

# 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/Interim Secretary

Kim M. Lash

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The Board of Fire Commissioners' work session meeting was called to order by Chairman Metzger on **Monday, February 22, 2016** at 18:30 hours.

## ROLL CALL:

Present: Commissioners Metzger, Garlapo, Roy, Schlabach, Work and Treasurer/Interim Secretary Lash

Absent:

Guests: Insurance Agent Tom Brady, Chief Jeff Schlabach, Assistant Chief Jim Havernick

## INSURANCE COMPANY REPRESENTATIVE ANNUAL REVIEW AND EVOC COURSE DESCRIPTION:

There are five pages of enhancements to the policy. Coverage includes:

Building and Grounds at \$3.8 million and the pavilion at \$147,000 as well as earthquake coverage at \$4 million.

The building expansion project will ratchet up the building cost incrementally as it is being completed. Contractors typically do not cover insurance on loss of the structure during construction. (But this could be something to double check with R&P Oak Hill.) Contractors, however are responsible to name the District as additional insured for liability coverage. This policy is guaranteed replacement cost which is increased for inflation annually. The coverage would rebuild with similar materials. There is no replacement value for 10365 Main Street, since it is set for demolition, only liability insurance. Construction materials can be replaced up to \$25,000. Lock and key replacement to prevent theft has been increased to \$25,000. Snow removal is limited to \$1,000 per policy period. Storage sheds covered up to \$10,000.

There is pollution liability coverage of \$150,000 and up to \$10 million aggregate. Also up to \$1 million if a government agency should hold the District responsible for the clean-up.

There is Network Security and Data Breach Liability of \$1 million. Officers are covered for wrongful termination and sexual harassment. The Treasurer and Deputy Treasurer are each bonded for \$2.5 million. The limit for money and securities has been increased from \$25,000 to \$50,000 and the deductible removed.

If a member must testify while assisting with the investigation or defense of a claim they would receive up to \$1,000 a day for lost wages.

Host liquor coverage is in effect if the Fire Company has a fund raiser that requires a license and as long as the event doesn't last more than ten consecutive days.

Any medical personnel are covered as long as they are acting within the scope defined by the District. This is primary coverage and their personal coverage would be secondary.

Auto liability is \$1 million per occurrence. No fault medical is in addition to VFBL. A District non-owned auto with property damage during an emergency response would be provided a rental for up to \$40 per day for 30 days and the member's deductible would be reimbursed.

Emergency Apparatus deductible is \$1,000. Apparatus agreed values are:

#1 - \$450,000	#6 - \$1.2 million	#8 - \$100,000	Caravan trailer \$1,258
#2 - \$486,000	#7 - \$40,000	#9, 9-1 and 9-2 \$43,000 each	ATVs are portable equipment
#5 - \$425,000	#7-1 - \$40,000	Wells Fargo trailer - \$12,000	

Portable equipment loss is unlimited and there is a \$100 deductible. The insurance company won't pay more to replace than the truck can be built. If the cost to fix a damaged truck is 75% of its worth than the insurance company will total it. Full glass coverage on all apparatus.

**INSURANCE ANNUAL REVIEW (continued):**

Loan or lease gap coverage to pay the unpaid amount due on a loan or lease following the total loss of an apparatus.

There is a \$7 million umbrella with a \$14 million aggregate. There is a \$24 million aggregate for both Clarence Fire District No. 1 and the Clarence Fire Company.

Additional living expenses of member, with a limit of \$1,000, pays living expenses for up to 3 days for loss of use of the member's residence if it was damaged while they were responding to an emergency.

Medical bills and lost wages are covered to \$150,000. This would be a short term problem. If it is a bigger problem there is usually a lawsuit involved. This is because in New York State there is unlimited workers' compensation coverage.

Explorers are not listed on the District policy as additional insured. Their coverage is provided by the Boy Scouts of America which restricts what Explorers are able to do. However, under no circumstances should anyone younger than 16 years old ever be allowed on a fire scene. It was suggested that something be obtained from the Boy Scouts to determine what is covered under their policy and then communicated to the Firematic officers. Tom Brady also stated that Explorers should never be allowed on a vehicle during an emergency response. It was also noted that Explorers may only attend a Fire Company drill with an Explorer Post advisor.

Forms were left for the Chairman to sign to approve this insurance coverage as well as a copy of the insurance proposal.

**EVOC COURSE DESCRIPTION:**

The insurance company's EVOC course is equivalent to the New York State course. The content is the same, instructors are State certified and a certificate of completion is received. Also available is a train the trainer course that the Chiefs can take to run driver recertification on the off years the course is not required. Even the hands on portion of the course is at no cost. There is 16 hours classroom time and 8 hours on the road.

The only courses that have a charge from the insurance company are the Defensive Driver class, at \$25 per person, and the TIPS class. The only requirement to have a class is the number of students. If enough students aren't available from the Fire Company the class just needs to be opened to the neighboring fire companies to fill the minimum requirements.

