

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, September 12, 2016** at 18:32 hours.

ROLL CALL:

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

Absent: Board of Directors representative AJ Shisler

Guests: Chief Jeff Schlabach, First Assistant Chief Ken Beil, Second Assistant Chief Chad Hawes,

Executive Session was entered at 18:32.

Public meeting session was resumed at 19:00.

APPROVAL OF PRIOR MEETING MINUTES

MOTION by Metzger, second by Schlabach, to approve the August 8, 2016 regular Board meeting minutes, with amendments, carried.

MOTION by Metzger, second by Garlapo, to approve the August 22, 2016 work session minutes, with amendments on the Building project, new business bullet 2 and 6, and the Chief's report bullet 1, carried. Commissioner Work abstained.

BOARD OF DIRECTORS' REPORT – AJ Shisler was not present.

SECRETARY'S REPORT

- 1) The August 2016 NFIRS data was sent. Alpine Software emailed her saying that there was a problem with one of the incidents. Secretary Kiener fixed it and resubmitted it and is waiting for confirmation of submission from NYS.
- 2) No additional beneficiary forms have been turned in this month. Secretary Kiener will be posting a list of names for those missing the forms shortly.
- 3) Secretary Kiener continued going through the filing cabinets and papers, trying to organize them and get rid of items that are not necessary anymore.
- 4) Mark Butler took care of sending the FOIL documents. 35 documents were sent, costing \$8.75. The District already got the check for it.
- 5) Secretary Kiener signed up for the NYS Secretary Training online course. She also signed up for a Records Management Officer webinar on November 10th.
- 6) Commissioner Garlapo requested paper copies of minutes and agendas, instead of receiving emails. Secretary Kiener asked if any other Commissioner would also like the paper copies instead of emails.
- 7) There was a question on one Red Alert report. A firefighter didn't sign the sheet that said it was a drill. The Chief explained that it was not a drill, just a truck checkout. Checkouts don't count for any credit, so the sheet just needs to be filed.

TREASURER'S REPORT

- 1) The state auditor's biggest issue was there were no bid requests sent out after the feasibility study that was done for the Building Project. He found 8 things without quotes, and that was the majority of his findings. He will contact us with a final meeting date for the District and his boss. The meeting will not be at a Board meeting.
- 2) The annual SMEC audit was sent and submitted.
- 3) The information sheet for DASNY was sent out. It requested a copy of the deed, documentation, and what the District expects to spend the \$300,000 on.
- 4) There is \$3.9 million available for the Building Project, \$1.8 million is in the bank. After spending \$42,000 already, the projections show the District can pay bills through January. With the payment from DASNY and taxes, the District can pay bills until March or April. After that, the Building Project funding will be from the bond.

TREASURER'S REPORT (continued)

- 5) There is \$99,000 per year that is not allocated for anything. It could be used for technology, overages, etc.
- 6) Commissioner Garlapo suggested that the District needs to really watch its spending because it will be tight to the end of the year.

MOTION by Garlapo, second by Roy, to approve bills, check #3464-3495, in the amount of \$40,740.64, the check for will be held until further notice, 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) 45 total calls for March including: 27 EMS, 5 fires, 2 mutual aid, 3 motor vehicle accident, 1 false alarm, 5 hazardous condition and 2 other calls.
- 2) The Forcible Entry training has 3 people signed up: The Chief, Mike Dennies and Hillery Duman. The budget will be tight after this training, so training Syracuse might not happen this year.
- 3) The District needs to approve a provider for the first aid course. There are many different "basic" curriculums, and it is a matter of cost vs content. There are more details to the basic courses than was thought. There are 2 night classes, for 6 hours of training, or 1 day classes. The Chief plans to have a few more CPR/ First Aid classes before the end of the year, with a classes during the week and at least one Saturday class.
- 4) The Chief plans to have the Uniform project completed by October 1st.
- 5) Mark Butler needs to be consulted about a shared services agreement with Buffalo Hazmat. The District will pay a one-time fee of \$1,500 to help chip in on a calibration machine. Buffalo will then calibrate all of the CO meters for us. Commissioner Metzger will be in contact with the Chief and Mark Butler.
- 6) The hazmat suits were going to be tested at a higher price, but the Chief got the cheaper price honored.
- 7) The Chief suggested that the District buy a projector screen for when guests come to present. Some projectors can cost close to \$250, but the Chief thinks one around \$150 will work for the District.
- 8) The Hazmat trailer was epoxied. The shelving will be installed in October. There are 5 gallons of epoxy left. The left over epoxy will coat the floor in 7-1.
- 9) The Chief requested to purchase Firefighter 1 books and gear bags. The gear bags will make it easier for those taking Firefighter 1 to transport their gear.
- 10) More wheel carts need to be purchased. The Chief requested 3 of them, 2 for the hazmat trailer, and one for 7-1.
- 11) The Chief talked to Noel Tuccurione about undercoating the trailer; that way it will last longer. He quoted the job at \$100- \$125. It would be able to be done this week.
- 12) The Chief stated that he would like the headlights for truck 6 to go forward. The Chief is willing to hold out on the attack and LDH hose and more turnout gear.
- 13) The MultiRae was received from Erie county. The paperwork for it was already filed. It will be in service shortly.
- 14) President Dudas printed new member packets. So far the Chief has heard great reviews from the few new firefighters that have gotten them.
- 15) Twin City ambulance response times are getting slightly slower. They are not meeting their contract obligations with Akron and Newstead. Their response times are still in an "okay" zone for the District.
- 16) The quotes for the FEMA grant, for the washer/ dryer and new gear, were completed. The numbers will be discussed at the Chiefs meeting.
- 17) There was a bill that was questioned from Gui's. Assistant Chief Hawes purchased items for decon on the trucks.
- 18) On Columbus Day there is a First Responder appreciation event. The requests will be sent in emails.
- 19) There have not been PCR forms sent in since June.

