

# CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO 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  
Mark Heim

**Treasurer**  
Sandra Larkin

**Secretary**  
Kristi Mora

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, December 9, 2019** at 1830 hours. Pledge of Allegiance was led by Chief Chad Hawes.

## **ROLL CALL:**

Present: Commissioners Work, Larkin, Heim and Dudas

Guests: Chief Chad Hawes, Assistant Chief Brett Hanford, Assistant Chief Ruth Rider-Work, Jerry Roy, Dave Metzger, Travis Griner, Jonathan Casillas, Brian Gaske, and Jeff Schlabach

## **APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by HEIM, second by DUDAS, to approve the November 11, 2019 regular meeting minutes with 1 minor correction, carried.

**MOTION** by WORK, second by HEIM, to approve the November 21, 2019 work session minutes regarding Applicant interviews for Firematic Officer with no corrections, carried.

## **BOARD OF DIRECTORS' REPORT:** By Dave Metzger

- 1) At the November 18<sup>th</sup> meeting, the Board accepted letters regarding Bob Stanley to life status, Bob Stanley, Jr. to life status and Sam Baker's resignation and approved changes in status. The District is requesting letters with these new changes.
- 2) Installation Banquet update with Kennedy's Cove as caterer and bartenders. Cost will be approximately \$12,500 at this time.
- 3) Board approved several expenditures for various upcoming functions including Clarence Newstead Chiefs party.
- 4) Special meeting will be held on Wednesday, December 11<sup>th</sup> at 8pm to discuss requirements and eligibility of firematic officers for 2020.

## **PRESIDENT'S REPORT:** By Jerry Roy

- 1) Redesign of President's office and Secretary's office to be reviewed for security reasons.
- 2) John J. Pulli Conference Room Sign was removed during the Capital Project remodel and has been missing since construction. District will cover cost to replace missing sign.
- 3) A request for access in number of cable channels available is discussed due to lack of sports networks. We currently receive 35 free assorted channels with tv service at no cost however Fire Company is proposing a shared cost between the District and Company for increasing access.

**PRESIDENT'S REPORT cont.**

- 4) Christmasville wreaths and lights bill in amount of \$209.97 will be refunded by District.
- 5) Company roster has been inconsistently updated and Secretary Mora recommends creating a Google Doc to be shared between President Roy and District employees.

**SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) District Election update –Election inspectors will arrive at 4pm. Justin Rooney from Erie County Board of Elections will arrive at 5:30pm to assist in Election duties and procedures.
- 3) 2019 Volunteer Firefighter Enhanced Cancer Benefits Program – Annual Claims Form EOSB-210.8c was sent in however Annual Roster Form EOSB 210.8R was delayed due to lack of NYS ID # and starting dates as Interior Firefighters. Final document is due January 1<sup>st</sup> regarding proof of Volunteer Firefighter Enhanced Cancer Insurance.
- 4) Secretary Mora recommends use of State ID numbers as personnel files and records are updated in 2020. It is a more uniform method to track training rather than just a call number that typically changes as membership changes. The State ID # is not a classified number and can be used for filing and recordkeeping purposes.

**TREASURER'S REPORT:**

**A Commissioner has not reviewed the bank statements for November.**

**Commissioner Work reviewed the Chief's vehicle reports for November and found all to be in order**

- 1) Treasurer Larkin reports checks #5063-5105 were issued in the amount of \$45,667.47
- 2) Treasurer Larkin reviews budget with Board in preparation for year end. Budget Line Transfers were completed as discussed at last Board meeting.
- 3) RBC Wealth Management portfolio reports an increase of over \$16,000.00 during the last period.
- 4) Treasurer Larkin and Secretary Mora have requested approval for an Office Supply order for year-end projects not to exceed \$350.00.
- 5) Open Invoices forms were distributed by Treasurer Larkin to Commissioners regarding a large purchase of Safety Fire Wipes from Noble Industrial Supply Corp. by Chief Hawes. Invoicing regarding this purchase has not been turned into District Office for timely payment.

**CHIEF'S REPORT:**

- 1) New Firefighter T-shirts were ordered and received at discounted price at rate of \$5.50 for 300 quantity.
- 2) Red Alert has been uploaded on Chief's computer and requests training to start using it consistently for completing calls.

