

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 held a **Work Session on Thursday, August 27, 2015**. Meeting was called to order at 18:00 hours by Chairman Garlapo.

Roll Call:

Present: Commissioners Garlapo, Metzger, Schlabach, Fire District Secretary Yvonne Work and Fire District Treasurer Lash

Absent: Commissioners Bissonette and Work

Guests: Architects Bob Shepard and Mike Montante from Stieglitz Snyder Architecture and Fire Chief Bill Major

The Board met with Architect Bob Shepard and Mike Montante (Architect in charge of the District's project) from Stieglitz Snyder Architects to review the District's proposed building project with regard to some of the issues needing answers.

Some of the areas of focus included:

Comments related to the floor plan drawing – proposed rooms, use of rooms, door locations, door swings, etc.

- o Mention was made that the upper Mezzanine will be open to the Apparatus Room; Mr. Montante indicated that they have incorporated a continuous railing around this area.
- o On the Mezzanine, there is a room of approximately 200 square feet, which will be utilized for District file storage. Mention was made that this should be a controlled temperature room with air turnover.
- o Board reviewed the Mechanical Equipment area of approximately 6' x 6" area (this can be in a corner area).
- o Plans will include air exchange in the office area; discussed the need to bring in/exhaust air.
- o Architects mentioned that there is the opportunity for a laundry room. There is plumbing (lines for hot and cold water already there); would just need to add faucets.
- o There is no specific plan for the layout of the furniture in the District Office area at the present time. Board discussed the needs for the District Conference Room (layout, lighting, size of table, technology hookups).

Obtain a general idea of desired flooring (carpet or ceramic/quarry tile), wall (paint) and ceiling (acoustic tile) finishes for the office/conference room and fitness rooms.

- o Board discussed various ideas for the flooring, walls and ceiling for the office/conference room and fitness rooms.

Discussion regarding finishes in the existing apparatus bay.

- a) Floor finish, epoxy with traction aggregate – discussion regarding the type of floor finishes available in these areas. Mr. Montante indicated that consideration could be given to putting epoxy over epoxy; areas could be filled with joint sealant.
- b) Confirmation that we are leaving the existing ceramic tile in place and repair as required and replicate the ceramic tile treatment in the new apparatus bay. Board reviewed the options available and discussed the removal and/or repair and replacement of the ceramic tile. There is the option of utilizing thin concrete flooring with a durable paint covering. Board discussed leaving the tile in the storage room vs tearing up the ceramic tile and painting this area.

Discussion regarding finishes in the existing apparatus bay.

- c) Replacement of the existing tile ceiling with new or add a new gypsum board ceiling at the bottom of steel joists. Confirmation that what is being done in the existing bay is to be copied in the new apparatus bay. Mr. Montante discussed the various options with regard to the ceiling. His recommendation was that the ceiling in the apparatus room be replaced with exterior rated tile with a galvanized grid which will protect it from moisture.

Review proposed exterior finishes, in particular, the removal of stone aggregate fascia panels and feasible replacement materials.

- o There was discussion regarding removal of the stone aggregate fascia on the outside of the Fire Hall. Commissioner Schlabach mentioned that when the contractors replaced the windows, the removal of this material was difficult. Mention was made that the majority of the stone aggregate fascia appears to be holding to the building at the present time. Architect Montante indicated that insulation could be tightly applied to the aggregate and then the outside material could be applied. He will check with Dave Sanford from R&P Oak Hill regarding this process.

Roof-top mounted siren needs to be relocated. The sirens are generally located to be unobstructed and at a high point relative to other structures in the area.

- o Board discussed the relocation placement of the roof-top mounted siren. Commissioner Schlabach mentioned that this is on a concrete base and weighs approximately 300 pounds.

Board and the Architects reviewed and discussed the proposed mechanical, electrical and plumbing systems, as well as the proposed site improvements. Mr. Montante indicated that he can now keep moving forward with the drawings. There are some areas which he needs to do some further research on.

The portion of the meeting with the Architects ended at 21:00 hours.

MOTION by Metzger, seconded by Schlabach, to authorize up to five individuals to attend the County-wide training ("Step Up and Lead by Frank Viscuso) being offered on September 27, 2015 at the cost of \$75.00 per person which was discussed at the August 10, 2015 meeting, carried.

Commissioner Garlapo mentioned that the Board reviewed a portion of the District's Rules & Regulations at their Work Session on June 22, 2015. The Board reviewed additional Articles at tonight's meeting.

ARTICLE I – GENERAL RULES

- o Commissioner Garlapo indicated that this has been rearranged to be more user friendly.
- o Anything referring to the Chief has been moved to Article IV.
- o Anything referring to Fire Company has been consolidated in Paragraph 2.
- o Officer qualifications have been moved to a new Article.