COMMISSIONER ROY –

- 1) There could possibly be a warranty on the paint for E-2, which could pay for 10% of the repair cost. It cost \$2,033 to fix.

COMMISSIONER GARLAPO –

- 1) Commissioner Garlapo has not heard anything on Mitchell Szabo. Should there be a set period of time to leave the files open? Travis Griner will talk to Mitchell.

COMMISSIONER METZGER –

- 1) The rooms for FDIC were booked, and are at the hotel right across the street.
- 2) Commissioner Metzger would like to meet with the Chief, Commissioner Schlabach and Treasurer Lash to finalize the purchases and goals for the next 5 years.

COMMISSIONER SCHLABACH

- 1) Paul Meyer will be putting down a yellow indicator line for 2- way traffic on the west side. The east side will be closed off due to site work. The gate to the first gate to the bike path will be opened, and the lower gate will be closed off still so that the public doesn't come up the path.
- 2) Commissioner Schlabach asked if it would be best to snow plow to the bike path. There was a meeting set up for Tuesday September 13th to talk to construction companies about trailers and needs during the winter. 3 companies will be solicited to: JMS Landscaping, CAM Services and Braunscheidel Property Services. The contract will be a one year contract this year, and will go back to a 3- year contract next year. Construction Superintendent Kevin said that the contractors are in charge of their area. The District still needs access to the barn and trailers.
- 3) Commissioner Schlabach is meeting with someone to look into getting UV protection on the window where the fire truck is. The historical society suggested that the District get it protected so the fire truck doesn't get damaged.
- 4) The office air conditioning unit was repaired again. It may need to be replaced as an add- on in the Building Project.
- 5) Every 2 weeks there will be meetings between the "major players" in the Building project. This includes the Construction Superintendent and manager, site guys, electricians, etc. NYSEG may be putting the project on hold. Will the trailers need powers? Who is responsible? The electric bill may go up to power the trailers.
- 6) Commissioner Schlabach was notified that the grant writing is from October 15th until November 18th. The Chief and Commissioner Schlabach will be writing it and getting it prepared.
- 7) The District reinstated Mark Heim as after receiving a letter from his doctor.
- 8) Wednesday September 21st is the ECFDOA meeting at Vigilante. Since Commissioner Schlabach will be out of town, Commissioner Roy will take his place.

COMMISSIONER WORK –

- 1) Commissioner Work and Chief Schlabach had a meeting with Red Alert. The platform upgrade conversion and RedMX with 4 hours of training costs \$5,975. The modules cost \$6,455. The total cost will be \$17,250. The modules can do inventory, scan images, and do work order management. It doesn't all need to be done at once. Modules can be added at any time. Everyone gets their own dashboard. The Red Alert people will be on site for 2 days, and it will be installed and finished.
- 2) The Wi-Fi was down for a short time. Something was unplugged. The Wi-Fi in the banquet room is not working, the rest of the building is fine.
- 3) Commissioner Work authorized the backup for Chief Schlabach's laptop.

OLD BUSINESS –

- 1) Mark Butler said that the District has a good baseline policy for the Inspection dinner, and the policy just needs to be updated a little bit. The District needs to narrow down who needs to be there, and take out things that are unnecessary. Commissioner Garlapo will clean up the version the District has right now.
- 2) A follow up discussion about the Youth Program policy with Ken Beil is needed.
- 3) The Ladies auxiliary group is not covered under any District or Company insurance policy, if anything was to happen. We will have to wait and see when the program evolves. A possible solution would be to have the auxiliary group bring things to the fire police, who would bring them to the scene. Should waivers be made up for them?
- 4) Based on Rick Ganci's options for borrowing for the Building Project, there were no behind the scenes way to fund with Bonds or BANs. It only takes a few weeks to borrow, and would have to be done in the early spring. The 5- year BAN and the 5-year bond are almost equivalent. The BAN allows for a little more flexibility, but has a slightly higher cost due to the annual renewal. By October or November, the District needs to figure out what option is the best.
- 5) Who is going to sign for the extras for the Building Project if any are to arise?

