

CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340

Clarence, NY 14031

Phone: (716) 759-8842

Fax: (716) 759-0641

Board of Fire Commissioners:

Douglas G. Garlapo, Chairman
David R. Metzger, Vice-Chairman
David M. Bissonette
James Schlabach
Nathan M. Work

Treasurer

Kim M. Lash

Secretary

Yvonne Work

A work session meeting of The Board of Fire Commissioners was called to order by Chairman Garlapo on **Monday, June 22, 2015**, at 18:33 hours.

Roll Call:

Present: Commissioners Garlapo, Metzger, Schlabach and, Treasurer Lash.

Absent: Commissioners Bissonette, Work and Secretary Work

Guests: 4th Assistant Chief Jim Havernick

MOTION by Garlapo, seconded by Metzger, to enter executive session for employee review, carried

MOTION by Garlapo, seconded by Schlabach, to return to open meeting at 19:00 hours, carried.

MOTION by Garlapo, seconded by Schlabach, for the entire Board of Fire Commissioners to conduct the first annual employee reviews for the four paid employees as soon as they can be scheduled, carried.

Attorney Joseph Schoellkopf informed Chairman Garlapo that he will be retiring December 31, 2015. Joe suggested that the Board send out requests for proposals to hire new counsel. Chairman Garlapo noted that Joe is currently the attorney for approximately half the Erie County Fire Districts listed in the 2015 Officers Directory. Attorney Schoellkopf suggested geographical proximity is not necessary for the district's counsel since there are few lawyers with this specialty. Other attorneys that are employed by a few districts each listed in the directory are: Mark Butler, Paul Notaro and Thomas D'Agostino. Other possible candidates are Raymond DiRaddo, author of the Fire District Officers' Guide, and the Pinsky Law Group of Syracuse, whose partners are both also firefighters. Attorney Schoellkopf is currently on a \$5,000 annual retainer with Clarence Fire District No. 1.

Working through the District's Rules and Regulations' Table of Contents the Board reviewed each Article for which Chairman Garlapo had previously provided an edited draft he had prepared with input from the Chief and the First and Second Assistant Chiefs. Jeff Schlabach has obtained copies of several other fire districts' documents to use for comparison purposes.

Article I – General Rules

Items added over time has caused repetitive phrasing, which is being reworked to organize like concepts in the article.

Article III – Physical Exams

Paragraph 2b – Add a statement for the Board to take appropriate action for failure to complete within the specified time.

Article VII – Safety

The term First Aid will be replaced with EMS throughout the document.

Paragraph 2 - Correct typographical error.

Paragraph 8 – Add the statement “within 24 hours of the incident so proper insurance forms can be filed”.

Paragraph 9 – New York State motor vehicle law was the source of the proposed wording.

Article VIII – Fire Police

Paragraph 2 – States that the Chief may “assign them to any duty the Chief may deem necessary”. This is a concern because Fire Police are only medically certified by the District’s medical provider for fire police duties.

Article IX - Property

The Chief requests that the current approval process be modified to also require Chief’s Office approval to avoid conflicts if training is scheduled and a rental is requested at the same time.

Commissioner Schlabach noted that an eighteen year old firefighter has requested use of the property for a party on August 1st, at which alcohol will be served. During the Board of Directors review process it was noted that the form had been changed and the required language about serving alcohol was no longer on the form. President Dudas will update the form to include the language that was accidentally deleted and the firefighter will have to submit the corrected form for the Board of Fire Commissioners to take action. Chairman Garlapo asked if TIPS training is still required and Commissioner Schlabach replied in the affirmative.

Article X – First Aid (EMS)

The Chief and the Second Assistant Chief advocate the deletion of the entire article.

Paragraphs 1 and 2 can be deleted.

Paragraphs 3 and 4 are similar and Paragraph 3 would be reworded using the correct current terminology and be added to the proposed combined Article V and Article VI – Training and Drills.

Paragraph 5 could be moved to Article I or entirely deleted.

A lengthy discussion ensued about the merits of EMS squads to spread the work out among the active members and whether active firefighters should hold a basic CPR card.

Article XI – Home Radio Receivers

Chairman Garlapo had noted in the draft copy that each paragraph of this article is either referenced in another policy or is no longer required.

Paragraph 12b – concerning blue light response distance would be retained and moved elsewhere in the document.

Article XII – Personal Equipment Inspection

The article title will be changed to “Firefighter Equipment” and the article words “personal firematic equipment” will be changed to “Fire District issued equipment”.

The article states inspection will be “as recommended by the Equipment Committee of the Board of Fire Commissioners”. There was discussion as to what equipment is currently tested and when. Also how and when it is best to conduct an inspection, as well as what equipment (protective versus entire inventory issued) must be inspected annually.

Article XIII – Firematic Officer Vacancy

No changes required.

Article XIV – Medical Leave

The District’s Medical Leave Policy was recently reviewed and most of this article will be replaced with three new paragraphs.

Article XV – Amendments

No changes required to this article which merely states that the current document supersedes all previous versions.

Article XVI – Service Award Plan Provisions

Must be updated for the entitlement age change from 65 to 60 years. The language has been provided by Penflex.

Article XVII – Service Award Plan Point Accumulation System

Penflex is reviewing this article and will provide any required changes soon.

Chairman Garlapo stated the remaining articles will require another work session. He would like to have Attorney Schoellkopf review the entire document before he retires. The entire document will then be approved at one time.

Chairman Garlapo noted during his previous term on the Board all new firefighters had to be certified as interior to be accepted for membership. However, since that time active firefighters have been hired that are exterior only. In developing the future training requirements he polled the Board's perspective on what the standard should be. The consensus was that there is a job for everyone and for example losing well qualified EMS personnel would be a loss to the district if exterior certified members were not accepted. It was suggested that all candidates at least try to complete the interior certification first, at the medical provider, for perhaps they might qualify and then consider and complete the necessary training to become an interior firefighter. This discussion provided Chairman Garlapo with the needed direction to draft the requirements and the consequences for not meeting those requirements.

First Assistant Chief Schlabach learned that New York State has been receiving FEMA grant money for haz-mat for years. These funds have been sent to Erie County but none have been further distributed to the Fire Companies with haz-mat teams. He is therefore in communication with the County about providing equipment to Clarence Fire District. A donation of seventeen one hour bottles is expected, but it is yet to be determined if this is a gift or a loan and which entity is required to service and maintain the equipment.

The agenda had provided for discussion of the Shimerville Road incident. It was determined that no further action is required by the Board. Twin City has committed to implementing a social media policy and Chief Major has resigned his position on the ambulance contract renewal committee.

MOTION by Schlabach, seconded by Metzger, to adjourn the meeting at 21:02 hours, carried.

Attest,

Kim M. Lash
Fire District Treasurer

cc: Commissioners/President/Chief