**DISTRICT RULES AND REGULATIONS ARTICLE V FIREMATIC OFFICERS AND QUALIFICATIONS REVIEW:**

- 1) Chairman Metzger suggested that perhaps a committee should investigate the details of how the new qualifications should be implemented. Much discussion ensued. The opposite point of view was presented that the requirements have been agreed upon and there may need to be some phasing in initially but it is important to finalize the document.
- 2) Some suggestions were made as to whether documentation for qualification compliance rests on the individual applicant or the District. But regardless the District must still provide an approved list of candidates to the Company for elections.
- 3) Chief Schlabach reported that past Chief Major had started a list of which individuals have which courses completed.
- 4) The request was made to clarify the language to make clear if the requirements are effective for officers to be elected/appointed in December 2017 and taking office January 2018.
- 5) Commissioner Roy expressed concern that the Fire Captain have training in attack leadership. In the past, such a course was called "Initial Fire Attack for the Company Officer". Chief Schlabach noted New York State's requirements are somewhat vague after the Firefighter II course. Instead of course names there is a list of 22 core competencies and there are several paths cited for courses that may be used to satisfy those competencies. Commissioner Garlapo will provide further information to the Board for the March 14 meeting. Chief Schlabach was reluctant to be the sole source to determine which course is "best" and suggested perhaps the New York State Office of Fire Prevention or Attorney Butler might assist the Board in making the determination.
- 6) Assistant Chief Havernick communicated that there is an EMS course available that is less hours than EMT recertification but more than the basic first responder course. It is about a twelve hour course that would be appropriate for Firematic officers. It is a national course taught by a Bowmansville firefighter entitled the American Red Cross First Aid for Responding to Emergencies.

**DISTRICT RULES AND REGULATIONS ARTICLE VII OPERATORS OF FIRE DISTRICT VEHICLES:**

- 1) The Chief had requested for several firefighters appointed as truck lieutenants because they don't meet the qualifications set forth in Article VII. a variance to drive the apparatus around the building to perform the truck check outs. It was agreed that the information provided by the Chief on Brian Powers' experience, plus his past tenure as a member, qualifies him to drive the apparatus on the property and a motion had been made at the February 8 Board meeting for this variance. Mike Dennies and Hillery Duman started July 7, 2014 and don't yet have the membership length of service. It was determined the variance requested for Charlie Ferguson was not required by counting the sum of his membership time before and after his military duty. There was heated discussion regarding the terminology and intent of Article VII. At the heart of the discussion was the concept of apparatus drivers versus those training to be drivers. This includes not only training but the time on the job that should be required. Many suggestions were made and points of clarification requested including:
  - (a) Should there be a terminology change to differentiate between those on the drivers' list and those training as drivers?  
This would specify what parameters must be met before getting behind the wheel of a piece of apparatus as a lieutenant or driver trainee versus what is required to be a driver to a response.
  - (b) EVOC, Pumps Ops and Ladder Ops were all mentioned as driver requirements.
  - (c) Should Truck 7-1 be considered light rescue with #7 and #8 or grouped with the larger apparatus?
  - (d) It was suggested perhaps each piece of apparatus have its own list of requirements.
  - (e) Should the Ladder Truck require more time and training than the pumpers and heavy rescue?
  - (f) Should the effective date to have completed training be January 1 of 2017 or 2018?
- 2) **MOTION** by Work, seconded by Roy, to grant Mike Dennies and Hillery Duman a variance per Article VII 1 c to drive only #7-1 and #7 as an operator only to perform their truck checkout duties on Fire District property, carried.

**PROCESS TO FILL DISTRICT SECRETARY POSITION:**

- 1) An advertisement was placed in both the Clarence Bee and Clarence Sun newspapers with a March 7 cutoff date to submit resumes and references.
- 2) Two candidates have expressed interest to date. Megan Kiener, of 4365 Ransom Road, has submitted a resume and Julie Laczkowski (Jim's daughter in law) left a voice mail message.
- 3) It was determined the entire Board would be part of the interview process and interviews would be scheduled prior to Board meetings starting at 6:00 PM. Interviews will be conducted in executive session. Commissioner Work will forward a list of potential interview questions for Board approval.

**BUILDING EXPANSION PROJECT:**

- 1) Commissioner Schlabach reported that R&P Oak Hill's Dave Sanford will attend the February 24, 2016 bid opening and will provide a spreadsheet to record the bids received. Commissioner Schlabach will ensure that someone is at the fire hall to accept bids delivered from 9:00 AM to 7:00 PM on February 24<sup>th</sup>. Sanford will take all bids with him to review for compliance to the bid specifications. Commissioner Schlabach will then meet with him, after about a week, to determine which bids are both low and responsible. The timeline allows for awarding of contracts at the next Board meeting of March 14<sup>th</sup>. Within ten days successful bidders will then be required to provide shop drawings.
- 2) Commissioner Garlapo asked if bid receipts must be provided. Commissioner Schlabach will check with Dave Sanford.
- 3) All trades were represented at the pre-bid meeting; 40 questions received from attendees were provided responses.
- 4) Commissioner Schlabach is creating a list of projects to be completed in preparation for the start of the building expansion. Some will require member work calls and other items will be for the Building Mechanic to work on.
- 5) Commissioner Work will call the recycling company to dispose of the surplus equipment under the Board table. Treasurer Lash communicated that Network Services will dispose of the laptops for free.

