

# 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:**

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

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The Board of Fire Commissioners' Work Session meeting was called to order by Chairman Metzger on **Monday, April 25, 2016** at 18:32 hours.

## **Roll Call:**

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

Absent: Commissioner Work

Guests: Chief Jeff Schlabach, Assistant Chief Ken Beil

## **Secretary Oath of Office**

Secretary Megan Kiener took the oath of office.

Call Nancy Metzger about more information on a recorder for the meeting and see what they use at the Town. Secretary Kiener's Oath of Office card was sent to the town clerk. Albany was notified about the RMO change.

## **Jim Haverick Equipment**

Jim Havernick's equipment was returned. To the best of Commissioner Roy's knowledge all the equipment was returned, but the Chief was going to do an inventory. Commissioner Roy also gave Haverick the check that was owed to him from the Fire Hall. An election for the open position will be next week.

## **Physical Exam Update**

The only firefighter that needs to take a physical exam is Al Getter, all others are accounted for. The Chief status was updated from exterior to interior SCBA unrestricted. Temporary certificates expiring on May 1, 2016 were given to Doug Larkin, Jerry Roy, and Chris Nowak. Temporary certificates expiring June 1, 2016 were given to Chad Hawes and Jim Laczkowski. All individuals were notified by mail. Explorers' physicals are all complete. The final list will be given to the Chief as soon as possible. OCCUSTAR was very responsive. There was a request for one day turn around and OCCUSTAR accommodated that.

## **Article V of Rules & Regulations**

The Assistant Chiefs' requirement was changed from 3 years to 2 years as Fire Captain. The 2 year requirement is applicable at the time of the start of the term, not at the time elections are held. A current certification is needed on Chiefs and Assistant Chiefs.

## **Article VII of Rules & Regulations**

Operator is a lieutenant that is learning to be a driver. A driver is allowed to take the vehicle on calls. Operators can do truck check-outs. Lieutenants will need to get the okay from the Chief to be road operator. An operator must begin training and then take an EVOC course. An EVOC course is needed for all operators and drivers. It will be required to take the course every 3 years to be recertified. To be a driver of Truck 1, 2 or 6 you must also have taken the Pump Operator course. Truck 6 drivers will also be required to take a Ladder Operator course. Operators will have to demonstrate proficient skills to drive the trucks. The approval of the Chief will be needed. The Chief has the right to approve or not to approve a driver request if he feels that the operator does not have the necessary skills. The goal is to use Red Alert to record the proficient use of seat time to be able to waive the annual internal driver recertification. An EVOC class needs to be approved by the Board. The Chief promised to make a chart of necessary course and give it to Commissioner Garlapo.

## **Chief Vehicle Use Policy**

Chiefs' vehicles issues should be dealt with on a case-by-case basis. It is the responsibility of the Chiefs to respond

within a reasonable distance. The NYS Fire District Officers Guide states that the Chiefs vehicle is only to be used within the district and its immediate vicinity. Wording in the document needs to be revised. Brighton, Eggertsville, and Synder Chief Vehicle Use policies could be used as a reference. The use of the Chiefs' vehicles is to be further discussed at the next meeting.

**Building Expansion Project**

Commissioners Schlabach and Metzger met with the architect and the construction manager on 4/21/2016 and the list of board approved changes to the project were submitted.

**MOTION** by Schlabach, second by Metzger, to reject the bids from the February 24, 2016 bid opening totaling \$3.9 million which exceeded the \$3.5 million allowed by the mandatory referendum, carried.

**MOTION** by Schlabach, second by Metzger, to have bid advertised in the Clarence Bee on Wednesday May 11<sup>th</sup> with the bid opening date of Wednesday June 1<sup>st</sup> at 6pm, carried.

Pre-bid walk through will be Monday May 23<sup>rd</sup> at 10:00 hours. Bids will be in the Clarence Bee by May 11<sup>th</sup> to allow for 3 weeks of bidding time. The drawings will be made available online on May 16<sup>th</sup>. R&P Oakhill will work more diligently to encourage more bidders. C&S Engineering, through Steiglitz Snyder, requires a \$3,000 storm water pollution permit fee due to the change of New York State regulations. The approval for the fee will be at the next meeting. R&P Oakhill donated office furniture to the Fire Hall that will be stored in the Banquet Room by the end of May. The new drawings from Steiglitz Snyder will be marked to indicate the changes made to them. A list of items was removed from the original building plans to cut costs in order to stay below \$3.5 million. The footprint will remain the same. Commissioner Schlabach cataloged the donated furniture: 13 desks, 26 office chairs, 14 foot conference table, 10-12 filing cabinets, estimating to save between \$30,000 to \$35,000.

**New Business**

Inspection Dinner Cost Reimbursement policy will be discussed at a later date.

Youth Program Policy draft will be discussed at a later date.

Chairman Metzger asked the Chief if he had any comment to make about the Timberlakes fire over the weekend. But none were provided.

Jim Laczkowski requested the pavilion on May 20, 2016 from 3-11pm with approximately 50 guests. He requested that there would be beer/ alcohol consumed, but not sold.

**MOTION** by Schlabach, second by Roy, to approve Jim Laczkowski's reservation for the date and time specified, carried. Commissioner Schlabach will also ensure the required insurance certificate is provided.

**Good of the District**

The next regular meeting of the Board of Fire Commissioners will be held May 9, 2016 at 6:30 PM.

The next Work Session Meeting is scheduled for May 23, 2016 at 6:30 PM.

**MOTION** by Metzger, second by Schlabach, to adjourn the meeting at 20:33 hours, carried.

*All motions were unanimously carried unless otherwise noted.*  
Attest,

Megan Kiener, Secretary

cc: Commissioners, Day Room Bulletin Board, Website