MOTION by Work, second by Metzger, to authorize Commissioner Schlabach to sign any and all Building Project change orders, carried. Commissioner Schlabach abstained.

- 6) The equipment expenses will be used for uniforms and the EMS fund will be saved for the Red Alert project.

OLD BUSINESS (continued)–

- 7) There is \$9,100 left in training for Syracuse and Nashville. It is around \$7,800 for Nashville alone. The requirement for EMS may be relaxed. The uniforms will come out of the repair budgets. The Chief will talk to the EMS Captain about disposables.
- 8) Thursday September 22nd, DiVal is coming to test the extinguishers and an officer should be there to show them where they are.

NEW BUSINESS

MOTION by Metzger, second by Garlapo, to fund over budget line item transfers as adjusted, carried.

- 1) The date for the EMS course deadline needs to be extended. There was only one EMS course this year and that can't accommodate everyone. The news rules will need an exception for right now. It needs to be explained what "basic" class entails. After this year, the District can price- shop and see what course they prefer. If someone goes and gets a Red Cross card from somewhere else, will that suffice? Will more courses be offered in October and November, and possibly December? 2 Saturday classes and 1 weeknight class will possibly be given, for 4 this year.

MOTION by Metzger, second by Garlapo, to extend the requirement in Article VI until March 31st, 2017 for EMS certification, carried.

- 2) Pinsky Law Firm sent a request for a letter of support for Lancaster Volunteer Ambulance moving into Alden. Twin City and Rural Metro support the document. The District did not want to send a response because the move does not affect the District.
- 3) The Installation Dinner is Saturday January 21st, and the inspection needs to be done before. It can be done the Thursday and Friday before. It may need to be done prior due to construction. It could also be done before the January 2nd or 9th meeting.

MOTION by Garlapo, second by Schlabach, to do the inspection on January 2nd before the meeting, carried.

MOTION by Garlapo, second by Metzger, to put First Assistant Chief Ken Beil on medical leave effective immediately, carried.

MOTION by Work, second by Metzger, to approve Robert Casper of Pulse CPR Center for CPR and First Aid courses, carried.

MOTION by Roy, second by Metzger, to purchase free- standing shelves, tie downs, straps, and rust proofing for the Hazmat trailer, not to exceed \$1,100, carried.

MOTION by Roy, second by Schlabach, to purchase 5 Firefighter 1 training books for \$425, carried.

MOTION by Roy, second by Garlapo, to purchase 5 jumbo gear bags from the Firestoreonline.com for \$286.94, carried.

MOTION by Roy, second by Metzger, to service 12 Hazmat suits, for \$75 each, for a total \$900 from DiVal, carried.

MOTION by Roy, second by Metzger, to send 3 firefighters to Hot Forcible Entry training, not to exceed \$2,000, carried.

MOTION by Roy, second by Metzger, to purchase one new set of boots for Emily Casell for Firefighter 1 for \$130 from DiVal, carried.

MOTION by Roy, second by Schlabach, to purchase 3 2- wheel hand trucks for the Hazmat trailer and 7-1, not to exceed \$750, carried.

MOTION by Roy, second by Metzger, to purchase 2 HID lights for truck 6 from Churchville Fire Equipment for \$1,750, carried.

NEW BUSINESS (continued)-

MOTION by Work, second by Metzger, to reimburse the Chief for \$47.95 for the 1- year carbonite from his laptop, carried.

MOTION by Work, second by Metzger, to purchase a large projector screen from Best Buy, not to exceed \$300, carried.

4) There were questions about what Article VII meant. As of January 1st, 2017, firefighters have 3 years (2017, 2018, 2019) to get their EVOC course done. After that, it needs to be done every 3 years. By January 1st, 2020 the firefighter would need it. Should a cheat sheet be made to show what firefighters need to do, and when? There should be EVOC courses offered in the spring and fall to keep it more simple and organized.

MOTION by Garlapo, second by Metzger, to adopt the proposed 2017 budget at \$943,965 to be raised by taxation at \$1.36 per thousand dollars of valuation. This budget includes line items totaling \$416,865 which will be used to help finance the Building Expansion Project, carried.

GOOD OF THE FIRE DISTRICT –

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

The next Regular District meeting is October 18th at 6:30 pm. The budget meeting will be before at 6:00 pm.

MOTION by Metzger, second by Work, to adjourn the meeting at 22:02 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website