

# **CLARENCE FIRE DISTRICT NO. 1**

10355 Main Street, P.O. Box 340, Clarence, NY 14031

Phone: (716) 759-8842 Fax: (716) 759-0641

## **Board of Fire Commissioners**

Nathan M. Work, Chairman  
Douglas J. Larkin, Vice-Chairman  
Michael Dudas  
Brian Gaske  
Mark Heim

## **Treasurer**

Sandra J. Larkin

## **Secretary**

Kristi Mora

The organizational meeting of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on **January 2, 2020** at 10355 Main St., Clarence, NY 14031. Meeting called to order by Secretary Mora at 18:30 hours. Pledge of Allegiance was led by Chief Brett Hanford.

## **ROLL CALL:**

Present: Commissioners Work, Larkin, Gaske, Heim, and Dudas. Secretary Kristi Mora and Treasurer Sandy Larkin

Guests: Chief Brett Hanford, Assistant Chief Ruth Rider-Work, President Jerry Roy, Dave Metzger.

Oath of Office for newly elected, re-elected Commissioners Michael Dudas, Brian Gaske, and Nathan Work was administered by Secretary Mora.

## **2020 ORGANIZATIONAL MEETING:**

### **Personnel:**

**MOTION** by LARKIN, second by DUDAS to appoint Commissioner Work as Chairman of the Board of Fire Commissioners for the year 2020. Motion carried.

Chairman WORK took over the remainder of the meeting.

**MOTION** by WORK, second by HEIM, to appoint Commissioner Larkin as Vice-Chairman of the Board of Fire Commissioners for the year 2020. Motion carried.

**MOTION** by WORK, second by LARKIN, to enter into Executive Session for the purpose of discussing the employment history of particular individuals, specifically for matters leading to appointment, employment, and promotion.

**MOTION** by WORK, second by, DUDAS to enter into Executive Session at 1833 hrs.

**MOTION** by WORK, second by, LARKIN to return to Regular Session at 1852 hrs.

**MOTION** by WORK, second by LARKIN, to appoint Kristi Mora as Fire District Secretary and Records Management Officer at an hourly salary of \$25.00 for the year 2020. Motion carried.

**MOTION** by WORK, second by DUDAS, to appoint Sandra Larkin as Fire District Treasurer at an hourly rate of \$33.00 for the year 2020. Motion carried. Commissioner Larkin abstained from vote.

Oath of Office for District Secretary Kristi Mora and District Treasurer Sandra Larkin administered by Chairman Work.

**MOTION** by WORK, second by LARKIN, to appoint Paul Meyer, Jr. as Fire District Building Maintenance Manager for the year 2020 at an annual salary of \$4,500 (\$375/month) based on 3.5 hours per week. Additional authorized maintenance work performed beyond the normal job duties shall be at the rate of \$30.00 per hour. Motion carried.

Prior to the Fire Company elections held on December 12, 2019, the Board of Fire Commissioners interviewed and approved candidates running for firematic office. A list of the approved candidates was provided to the Fire Company and the elections were conducted accordingly. As such, it is unnecessary to reapprove the firematic offices of Chief, 1<sup>st</sup> Assistant Chief, Fire Captains (C-1 thru C-3), and Fire Police Captain for 2020. There are some vacancies that exist, which the Chief may or may not appoint personnel for. The Board of Fire Commissioners will entertain any appointments at the next regularly scheduled meeting on January 13, 2020.

**MOTION** by DUDAS, second by GASKE, to approve the Chief's recommendations for truck officers for 2020:

Engine 1: Paul Blonski

Engine 2: Fire Captains

Rescue 5: Ken & Vinny Beil

Ladder 6: Nathan Work

Rescue 7: Colin Arndt

Haz-Mat 7-1: Madeline Hanford

Ambulance 8: Benjamin Hanford

SR1 & SR2: Marshall Helms

**MOTION** by HEIM, second by LARKIN, to approve the Chief's recommendations for Firematic Lieutenants for 2020: Paul Blonski, Marshall Helms, and Nathan Work. Motion carried.

**MOTION** by LARKIN, second by WORK, to approve the Chief's recommendations for Firematic Safety Officers for 2020: David Baumler and Mark Heim. Motion carried.

**MOTION** by GASKE, second by LARKIN, to appoint Cleanscapes, LLC of East Amherst, NY as the janitorial service for a cost of \$980 per month, based on quotes received in December of 2017. Note, the Board decided to utilize an outside service for janitorial services in 2017 and intends on reviewing and evaluating this contract and service during the 2020 calendar year. The work to be performed is based on the janitorial job scope that was updated in December 2017 as a result of the expansion of the District facilities. Motion carried.

