

Clarence Fire District No. 1

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CELL PHONE USAGE POLICY

- I. **SCOPE:**
This policy applies to all individuals assigned Clarence Fire District No. 1 owned cell phones.
- II. **OBJECTIVE:** The objective of this policy is to set forward guidelines for cell phone use.
- III. **GUIDELINES:**
- A. The responsibility to assign cell phones to individuals lies with the Commissioners of Clarence Fire District No. 1.
 - B. Cell phones are assigned to the individuals to facilitate communication between officers and make officers accessible to Fire District Commissioners, firefighters and the community they serve. Personal usage is limited to emergency situations only, any other usage is not acceptable. Phones are also available in the fire hall to conduct District business. The use of landline phones is greatly encouraged.
 - C. Individuals must be diligent in the use of assigned cell phones. Individuals with cell phones should ensure that their monthly guidelines are not exceeded.
 - D. Cell phones will be assigned with allowable minutes as follows:
 - 1. Chief (300)
 - 2. Assistant Chiefs (200)
 - 3. Building Manager (200)
 - 4. Ambulance (#8) and Rescue Truck (#5) (100 ea)
 - 5. Commissioners (300) and the Treasurer are also authorized to obtain a cell phone to match the same plan as the Chiefs and to include text messaging (11/3/08 motion.)
 - 6. Or any other individual deemed appropriate by the Board of Fire Commissioners.
 - E. Guidelines for usage are based on recommendations of the Chief and the Board of Fire Commissioners. All phones are billed at 200 minutes per month but phone minutes are pooled and calls to other Verizon phones are not part of the 200 minutes.
 - F. The Commissioner responsible for Technology will review the usage of all assigned cell phones. He shall make a report to the Board of Fire Commissioners each month and recommend policy changes and reimbursement requests as necessary. The Fire District Treasurer can, upon request, supply individuals exceeding their monthly minutes with a copy of the calls made during that month. Overages must be justified. Usage above the set limits will be reviewed with the cell phone user to determine reasonably appropriate (authorized) use.
 - G. For unauthorized cell phone use, the Board shall require reimbursement at the cell phone company rate charged. Individuals exceeding the allowable minutes allocated per phone will be billed by the District at the cell phone company rate charged (\$.25 per minute at February, 2010). Game, ring tone, premium messaging or other downloads are not authorized and will also be billed back to the user at the District cost. The request for reimbursement will be sent by the District Treasurer using the attached Reimbursement Form at the direction of the Board.
 - H. Damage/loss of cell phones will be addressed on an individual basis.
 - I. Failure to comply with these guidelines may result in the recall of assigned cell phones.
- IV. This policy was initially adopted effective 7/05 and was updated 7/06, 11/08 and 2/10.
- V. This policy may be amended at any time.

By Order of the Board of Fire Commissioners Clarence Fire District No. 1
Policy Number 10-08-25

Request # _____

Date Sent: _____

Clarence Fire District No. 1
DISTRICT CELL PHONE REIMBURSEMENT FORM

Per Clarence Fire District No. 1 policy an individual's unauthorized District cell phone use must be reimbursed to the District.

For the billing period of: _____ the attached portion of the District's cell phone bill relating to usage on the District phone assigned to _____ indicates that the following cell phone charges are to be reimbursed to the District.

_____ Minutes in excess of plan _____ at the current Verizon rate of \$ _____ = \$ _____
(#) (allowed minutes #)

Billable game, ring tone, premium text messaging or other downloads \$ _____

Damaged/lost cell phone \$ _____

Total to be reimbursed to the District by _____ \$ _____
(Next Commissioner meeting date)

***** Failure to comply with this request may result in the recall of the assigned cell phone. *****

If you would like to explain any circumstances that caused these charges to be incurred as a direct result of your job responsibilities please do so below in the space provided.

If you have any questions on these charges please contact the Commissioner in charge of Technology, Nathan Work at 982-6141.

If you would like to discuss these charges with the entire Board of Fire Commissioners please contact the District Secretary to be added to the next Board meeting agenda.