

CLARENCE FIRE DISTRICT NO. 1

FINAL COPY

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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

Fire District Secretary
Yvonne Work

A **Work Session** of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on **Monday, February 23, 2015** at 10355 Main Street, Clarence, NY 14031.

Meeting called to order by Chairman Garlapo at 18:45 hours.

Roll Call

Present: Commissioners Garlapo, Metzger and Work, Fire District Treasurer Kim Lash and Fire District Secretary Yvonne Work
Guests: Mr. Ed Holohan from Penlex
Absent: Commissioners Bissonette and Schlabach

This Work Session was held for the purpose of the annual review with Mr. Ed Holohan from Penflex.

The Board reviewed the District's Article XVII – Service Award Plan Point Accumulation System line by line category. There are some areas which require revision. Mr. Holohan indicated that he would be willing to review the Board's "draft revision" of this Article prior to final approval by the Board.

Section 1 – Attendance at Training Sessions:

- This is correct as stated – maximum annual points allowable under this category are 25. Points are credited based on the duration of each training course.
- The Fire Chief must approve all courses and certify completion to the Recording Secretary before points are credited.

Section 2 – Attendance at Drills:

- The maximum annual points allowable under this category are 20. One point per drill (minimum of two hours) is awarded for attendance.
- An individual will not get credit for attending a call if they are at the drill and do not attend the call. (Example: if the individual is at a drill at the Tower and they do not respond to the call, they will not get call credit – they will only get the drill credit).

Section 3 – Participation in Sleep-in or Stand-by Session:

- The maximum annual points allowable under this category are 20.

Sleep-in Session: One point is awarded for each night of an 8-hour duration.

Stand-by Session: One point is awarded for each session (four hour minimum duration). A "stand-by" is defined in the State Law as a "line of duty activity of the Volunteer Fire Company, lasting for four hours, not falling under one of the other categories."

If the standby-by is not of the four hour duration, the credit will be awarded under the "other category".

Section 4 – Completion of one-year term as an elected or appointed Officer:

- This needs to be revised to reflect that the Administrative Officer “must fulfill the duties of the position”.
- Under (b), “Commissioner” needs to be removed as they do not get credit for this position.

Section (b)(i) should state, “Twenty-five points are earned for the completion of a one-year term elected position) as a “Line Officer, a Department or Company Officer, President, Vice-President, Treasurer and Secretary of a Fire Company.”

- Under (b) (ii), this needs to be revised to reflect that “positions must be full year and stated in Company By-Laws/ individual’s names are to be submitted to the Fire District at the start of the year. Also, Fund Drive Chair would get points under the ”Miscellaneous Category.”

Section 5 – Attendance at Official Fire Company Meetings:

- The maximum annual points allowable for this category are 20. The individual earns one point per meeting.
- Meetings are defined as “official Company meetings that all members attend” – example: Fire Company monthly meeting.
- Board of Director Meetings or Line Officer meetings are sub-sets, not Company meetings.

Section 6 – Participation in Department Responses:

- The maximum annual points allowable for this category are 30. A total of 15 are earned for responding to at least the required percentage of the total Fire Department emergency responses for the year; percentage is based on the total number of annual calls.

A total of 15 points are also earned for responding to at least the same required percentages of all other calls.

- Under (b)(i), A revision is required to change “emergency rescue and first aid squad” to EMS.
- Under (b) (iii), this section requires removal as this cannot be done per the Comptroller’s Office.

Mr. Holohan did mention that the category, “Emergency Rescue and First Aid Squad” is now being referred to as “EMS”. Mr. Holohan did clarify that firefighters must attend 10% of the total of each call category (Fire calls and First Aid calls) and not 10% of the total calls; he mentioned that there has been some confusion regarding this.

Section 7 - Miscellaneous Activities:

- The maximum annual points allowable for this category are 15. One point per activity is awarded for participation in inspections and other activities covered by the Volunteer Firefighters Benefit Law for which points cannot be earned otherwise.
- Item (7)(d) needs to be removed as this is redundant with item (7)(a).

Fire District’s Service Award Program

The Board reviewed the District’s Service Award Program funding for the last three years: 2012 had a 7% +/-, 2013 had an 8% +/- and 2014 had a 0.9% return.

Due to the fact that the District’s investments had an almost zero return for 2014, there is a projected \$86,000.00 contribution to the Service Award Program which needs to be included in the District’s 2016 budget (this presents an increase from \$70,000.00 this year).

Mr. Holohan did mention that even though the District's investments did not do well in 2014, the Fire District's Service Award Program remains funded at 92%.

MOTION by Garlapo, seconded by Metzger, to adjourn the meeting at 20:45 hours, carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Yvonne Work
Fire District Secretary