ARTICLE II - MEMBERSHIP

- o Fire Chief Major reported that the District currently only has only 25 Interior qualified firefighters; he indicated this is why the District utilizes Mutual Aid. The Clarence Fire District can have a maximum of 75 total members. Approximately 75% of the District's calls are for EMS.

ARTICLE III – PHYSICAL EXAMS

The draft of this Article was approved by the Board at the June 22, 2015 Work Session.

ARTICLE IV – CHIEF OFFICERS’ DUTIES (New Title)

- This Article is a new title.
- Commissioner Garlapo indicated that the Chief’s duties have been consolidated (the majority of these are from the old Article I).
- The Assistant Chief and Officers’ duties have also been consolidated.
- The hose tests have been deleted.
- The old Paragraph 10 & 11 have also been deleted.

ARTICLE V – TRAINING & EDUCATION (New Title)

- The old Article V and VI have been combined; this Article is a new title.
- The draft of this article is based upon a lot of discussion, as well as upon a review of another Fire District’s version.

ARTICLE VI I – SAFETY:

- Paragraph 8 was revised based on discussion at the June 22nd Work Session.

ARTICLE VIII – FIRE POLICE

- Item #3 was added which states, “Medical Certification (referenced in paragraph 2) shall mean that the firefighter has been certified by the Fire District’s Medical Services Provider to perform duties above and beyond that of a “Fire Police Duty Only” Certification (either certified as an Interior or Exterior firefighter). This was based on discussion at the June 22nd Work Session.

ARTICLE IX – PROPERTY

- Board approved draft of this Article on June 22, 2015.

ARTICLE X – FIRST AID

- Concept of Paragraph 3 was re-worded and included in new Article V.
- Proposal to delete was discussed at the June 22nd Work Session; no decision was made as there was discussion regarding “Squad.”

ARTICLE XI – HOME RADIO RECEIVERS

- Proposal to delete this Article was approved by the Board of June 22, 2015.

ARTICLE XII – PERSONAL FIREFIGHTER EQUIPMENT INSPECTION

- Board approved the draft of this Article on June 22, 2015.

ARTICLE XIII – FIREMATIC OFFICER VACANCY

- Board approved the draft of this Article on June 22, 2015.

ARTICLE XIV – MEDICAL LEAVE

- Board approved the draft of this Article on June 22, 2015.

ARTICLE XV – AMENDMENTS

- Board approved the draft of this Article on June 22, 2015.

ARTICLE XVI – SERVICE AWARD PLAN PROVISIONS

- Board approved the draft of this Article on June 22, 2015.

ARTICLE XVII – SERVICE AWARD PLAN POINT ACCUMULATION SYSTEM

- This Article is being revised based upon the February meeting with Penflex. They have reviewed and recommended some additional items based on new items from the Comptroller's Office, as well as provided some additional input.

ARTICLE XVIII – FIREMATIC OFFICERS AND QUALIFICATIONS (New Article)

- This is a new Article – information is directly from old Article I, Paragraph 10 with new addition of "It is the intent of the Board of Fire Commissioners to revise the Firematic Officer positions, as well as the qualifications for each position. The revisions to this Article will be effective January 1, 2018. The revised Article, when completed, will be attached to this Article. This will enable Officer candidates adequate time to obtain the additional pre-requisites for each position. The intent is to continue to work with the Chief Officers to have this Article completed by year's end.

NEW ARTICLE – OPERATORS OF FIRE DISTRICT VEHICLES (New Article)

- This Article was drafted because of the huge liability for the District regarding driving and the fact that there were no requirements in place.
- Commissioner Garlapo indicated that a few paragraphs were in existence in the Rules & Regulations; these have been moved to this Article.
- Another Fire District's Rules & Regulations were utilized as a basis for this draft.

Commissioner Schlabach indicated that he received a request from Noel Dill on behalf of the Clarence Hollow Association to utilize the Training Area Parking Lot on September 12, 2015 as a backup area as they are sponsoring "Discover Main Street Fun Ride."

MOTION by Schlabach, seconded by Metzger, to authorize the Clarence Hollow Association to utilize the Fire District's Training Area Parking Lot on September 12, 2015 as a backup pending their completion of the Parking Lot User Approval Form, as well as appropriate Liability Insurance coverage, carried.

MOTION by Garlapo, seconded by Metzger, to adjourn the meeting at 22:40 hours.

All motions were unanimously carried unless otherwise noted.

Attest,

Yvonne Work, Fire District Secretary

cc: Commissioners/President/Fire Chief