**MOTION** by WORK, second by DUDAS, to approve the distribution of New York State Wage and Theft Prevention Act forms to current employees prior to February 1, 2020. Treasurer is responsible for providing such notice to any new employees at hire. Motion carried.

**MOTION** by DUDAS, second by WORK, to appoint Mark C. Butler as Fire District Attorney with an initial retainer of \$5,000. His hourly fee is \$375 and \$95 per hour will be billed for paraprofessional work. Attorney interviews were conducted by the Board on October 6, 2015 and the Board plans to conduct a full review and evaluation of legal services in the 2020 calendar year. Motion carried.

**MOTION** by HEIM, second by WORK, to place firefighter Jarrod Saxton on Military Leave effective October 1, 2019. Per the Article XV: Service Award Plan Provisions, A participant whose volunteer fire service is interrupted by full-time extended obligatory military service or by a single voluntary enlistment not to exceed four years in the armed forces of the United States shall be considered on military leave. During such period of military leave, the participant shall receive active volunteer service credit of fifty points for each full year, prorated for service of less than a year. If firefighter's enlistment in the United States military is for a service term greater than the four years allowed by law, and the firefighter is in good standing and has been granted a leave of absence by the Clarence Fire Company Board of Directors to complete his military service, and if the firefighter has earned Length of Service Award Program credit but has not yet vested in the Program, now be it therefore resolved, that the firefighter, shall retain any previously earned LOSAP credit when he returns to active service in the Clarence Fire District No. 1 after completion of his military obligation. Motion Carried.

**MOTION** by LARKIN, second by WORK, to change the status of the following active firefighters to inactive effective immediately for failure to complete their annual OSHA training in the 2019 calendar year per the district's *OSHA Safety and Health Standards and Training Policy*: Peter Becker, Joseph Mannarino, and Charles Ferguson. Motion carried.

**MOTION** by GASKE, second by LARKIN, to accept the resignations of the following active firefighters: Hillery Dennies, Michael Dennies, Ryan Dmochowski, Patrick Meiler, Justin Rayner, Jason Schlabach, and Garrett Stevenson. Motion Carried.

Commissioner Work read letter addressed to Board of Fire Commissioners by Hillery Dennies requesting to keep her turnout gear pants. Board states it is unlawful to gift district property including equipment. A response letter to be mailed explaining such policy.

**Office:**

**MOTION** by WORK, second by LARKIN that M&T Bank be designated as the official depository for the year 2020. Also, the Board of Fire Commissioners and the Fire District Treasurer may deem prudent that other financial institutions may be added as an official depository. The last evaluation of M&T Bank services to other financial institutions was made in 2012. There are currently no costs to the District for use of M&T Bank as the District's financial institution. Moody's Investors Service rates the outlook for the bank as stable at March 2017. Motion carried.

**MOTION** by DUDAS, second by GASKE, to designate the *Clarence Bee* as the official newspaper for the year 2020. The *Buffalo News* will be an alternate newspaper. Motion carried.

**MOTION** by HEIM, second by DUDAS, to reaffirm the resolutions that established the Building and Equipment Reserves for purchases and replacements as defined by the established capital plans. Motion carried.

**MOTION** by LARKIN, second by GASKE to require Commissioner Heim or Commissioner Work to countersign all checks and wires issued by the Treasurer or Deputy Treasurer. Motion carried.

**MOTION** by GASKE, second by LARKIN, to empower the Chairman, or in his absence the Vice-Chairman, to sign any contracts of the District on behalf of the District whenever such contracts are approved by at least three Board members at a Board meeting. Motion carried.

**MOTION** by WORK, second by LARKIN, that the regular business meetings of Clarence Fire District No. 1 for the year 2020 will normally be held on the second Monday of each month at 18:30 hours, except as otherwise specified below. The Legal Notice will state that a Work Session may precede each meeting, beginning at 18:00 hours. The following meeting dates shall be published in the January 8th 2020 edition of the *Clarence Bee*. Motion carried.

**2020 Regular Business Meetings**

- Monday, February 10
- Monday, March 9
- Monday, April 13
- Monday May 11
- Monday, June 8
- Monday, July 13
- Monday, August 10
- Monday, September 14
- Tuesday, October 20 – 2021 Budget Hearing at 18:00 hours and Business Meeting at 18:30 hours
- Monday, November 9
- Monday, December 14

2021 Regular Business Meeting: Monday, January 11, 2021

**MOTION** by DUDAS second by WORK, that the membership of all Commissioners, Secretary and Treasurer be continued in the Erie County Fire District Officers Association and the Association of Fire Districts of the State of New York. Motion carried.

