

A Work Session of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on September 19, 2018.

The beginning of the Work Session was held in the conference room of Montabaur Heights, 4530 Ransom Rd, Clarence, NY 14031 at 16:00 hours.

Present: Commissioner Garlapo, Metzger, Schlabach, Work and Larkin

Absent: None (Sec. Kiener and Treasurer Lash were excused by Chairman Garlapo)

Guests: Chief Jeff Schlabach, management representatives of Montabaur Heights-Peter Eimer, Valerie Kane and Nancy Gugino

The purpose of this portion of the Work Session was to address the Fire District's concerns that related to this facility including staffing, safety and number of alarms. A complete list of those concerns and possible solutions was sent to Montabaur Heights. That document is "Attachment A" of these minutes. There was a complete review of this document by the Fire Commissioners and the Fire Chief with responses by Montabaur representatives. They will continue to assess the issues and possible solutions, as well as attempting to address the concerns as plans are developed for the next phase of construction on their campus.

The Work Session at Montabaur Heights was adjourned at 16:45 hours.

The Work Session was reconvened at 17:00 hours at the Fire District office, 10355 Main St, Clarence, NY 14031.

Present: the 5 Commissioners and Chief Schlabach

The purpose of this portion of the Work Session was to discuss Article V-Firematic Officers & Qualifications of the Fire District Rules & Regulations. The discussion focused on the requirements/qualifications of the Chief, First and Second Assistant Chief and Fire Captain. There are concerns that at this point in time firefighters have not obtained all the stated qualifications, and thus this would impact the Fire Company elections in December. Chairman Garlapo had distributed a "Draft" of an Addendum to Article V that would reduce the requirements to be an eligible candidate for Chief, First and Second Assistant Chief and Fire Captain on an interim basis, allowing more time for firefighters to acquire the original qualifications. A lengthy discussion followed as to the requirements of Article V as currently written, the previous version of the requirements and the "Draft" Addendum.

MOTION by Metzger, second by Schlabach to approve the "Addendum to Article V" with 3 changes from the original "Draft". For: Garlapo, Metzger, Schlabach, Larkin Opposed: Work Motion carried.

Note-"Attachment B" of these minutes is the approved "Addendum to Article V".

MOTION by Garlapo, second by Metzger that the Fire District will post a sign-up sheet of 4 interview dates/times for Chief, First and Second Assistant Chief and Fire Captain. All interviews will be completed by the Board of Fire Commissioners and a list of eligible candidates for these positions will be supplied to the Fire Company President by December 1st. For: Garlapo, Metzger, Schlabach, Larkin Opposed: Work Motion carried.

MOTION to adjourn at 19:43 hours by Larkin, second by Metzger. Motion carried.

Respectfully Submitted

Doug Garlapo
Acting Secretary

Montabaur Heights
4530 Ransom Road
Clarence, NY 14031

Certificate of Occupancy issued: January 14, 2016

Fire Department Responses:

- 2016 – 136 (February 7, 2016 first EMS call)
- 2017 – 157
- 2018 – 109 (as of September)
- All but two (2) of the above calls were EMS related

Fire Department Concerns

1. Lack of sprinkler system in attic of building (not required by fire code)
2. Lack of a voice communication or public address system in the building
3. Staffing – one person in the building from late in the evening until 6 or 7 am. Single staff person is not able to leave front entrance to assist tenants
4. Medical alert system does not include “voice communication” option to enable tenant to speak with the alarm company call taker
5. A substantial number of tenants appear to not be independent enough to self-evacuate during an emergency in the building
6. Elevator is not large enough to accommodate a medical stretcher
7. Extremely poor radio communication on campus for fire department operations
8. No ventilation system for corridors (or air conditioning)
9. Inadequate back up power

Concept Solutions

1. Add fire sprinklers in the attic
2. Install a public address system in the building to communicate messages to all residents during an emergency.
3. Increase staff during late night hours to maintain a minimum of 3 persons in the building at all times
 - o Suggestion: 2 staff members, trained to EMT level, on the Brothers of Mercy complex that are able to respond to any type of emergency in all facilities on the property. Develop an emergency response team.
4. A joint effort between the fire department, Brothers of Mercy management, and Twin City Ambulance to develop a “post” on the campus to garage a Twin City ambulance. This may be in addition to an existing building on site or constructing in conjunction with the new proposed assisted living facility.
5. Upgrade the medical alert system worn by tenants to include voice communication to the medical receiving monitoring company. This would greatly reduce if not eliminate the false alarms occurring.
6. Management must find a method of evaluating potential tenants prior to allowing occupancy relating to their ability to self- evacuate in an emergency.
7. Fire department may no longer be responding to medical alarms. Calls will be handled by the nearest TCA ambulance.

- 8. Conduct 4 evacuation drills per year
- 9. Install a “repeater” on campus to enhance radio communication to fire dispatch.
- 10. Provide a mechanical ventilation system for corridors.
- 11. Larger generator to provide heat for all tenants during extended power outages.

Goals

- 1. Reduce the number of false medical alarms at Montabaur Heights.
- 2. Reduce the number of tenants in need of assistance in the event of an emergency.
- 3. Self-evacuation by all staff and tenants upon arrival of fire department should an emergency arise.

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ADDENDUM TO ARTICLE V

The Board of Fire Commissioners recognizes the need for trained and knowledgeable personnel in all firematic positions. The minimum qualifications for firematic officer positions have been established in this Article. The Board of Fire Commissioners realizes that there is a reasonable period of time needed for individuals to acquire the training courses. Therefore, the following qualifications have been established on an interim basis to allow adequate time for personnel to obtain the higher levels of training.

FIRE CAPTAIN

- At least 2 years as an active firefighter in Clarence Fire District No. 1.
- At least 1 year as a Fire Lieutenant in Clarence Fire District No. 1.
- A working knowledge of the District equipment, boundaries, regulations and procedures.
- Have successfully completed NYS Fire Fighter I or equivalent.
- Have completed annual OSHA training.
- Have current First Aid and CPR certification.
- Fully qualified Interior firefighter
- On the Drivers List for all apparatus, with the exception of Ladder #6

SECOND ASSISTANT CHIEF

- All of the requirements of a Fire Captain
- Served at least 2 years as a Fire Captain
- On the Drivers List for all apparatus

FIRST ASSISTANT CHIEF

- All the requirements of a Second Assistant Chief

CHIEF

- All the requirements of a First Assistant Chief
- Served at least 2 years as an Assistant Chief

Candidates will be required to attend an interview held by the Clarence Fire District. The Fire District reserves the right to appoint a firefighter to any of the above positions without meeting all of the above requirements.

Adopted by the Board of Fire Commissioners September 19, 2018.

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