**ASSISTANT CHIEF LIGHTS FOR PERSONAL VEHICLES:**

There was discussion regarding the replacement of the light bar for Assistant Chief Havernick's personal vehicle. The bar used on his old vehicle is five years old and still works fine but is yellowing and the plastic is foggy. When the unit no longer works it wouldn't be worth fixing because parts are no longer available. A quote was obtained from 10-75 Lighting to install the light bar from Assistant Chief Hawes' personal vehicle. The other option is to use this light bar to upgrade the lighting on Truck 7. To purchase new would be approximately \$2,500 but only \$1,200 to \$1,300 to use the bar from Assistant Chief Hawes' vehicle. The Equipment Chair and the Chairman will review what is required to fix Assistant Chief Hawes' personal vehicle after the District Equipment is removed before any work is contracted to be completed.

**ASSISTANT CHIEF LIGHTS FOR PERSONAL VEHICLES (continued):**

**MOTION** by Roy, second by Metzger, to approve up to \$1,200 to outfit the 9-3 vehicle with the same light bar on his old vehicle and the additional lights per the 10-75 Lighting estimate number 7614, carried. All current equipment will move to the new vehicle including the siren and Commissioner Roy will oversee completion of this project per the Chief's request.

**OLD BUSINESS:**

**MOTION** by Garlapo, second by Work, per the Chief's request, the Board authorizes the Treasurer to issue a District credit card to the Chief. This complies with the Fire District Credit Card Policy, Section 1, Paragraph C, the Chief being a designated user. In accordance with Section 7 of the policy, the Chief shall review the policy and sign the acknowledgement before the credit card is issued by the Treasurer.

**NEW BUSINESS:**

- 1) The Chief requested clarification on the blue lights to be used by members for emergency response. The Board confirmed that his issuance of the blue light cards is his approval of the unit purchased.
- 2) Due to the length of the agenda and the late hour the Board postponed review of the Inspection Dinner Costs Policy draft revision.
- 3) Commissioner Roy asked the Chief to remind his staff that the Chief and Assistant Chief Vehicle Use policy prohibits the use of District owned vehicles to respond hot when non-department people are in the vehicle. Discussion continued regarding use of these vehicles.  
**MOTION** by Garlapo to amend Section 3, Paragraph D to permit use to and from any place of employment as well as for unrestricted personal travel. The motion did not receive a second.  
**MOTION** by Garlapo, second by Schlabach, to request the Chief ask Assistant Chief Hawes to attend the next district meeting to discuss the enforcement of this District policy, carried.
- 4) Due to the length of the agenda and the late hour the Board postponed review of the NFPA 1851 policy draft.
- 5) **MOTION** by Metzger, second by Roy, to approve the Chief's concept and approve his reservation of two rooms for the June hazmat conference in Baltimore and three rooms for the Firehouse conference, moved from the prior location in Baltimore to Nashville in October, carried.
- 6) Firefighter training was accounted for in Red Alert until 2010. From 2011 to 2015 an excel spreadsheet was used to list and tabulate firefighter training. Treasurer Lash asked the Board which method should be used for the 2016 training and it was determined Red Alert would be used going forward.
- 7) The Board reviewed the 2015 firefighters' LOSAP training points document prepared by Commissioner Work. It was determined that LOSAP points must be allocated based on the number of hours for each course. It was agreed that eight members' LOSAP training points would be adjusted and the 2015 LOSAP points could then be posted for the 30 day review by members.
- 8) **MOTION** by Roy, second by Metzger, to purchase a pair of Black Diamond boots from DiVal at a cost of \$130, carried.
- 9) **MOTION** by Schlabach, second by Work, to approve Dana Lash's request to use the banquet room for the March 10<sup>th</sup> Girl Scout Zumba night, carried.
- 10) **MOTION** by Schlabach, second by Metzger, to approve Paul Blonski's request to use the banquet room on March 19<sup>th</sup> for a birthday party, carried.

**GOOD OF THE DISTRICT:**

Bids for the Building Expansion project will be opened February 24, 2016 at 7:00 PM.

The next District meeting is March 14, 2016 at 6:30 PM.

**MOTION** by Schlabach, second by Work, to adjourn at 22:25 hours, carried.

Attest,

Kim Lash, Treasurer and Interim Secretary

cc: Commissioners