

CLARENCE FIRE DISTRICT NO. 1

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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 J. Work

The regular Board of Fire Commissioners' work session meeting was called to order by Chairman Garlapo on **Monday, November 23, 2015** at 18:30 hours.

ROLL CALL:

Present: Commissioners Garlapo, Metzger, Bissonette, Schlabach and Treasurer Kim Lash

Absent: Commissioner Nate Work and Secretary Yvonne Work

Guests: Jerry Roy

DISTRICT RULES AND REGULATIONS REVIEW

- 1) Renumber the last two articles changing XVI to XV, XVII to XVI and XVII Attachment to XVI Attachment.
- 2) Article VI – Training and Education paragraph 5 wording change from Article XVII to Article XVI.
- 3) Article XV – Service Award Plan Provisions updated paragraph 2 – Entitlement Age per District approval of 5/13/13.
- 4) Article XVI – Point Accumulation
 - (a) Paragraph 4 a) will read “Elected administrative officers must fulfill the duties of the position.”
 - (b) Paragraph 4 b) i) delete the words “or commissioner”.
 - (c) Paragraph 4 b) ii) the appointed positions must be specified by name.
 - (d) Paragraph 6 a) and b) will change based on the wording in the handout provided.
 - (e) Paragraph 7 d) to be deleted.
 - (f) Paragraphs 8 and 9 to be added based on wording provided by Penflex.
- 5) Article XVI – Attachment
 - (a) Paragraph B 1) add a fifth bullet “Annual OSHA training will receive points in accordance with Article XVI – Service Award Plan Point Accumulation System, Paragraph 1 b) How Points are Credited.”
 - (b) Paragraph B 2) – Drills – remove third bullet.
- 6) Revise OSHA Policy Section III – District Guidelines
 - (a) Paragraph B 2 to read: “Fire Police will complete a four hour annual refresher training specific to their duties and responsibilities which will be coordinated by the Fire Police Captain.”
 - (b) Paragraph C proposed new words to read: “Upon completion, points will be credited in accordance with Article XVI – Service Award Plan Accumulation System, Paragraph 1 b) – How Points are Credited.”
 - (c) Paragraph D remove the last four words “not the drill category”.
 - (d) Paragraph E remove the existing wording and replace with “New firefighters must complete OSHA training in accordance with Article VI, Paragraph 2 c) of the District Rules and Regulations.
 - (e) Paragraph F to be removed.
- 7) Review of Article V – Firematic Officers & Qualifications draft prepared by Chairman Garlapo using Snyder and West Seneca Fire District's Rules as a template and edited further through input from Chief Major, First Assistant Chief Jeff Schlabach and Second Assistant Chief Ken Beil.
 - (a) Paragraph 1 A – revise last sentence to read: Applications will be reviewed by the Fire District and candidates will be notified as to the highest firematic position for which they are qualified to be nominated for election.
 - (b) Paragraph 1 B – remove the reference to candidates' interviews.
 - (c) Paragraph 2 remove reference for EMS certification for Chiefs and Fire Captain (active firefighter requirement).
 - (d) Paragraph 2 add bullet to “remain qualified on active driver list for all apparatus” for all Chiefs.
 - (e) Paragraph 2 A - change first bullet to read: At least 2 years in an elected (not appointed) term as Assistant Chief in Clarence Fire District No. 1 at the time of taking office as Chief.
 - (f) Paragraph 2 A remove reference to maximize term limits.
 - (g) Paragraph 2 B change first bullet to read “At least one year as Second Assistant Chief in Clarence Fire District No. 1”.
 - (h) Paragraph 2 C change first bullet to read “At least two years as Fire Captain in Clarence Fire District No. 1.”

DISTRICT RULES AND REGULATIONS REVIEW (continued)

- 8) Chairman Garlapo will look up the prerequisites for ICS 700 as it might be an unnecessary requirement.
- 9) A significant amount of time was devoted to discussion regarding the proposed elimination of the Third and Fourth Assistant Chiefs' positions. Of note were the following issues. Clarence Fire is the only company in the area still using these officer positions. Assigning their responsibilities to Captains provides for more "training positions". There was report of an assistant chief at another company responding with red lights in a personal vehicle that was pulled over and ticketed by a State Trooper for running traffic lights because he did not have insignia denoting his company on the side of the vehicle which represents an additional district liability. Elimination of the positions would be of some financial benefit to the district for not buying light bars for personal vehicles and paying alarms mileage. Having more appointed rather than elected positions provides the Chief with the ability to more easily ensure assigned tasks are completed by those he is responsible for appointing. Of concern is the possibility of those with less tenure being required to provide size up. Less Chiefs with red lights improves the odds that a captain would be responding cold with blue light. An additional expense will likely be issuing portable radios to Captains.
- 10) Chairman Garlapo will prepare an outline of Rules and Regulations changes that will be presented at the Membership meeting for Board review and approval.
- 11) Commissioner Work previously agreed to make a copy of the revised Rules and Regulations for each member to be distributed at the December Membership meeting. Anyone not attending the meeting will receive a copy in their Fire Company mailbox.

MOTION by Garlapo, second by Metzger, to approve the revisions to District Rules and Regulations Article XVI and XVII as well as other minor Article revisions as presented by Chairman Garlapo in his "Notes for 11/23/15 Work Session" document attached to these minutes, carried

MOTION by Garlapo, second by Metzger, to approve the revised OSHA training policy based on the review conducted this evening as detailed in Chairman Garlapo's "Notes for 11/23/15 Work Session" document attached to these minutes and the additional Board discussion, carried.