**MOTION** by HEIM, second by LARKIN, that the Clarence Fire District Compensation Insurance cover all District employees and Fire Commissioners. Motion carried.

**MOTION** by LARKIN, second by GASKE, that all active firefighters on the January 13, 2020 roster of the Clarence Fire Company, Inc., as well as any active firefighter added to the roster during 2020, be covered on the Clarence Fire District Group Life Insurance Policy, Disability Policy and VFBL Insurance plans. Motion carried.

**MOTION** by GASKE, second by WORK that all utilities, postage, freight charges and invoices with discounted terms may be paid prior to audit pursuant to Subdivision 176 of Town Law (4a). All such claims shall be presented at the next regular meeting for audit. Motion carried.

**MOTION** by WORK, second by GASKE, that mileage reimbursement for Fire District official business will be at the IRS 2020 standard per mile rate (\$.575) for use of private vehicle. The IRS rate decreased from the 2019 rate of \$.580. Motion carried.

**MOTION** by DUDAS, second by LARKIN, that the Treasurer is hereby authorized within 60 days after the end of the 2020 fiscal year to submit to the Board a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. Motion carried.

**MOTION** by HEIM, second by DUDAS, to pay all registration fees for workshops, seminars, conferences and other lawful functions of the State of New York Fire District Officers, NYS Association of Fire Chiefs, Erie County Fire District Officers Association, FASNY and any other training session for any Commissioner, Secretary, Treasurer, Deputy Treasurer, Deputy Secretary, Chief, Firematic Officer or any firefighter selected by the Chief and approved by the Board of Fire Commissioners.

IT IS HEREBY RESOLVED, that the Board of Fire Commissioners, in accordance with General Municipal Law Section 77-b, has considered the needs of the Fire District and has approved attendance by Fire Commissioners, District Officers, District Employees and Chiefs at the following conventions, conferences and trainings: FDIC (Indianapolis, ID), Firehouse (Nashville, TN), New York State Association of Fire Chiefs, Vital Signs, New York State Fire Academy (Montour Falls, NY), National Fire Academy (Emmitsburg, MD), FASNY, Western New York Fire District Officers' Legislative Seminar (Batavia, NY), New York State Association of Fire Districts Spring and Fall Workshops, New York State Comptroller teleconferences, NYS Government Finance Officers Association, Fire Training Center Oakville, Canada and Niagara Regional Training (Niagara Falls, Canada).

IT IS FURTHER RESOLVED, that the Board of Fire Commissioners finds such attendance of personnel to relate to official business and to be in the public interest and directs that such travel be undertaken by such personnel at District expense in accordance with the travel expense policy of the District, and that District staff (or Board designee) is directed to make arrangements for travel and lodging utilizing a cost-effective and reasonable method of travel, and

IT IS FURTHER RESOLVED, that such personnel furnish proof to the Board of Fire Commissioners of attendance at such conferences and conventions in accordance with such proofs as provided by the organization sponsoring and conducting the conference. Motion carried.

**MOTION** by WORK, second by LARKIN, to approve the renewal of all established policies of Clarence Fire District No. 1 with no changes. Motion carried.

**Contracts:**

**MOTION** by GASKE, second by WORK, to approve Potter, Harris & Scherrer as the District's 2020 insurance agent; a review of the District's insurance benefits through this Insurance agent was conducted in 2014. Motion carried.

**MOTION** by DUDAS, second by HEIM, that the Treasurer and Deputy Treasurer be bonded for \$3 million. Motion carried.

**MOTION** by HEIM, second by LARKIN, to approve RBC Wealth Management as the District's 2020 Service Award Program Investment consultant. The Board of Fire Commissioners made action to move the Service Award Program to RBC Wealth Management in July 2013 following a review of LOSAP investments managed by Morgan Stanley Smith Barney. Motion carried.

**MOTION** by LARKIN, second by GASKE, to approve Penflex, Inc. as the District's 2020 Service Award Program Actuary, which includes the management authority of all payment data. The last evaluation of actuarial providers was made at the program's 1991 inception, but there have been periodic informal evaluations of providers that have forwarded literature. Motion carried.

**MOTION** by GASKE, second by LARKIN, to approve Comerica as the District's 2020 Service Award Program paying agent. Motion carried.

**MOTION** by WORK, second by DUDAS, to approve Occustar of Western New York, as the District's 2020 medical authority. The last evaluation of medical providers was made in 1997, but there have been two informal evaluations. Motion carried.