**CHIEF'S REPORT cont.**

- 3) EVOG training and policy needs to be reviewed for 2020. Chief Hawes has received complaints by members that there have not been opportunities to complete this year. District Policy is those allowed to drive apparatus must take State Class. Driver's policy need to be updated and reviewed by BOFC in 2020.
- 4) Towel/Dryer Purchase – In Lieu of using Connie's Service, Chief Hawes researched purchase of replacement items including Hand Towel purchase for in-house use from Hospitality Supply at \$15.50 per dozen. A Medium grade Samsung electric dryer from Orville's is quoted at \$700. Board requests research is needed on other laundry service businesses before an in-house dryer purchase.

**COMMISSIONER WORK:**

- 1) Snow tires for 219 Chiefs Trucks - \$2400.00 for new tires only, no rims.
- 2) Past Chief Schlabach was deposed and seeking reimbursement for his time for his involvement in a house fire on Timberlakes Drive within the fire protection district.
- 3) The District has received a letter to retain current legal advisor, Mark Butler for 2020 in amount of \$5000 at a rate of \$375 per billable hour. District is considering other legal advisors at more affordable rate.
- 4) Christmas decorations were purchased for Christmasville and Hollowfest Contest for District foyer.
- 5) DMV LENS program needs updating annually and Commissioner Larkin has agreed to complete update.
- 6) District Mechanic – past mechanic has not been giving us timely, friendly service for apparatus that needs immediate attention as a unique customer that needs fast service because our equipment can't be out of service. Commissioner Work is seeking possible change for faster service at a new vendor.
- 7) Snow Plow service was not acceptable during our first snowstorm. New equipment and driver did not plow sidewalk or District parking spaces. Issues will be addressed moving forward.

**COMMISSIONER HEIM:**

- 1) Building Update: Septic tank was pumped in preparation of Installation Banquet. Kitchen sprinkler system was inspected and the Fire system was inspected.
- 2) Paul is working on sound system in banquet room. Plan is to use DJ sound system for installation.
- 3) Centrex line has been located however it is not working coming into building. A follow-up with phone company is needed to address issue.
- 4) Security system is back up and running.

**COMMISSIONER LARKIN:**

No report.

**COMMISSIONER DUDAS:**

No report.

**PUBLIC COMMENTS:**

- 1) Assistant Chief Brett Hanford the need for an update to the KeyFob system due to incomplete records for access areas and doors.

**OLD BUSINESS:**

- 1) Banquet hall rental request that was approved for the Clarence Wrestling Team Meat Raffle has had a date change from 1/24/20 to 1/25/20.

**MOTION** by WORK, second by LARKIN to purchase Holiday Decorations for the Fire District Foyer from Michael's at a cost of \$199.98, carried.

**MOTION** by WORK, second by DUDAS to reimburse Past Chief Jeffrey Schlabach a sum of \$272.48, as consistent with GML 72.0, for lost wages as a result of being deposed for his involvement in a house fire on Timberlakes Drive within the fire protection district, carried.

**MOTION** by WORK, second by LARKIN to purchase a meal for the firefighters serving on the Christmasville Parade Detail in Lancaster at a cost of \$127.24, carried.

**MOTION** by WORK, second by LARKIN to pay the services of an Erie County Board of Elections Inspector (Justin Rooney) for the District Election being conducted on Tuesday, December 10, 2019 at a rate of \$25.00/hour and to not exceed \$100.00, carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by DUDAS to pay bills, check #5063 through #5105, in the amount of \$45,667.47 carried.

**MOTION** by HEIM, second by WORK to approve a banquet hall request for a Gigi's Playhouse for Down Syndrome fundraising event with no alcohol served on February 1, 2020 from 8am-2pm for 200 guests, carried.

**MOTION** by WORK, second by DUDAS to approve an office supplies purchase for the Fire District office not to exceed \$350, carried.

The District received notification of the Pinsky Law Group Fire & EMS, Law & Management Conference to be held on March 26-28, 2020 at the Turning Stone Casino.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Dudas will be attending the Board of Directors meeting on December 16, 2019.

The next Regular District meeting is January 13, 2020 at 6:30pm.

The District will be holding the Organizational Meeting on January 2, 2020 at 6:30pm.

**MOTION** by WORK, second by LARKIN, to adjourn the meeting at 1946 hours, carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Kristi Mora, District Secretary

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