be most cost effective to get monitors and TVs from Best Buy or Walmart in order to put them in the Chief and Assistant Chief offices, the Communications room, and the District Conference room.
- 5) The Fire Company can use the old copier, as it is still in working condition. The District will be getting a new copier machine.
- 6) A wireless access point in the hallway was replaced for \$167.
- 7) After the Building Project is complete, Bob Casper offered to do a community outreach event, to train up to 50 people doing hands on CPR. Could it be after the banquet, in February, March or April?

OLD BUSINESS

- 1) Commissioner Garlapo wrote a memo in regard to the District election of firematic officers to be sent to the Fire Company and Board of Directors. It was approved by the Board and will be sent out.

MOTION by Work, second by Metzger, to pay the \$25.00 late fee for the invoice from Absolute CPR dated June 19, 2017. Said late payment will be included with the full payment of \$280.00 (#3931), which is included in the bills presented and approved at the September 11, 2017 meeting, carried.

MOTION by Metzger, second by Garlapo, to delay the enactment of the training requirements of the Chief, Assistant Chief, and Captains until the 2019 election, carried.

- 2) The same criteria that was used in the past for officer eligibility will be used this year based on the previous motion.

NEW BUSINESS

MOTION by Garlapo, second by Metzger, to adopt the proposed 2018 Budget, with \$943,965 to be raised by taxation at \$1.35 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 Schlabach, second by Garlapo, to approve Charlie Ferguson's request to use the pavilion on September 9th from 2-8 pm for a birthday party, with no alcohol being sold or consumed, carried.

MOTION by Schlabach, second by Work, to approve Chad Hawes' request to use the banquet room on March 3rd from 12pm to 12am, for an Awesome Paws Rescue fundraiser. The event will be catered and an insurance certificate is needed for alcohol to be consumed; no alcohol will be sold. Motion carried.

MOTION by Metzger, second by Work, to advertise in the Clarence Bee for the withdrawal of \$55,000 per the Chief's comments for a gear washer and dryer, and 10 sets of gear. Roll Call: Garlapo – aye, Metzger – aye, Work – aye, Schlabach – aye. Motion carried.

MOTION by Work, second by Schlabach, to purchase three EMT textbooks from Amazon at a cost not to exceed \$375.00 for members enrolled in EMT training courses, carried.

MOTION by Work, second by Garlapo, to accept the upgrade proposal from Alpine Software for the existing Red Alert software and programming. The proposal includes upgrading to the RedNMX System platform, document imaging system, work order management system, reminder module, paging system, finger reader kiosks, installation and training for a cost of \$16,645.00 pending the expiration of the referendum on September 22, 2017. Motion carried.

NEW BUSINESS (cont)-

MOTION by Work, second by Metzger, to accept the quote and proposal from Network Services for technology and equipment required and necessary with the capital project improvements. The proposal includes two desktop computers for the district Secretary and Treasurer, 13 Thin Client Smart Terminals for various offices and workspaces, dual monitor configurations, Terminal Server, data switch, client licenses, and estimated labor for installation of said equipment for a cost of \$18,975.60 pending the expiration of the referendum of September 22, 2017. Motion carried.

MOTION by Work, second by Schlabach, to purchase LED television monitors to be installed in the newly renovated areas of the Capital Project at a cost not to exceed \$6,200.00. The installation of the television monitors will be completed by the district building manager. Motion carried.

MOTION by Work, second by Schlabach, to purchase three Statpacks with the First Aid Pharmacy Kits for the 9, 9-1, and 9-2 vehicles from Emergency Medical Products at a cost not to exceed \$1,000.00. The funds to allocated from the EMS Equipment Capital budget line. Motion carried.

MOTION by Garlapo, second by Work, to add the election petition to the Election Policy, carried.

MOTION by Garlapo, second by Metzger, to approve the Prehospital Medical Services Agreement as presented, carried.

MOTION by Garlapo, second by Work, to approve the transfers based on the recommendations from the Treasurer as follows: \$540 from Alarms Mileage to Dues, \$599 from Travel to Life Insurance, \$2,674 from EMS Capital to EMS Disposables and \$590 from EMS Capital to Firefighter Health & Safety. Motion carried.

MOTION by Metzger, second by Work, to approve Hillery Dennies request for equipment utilization for a photo shoot for physical fitness, without Clarence Fire District showing, carried.

GOOD OF THE FIRE DISTRICT –

MOTION by Metzger, second by Work, to cancel the September 26th Work Session, carried.

The Annual Budget Hearing is October 17th at 6:00 pm.

The next Regular District meeting is October 17th at 6:30 pm.

MOTION by Schlabach, second by Metzger, to adjourn the meeting at 21:11 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website