**MOTION** by DUDAS, second by LARKIN, to approve Network Services as the District's 2020 computer consultant. The last evaluation of computer consultants was made in 2005. Motion carried.

**Building:**

**MOTION** by HEIM, second by WORK, that all firefighters may use the wash bay for their own personal vehicle per the rules and regulations as set forth by the House Committee Chairman of the Board of Fire Commissioners. Motion carried.

**MOTION** by LARKIN, second by GASKE, to authorize the Equipment Committee Chairman, or in his absence, the Vice-Chairman of the Board, to authorize repairs to the apparatus and other firefighting equipment as deemed necessary to maintain the District-owned equipment in service ready condition. Said repairs are those that cannot wait for authorization by the entire Board. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. Motion carried.

**MOTION** by GASKE, second by WORK, to authorize the Commissioner in charge of buildings, or in his absence, the Chairman of the Board, to authorize emergency repairs to the building and related equipment as deemed necessary to maintain the District-owned structures. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. Motion carried.

**MOTION** by WORK, second by LARKIN, to authorize the continuation of the Erie County Mutual Aid Agreement and Clarence Fire District No. 1 Automatic Aid Agreement. Motion carried.

**MOTION** by DUDAS, second by LARKIN, to approve the \$85/each cost for Commissioners Dudas, Gaske, & Work to attend the mandatory Commissioner training in 2020. Of note, the Commissioners are registered to attend the Comptroller-approved training scheduled for Saturday, January 11, 2020 taught by the district's legal counsel. Motion carried.

The New York Fire District Officer Guide suggests annual registration of the District's domain name. Being said, [clarencifiedistrict.org](http://clarencifiedistrict.org) was registered with GoDaddy.com on June 24, 2013 for a period of ten years. No action is required by the Board at this time.

The Fire District received five RFP's for annual audit service in October, 2017. A 5-year contract was established with Amato, Fox & Company with a clause that allowed the District to opt out at any time. The Fire District is in the fourth year of the five year contract. **MOTION** by LARKIN, second by WORK, to continue the contract with Amato, Fox & Company for audit services. Motion carried.

The Fire District is in a 3-year contract for snowplowing service with CAM Services. The annual cost is \$13,500.00, and the contract expires March 31, 2020. Since their service has been satisfactory, no further action is required by the Board at this time; however, the Board will need to take action this calendar year for snowplowing services beyond March 31, 2020.

#### **Miscellaneous:**

**MOTION** by WORK, second by LARKIN, to request the Fire Chief to provide the District with an updated roster of Active firefighters by the January 13, 2020 Fire District meeting so that the Board can adopt the roster and update insurance policies and any other documents for 2020. Motion carried.

**MOTION** by DUDAS, second by GASKE, to grant insurance coverage to any active Clarence Fire District No. 1 firefighter who may be injured while providing emergency services outside the bounds of Clarence Fire District No. 1 and prior to the arrival of an officer in command of the scene. This is in accordance with legislation signed into law by New York State Governor Cuomo on January 2, 2015. Motion carried.

**MOTION** by HEIM, second by LARKIN, to put a moratorium on the Clarence Fire Explorer Post 1916 effective immediately. With some recent resignations, we no longer meet the minimum Trained Adult: Explorer ratio to be compliant with the program. Motion carried.

(Continued on next page)

**MOTION** by WORK, second by LARKIN, to approve the following Board of Fire Commissioners Committee assignments for the year 2020:

- Dudas Grants, Inventory, Technology, Training
- Gaske Building/Capital Improvement (Shared with Larkin)
- Heim Audit, District Policies/District Rules and Regulations, Firematic Personnel (Shared with Larkin), Safety, Service Awards
- Larkin Building/Capital Improvement (Shared with Gaske), Communications and Alarms, Firematic Personnel (Shared with Heim), HazMat Liaison, Life Insurance, ECFDOA Liason
- Work Budget, EMS, Equipment, Office, OSHA, Physical Exams/Occustar, Public Information Officer

Motion carried.

Schedule of Fire Commissioner Attendance at 2020 Board of Directors meetings:

January 20	Work	July 20	Larkin
February 17	Gaske	August 17	Dudas
March 16	Dudas	September 21	Work
April 20	Heim	October 19	Larkin
May 18	Larkin	November 16	Heim
June 15	Heim	December 21	Gaske

**MOTION** by WORK, second by LARKIN, to adjourn at 1942 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kristi Mora  
Secretary

cc: Chief,  
Commissioners, Day  
Room Bulletin Board,  
Website