

# 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 Work

The Board of Fire Commissioners' Building Expansion "kick off" work session meeting was called to order by Chairman Garlapo on **Tuesday, June 2, 2015** at 17:30 hours.

## **Roll Call:**

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

Absent: Commissioner Work and Secretary Yvonne Work

Guests: Stieglitz Snyder Architect Bob Shepard and RP Oak Hill Construction Manager Dave Sanford

## **Building Project Update:**

1. Bob Shepard reviewed the contract that was signed in July 2014. Scope of work has changed so updates should be made for milestone dates and references to project phasing over several years should be deleted. April 2016 is the target start date with anticipated twelve month completion. This kick off meeting is four weeks later than in the original timeline. There are eight weeks planned for bidding and contraction negotiations. Commissioner Metzger commented that the District's turnaround time must be more responsive. Bob suggested that e-mail should work well for many of the issues that they will need the Board to address. FF&E was a component of the original contract that he suggested should also be deleted. It would be more cost effective for the Board to deal with those companies directly.
2. Commissioner Bissonette inquired if all financing is in place for the anticipated draws that will be required. Treasurer Lash stated that bonding work is premature now. Dave Sanford offered to prepare an estimated cash flow analysis to assist with the anticipated payment requirements. Both Steiglitz Snyder and RP Oak Hill will bill the District for services monthly.
3. Commissioner Schlabach discussed his work to obtain a surveyor to survey both 10355 and 10365 Main Street to combine the two properties into one parcel. Bob Shepard noted that a proposal had been previously received from Millard, MacKay & Delles and an e-mail could be sent to Fran there. Bob anticipated some additional topographical information may also be required.
4. 4 boring logs have been already taken and the results showed that bedrock is between three to seven feet where the samples were taken.
5. Bob and Dave Sanford will meet to review what has been budgeted room by room for finishes. After discussing the budget they will present the options that are available to the Board. Commissioner Bissonette suggested that no maintenance surfaces are preferred.
6. There is nothing in Dave Sanford's original budget for data and communications. The Board should plan for what they will require so that the necessary infrastructure can be designed by the architects.
7. Site work discussion included: fifteen spaces minimum will be required at the east of the new structure when there is full attendance at a district meeting and to also allow for people also using the workout facility, green space islands within the driveway were reduced but a small island for the traffic pole must be maintained, noted the four big trees to be saved, driveway must be straightened around building, snow removal will be stacked to the east in the front of the building, concrete pad on north side of building must be heated, trucks must be able to come from fueling behind building and be able to back into bays without going onto Main Street.

**Building Project Update (continued):**

8. Commissioner Schlabach asked if the existing boiler might be repurposed for heating the concrete pad. Bob suggested this might be a supplemental option.
9. Board requested that a solar package option be added.
10. Commissioner Bissonette requested budget numbers are verified to include the waste water design.
11. Geothermal option discussed as the best for the environment but is far and away the most expensive. It will be out of the district's budget. There is a twenty-five year return on the investment.
12. Bob asked the Board if they are thinking of any further modifications to the floor plan before he begins sending the document out to potential contractors. In regard to the arches between the old and new truck bay, the request was made to move the front wall up closer to the front of the building but still maintain the two 8 foot arches and the wall space will be needed.
13. Pre-engineered trusses are the most economical but the three new bays may need custom trusses to accommodate the twenty feet needed to tilt the cabs to work on both engines, the rescue and ladder trucks.
14. Commissioner Metzger is waiting for the Chiefs' Office to respond to his November, 2014 request about truck placement. It is time for this information to be forwarded to the architects for the design needs.
15. The double doors going into the equipment room from the west corridor should be able to be held open by magnets as this will be a high traffic area. The doors can be still be secured for events when needed.
16. All metal corridor doors must have window lights. Doors going into offices may be solid doors.
17. Another Board open item is defining the sub committees needed to accumulate the information needed for this project.
18. The changes noted will be made and Dave Sanford will, within the 48 hours, drop off updated timeframes and the new drawings which then can be marked up for functions. Commissioner Garlapo also requested that an electronic copy be delivered.
19. Chairman Garlapo asked how many more meetings will be required. Bob said five total and the topics for discussion will be provided in advance. Two more design development and three for construction documents. Bob is targeting the completion of this phase of the project by mid-November.
20. Bob stated his engineers will have questions. He hopes to be able to send a list of questions to the Board a couple days prior to a meeting. Perhaps many answers can also be provided by e-mail.
21. Commissioner Schlabach asked for his need to be on site daily during construction. Someone from RP Oak Hill will be assigned the function of the day to day coordination. It is not a requirement for the owner to be on the site daily. Construction progress meetings are held by RP Oak Hill weekly. The Board will be required to take action monthly to pay for the work that has been completed.
22. Bob made note to begin discussions with the Town as it will be a multi-step process. Commissioner Metzger noted that green space will be a key point of discussion.
23. The Building Expansion Committee had taken many photos while touring other fire halls. Bob suggested that the Board review these pictures and pick the good, better and best options. Costs can then be assigned to the choices so the best decisions can be made as to how to best allocate budget dollars. Anything not specified will use standard applications.

Bob Shepard and Dave Sanford left the meeting at 19:30 hours.

**New Business:**

1. **MOTION** by Garlapo, seconded by Bissonette, to purchase a new clock for the meeting room as a new battery has not helped the unit keep the correct time, carried.
2. It was agreed that the Board will meet with LOSAP investment company RBC representative Dave Rogers on August 10, 2015 at 18:00 hours. Chairman Garlapo will ask Secretary Work to make the required legal notices.

**New Business (continued):**

3. A June 22, 2015 work session has been scheduled for the Building Project. If it works out that there is no work needed on that project Chairman Garlapo would like to use the date to work on the update to the District's Rules and Regulations. The Service Award Program Article draft was provided to Penflex's Tony Hill for review. He will return any necessary corrections within a week. Articles 1, 5 and 6 are drafted and completion is being coordinated with #9-1 who is getting copies of Brighton, Snyder and Eggertsville Fire Districts Rules and Regulations to use as comparison. A copy of the Articles that were the easiest to update were provided to the Board for their review in preparation for this meeting. The drafts are color coded with red being suggested text for removal, blue to be added and yellow highlighted represents notes pending. Chief Major, First Assistant Chief Schlabach and Second Assistant Chief Beil have provided much input in this process.
4. Tim Blakely has applied to receive a lump sum disability payment from LOSAP that will be discussed further at the regular business meeting.
5. Paul Meyer, Jr. was injured working in his Building Manager position. A form must be sent to Tom Brady to record the incident. Commissioner Schlabach will follow through with this requirement. A copy of the form should also go in Paul's personnel file. Commissioner Bissonette expressed great concern for the injury and our failure to ensure the work process is completed safely.
6. **MOTION** by Garlapo, seconded by Schlabach, to expend an additional \$75 over the original \$500 estimated motion made May 11, 2015 to have the bike path parking lot/training area striped for 55 parking spots for a total cost of \$575, carried. Commissioner Bissonette requested a tax exempt letter be sent with the check, noted there would be an additional cost of \$3,200 to seal the entire area and will let Commissioner Schlabach know when the striping will take place.
7. Chairman Garlapo let the Board know that Secretary Work plans to return to work next week.

**MOTION** by Bissonette, seconded by Schlabach, to adjourn the meeting at 20:02 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Kim Lash, Treasurer

cc: Commissioners/President/Fire Chief