BUILDING EXPANSION PROJECT REPORT

1) Received a design services proposal from Steiglitz and Snyder regarding a Prentice office furniture proposal of \$1,100. The architect will charge a \$200 administrative fee to manage this on behalf of the District. All furniture will be New York State contract price and it is a woman owned business. The current design has the Treasurer Office in the back. Rather than enclosing file cabinets within a closet to secure them, new cabinets will be purchased to reduce expense. Of concern in the design are the heating fin tubes which require furniture to be kept away from the walls. It was mentioned drop down electrical may be preferable to the suggested floor plugs due to the expense and the ability to adjust office configurations easier in the future.

MOTION by Bissonette, second by Metzger, to approve Commissioner Schlabach sign the Prentice/Steiglitz & Snyder contract, carried.

- 2) A new roof top unit will be required to feed the two new office areas.
- 3) New ceilings and lighting will be installed in the old offices.
- 4) Since there is not room in the budget to add a window in the copy room, may have to consider continuing that as a Fire Company space and move the Chief's Office to what now is the President's Office.
- 5) Suburban Lock and Key has been the District's door lock vendor and Amherst Alarm the key fob vendor. Amherst Alarm quotes \$37,000 to upgrade the current system to add the doors in the Building Expansion. There are advantages to having the alarm and fob system with the same vendor. However, considering the size of the quote the architect should include bids for the door locks and fobs.
- 6) There are 800-900 lineal feet of stone fascia to be covered or replaced. The architect says that it can't be covered easily due to how far it would stick out from the building and the stone is too uneven to be able adhere board to it. The original plan was to avoid changing the coping. Bottom line is the most cost effective system is needed and depending on the cost it will be applied as far as possible. Cost may prohibit changing the back of the building.

BUILDING EXPANSION PROJECT REPORT (continued)

- 7) New exterior LED lights will be installed all the way around the building. A photo eye will be used instead of the timer recommended by the architects since this is a 24/7, not 9 to 5 business.
- 8) Overhead door remotes will be programmed to open only.
- 9) A new boiler will be installed on the mezzanine next to the records storage. It will be piped out the gable end of the building to avoid another roof penetration.
- 10) The plumbing has to be reviewed to move 35 gallons of future laundry wash water to the sand filter.
- 11) Commissioner Schlabach had to sign a 19 page permit for the DOT with the civil engineer to allow work in the right of way.
- 12) Commissioner Schlabach had a one hour conference call regarding the electrical. The generator is still overloaded. The architect conceded that an 800 amp generator is not needed and a 600 amp will suffice. However, their concern is the rare event that everything might turn on at once. Therefore the compromise will be a manual transfer switch for the air conditioning should the power go out. Heating will be on a relay system.
- 13) The transformer can be up to 100 feet away from the building without losing voltage. Had originally hoped to have the transformer at Main Street and wires run underground from the transformer to the building. However, the voltage drop is too great and the cost to bury is too expensive. Commissioner Schlabach asked Chairman Garlapo to review the site plan to recommend where the pole should be placed.
- 14) The ceramic tile will be stripped down to the block and painted with epoxy paint. A second color of epoxy paint will be applied above the old ceramic tile line. There was further discussion about the possibility of keeping the ceramic tile but the project costs have to be trimmed and the tile could be something added in the future. The old tile has to be removed in any event because so much is already damaged and must be replaced.
- 15) The window to the fitness room has been removed from the project due to cost and only the fitness room door will now have a window.
- 16) No changes are planned for the equipment room bathroom at this point because any change will require a complete refurbish which is not currently in the budget.
- 17) The corridor from the gear rack storage to the outside door was discussed. The suggestion was made to remove or edit the space to give more room to the storage areas rather than having a corridor.

GOOD OF THE FIRE DISTRICT

Commissioner Election will be held on December 8, 2015 from 6:00 to 9:00 PM.

The next regular meeting of the Board of Fire Commissioners will be held December 14, 2015 at 7:00 PM.

MOTION by Bissonette, seconded by Schlabach, to adjourn the meeting at 21:55 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kim Lash, Treasurer and Interim Secretary

Attachment

cc: Commissioners

NOTES FOR 11/23/15 WORK SESSION

- 1) Re-number last 2 Articles of R & Rs
 - Article XVI to Article XV
 - Article XVII to Article XVI
 - Article XVII - Attachment to Article XVI – Attachment

- 2) Article VI - Training & Education
 - Para. 5 - change wording “Article XVII” to “Article XVI”

- 3) Article XV - Service Award Plan Provisions
 - Update Para. 2 - Entitlement Age per District approval of 05/13/13

- 4) Article XVI - Point Accumulation
 - Para. 4, a) – Wording revision, see handout
 - Para. 4, b), i) – Wording revision, see handout
 - Para. 4, b), ii) – See handout, need positions
 - Para. 6, a) & b) – Wording revision, see handout
 - Para. 7, d) – delete, see handout
 - Para. 8 & 9 – add per Penflex, see handout
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- 5) Article XVI – Attachment
 - Para. B, sub-para. 1 – Training - add a 5th bullet - “Annual OSHA training will receive points in accordance with Article XVI - Service Award Plan Point Accumulation System, Para. 1, subpara. b) – How Points are Credited
 - Para. B, subpara. 2 – Drills - remove 3rd bullet
 -

- 6) Revise OSHA Policy, Section III-District Guidelines
 - Para. B - are words OK??
 - Para. C - proposed new words - Upon completion, points will be credited in accordance with Article XVI - Service Award Plan Accumulation System, Para. 1, sub-para. b) How Points are Credited.
 - Para. D - remove words “, not the drill category”
 - Para. E - remove existing wording and replace with - “New firefighters must complete OSHA training in accordance with Article VI, Para. 2, sub-para. c) of the District Rules and Regulations.”
 - Para. F - remove words “, not additional drill credit”
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- 7) Review proposed draft of Article V - Firematic Officers & Qualifications