

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
Mark Heim
Brian Gaske
Michael Dudas

Treasurer

Sandra Larkin

Secretary

Kristi Mora

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, January 13, 2020** at 1830 hours. Travis Griner led the Pledge of Allegiance.

ROLL CALL:

Present: Commissioners Work, Larkin, and Dudas.

Absent: Commissioners Gaske and Heim

Guests: Treasurer Larkin, Secretary Mora, President Jerry Roy, Chief Brett Hanford, Assistant Chief Ruth Rider-Work, Dave Metzger, Dave Baumler, Jonathan Casillas, Travis Griner, Daniel Beil, Ken Beil,

EXECUTIVE SESSION:

MOTION by WORK, second by LARKIN, to BEGIN EXECUTIVE SESSION to discuss matters that could lead to the potential discipline of a firefighter and regarding matters of pending litigation at 1831 hours, motion carried.

MOTION by WORK, second by LARKIN, to end EXECUTIVE SESSION at 1933 hours, motion carried. No formal action was taken during Executive Session.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN second by WORK, to approve the December 9, 2019 regular meeting minutes with no corrections, motion carried.

MOTION by WORK, second by LARKIN, to approve the January 3, 2020 Organizational meeting minutes with no corrections, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) At the January 6, 2020 Organizational Meeting: Matt Meister was named Chairman of the Board, Dave Metzger as Deputy Chair, and Bob Sillars as the Attorney for the Fire Company.
- 2) Janitor position has been listed and posted for 2020.
- 3) Status has been changed to inactive for the following members: Peter Becker, Cole Krebuszewski, Patrick Lawrence, Joseph Mannarino, Bridgit Reitz. Michael Dudas has been moved to inactive and will attend January 20 meeting to clarify his status.

PRESIDENT'S REPORT: By Jerry Roy

- 1) FASNY membership dues for 2020. Cost for Active and Life members is at rate of \$10.00 per person. Active members list needs to be updated in order to be approved at January 20 meeting. Membership includes a ten thousand dollar accidental life policy.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Red Alert update – Chief Hanford assisted in updating reporting for 2020. Officer's Log has been utilized at kiosk desk and will begin to be added to calls.
- 3) 2019 LOSAP – Yearly will be completed for the Installation Banquet. Members will have 30 days to review their data and address any concerns with the District Office.
- 4) Updated logo will be completed by 3G Graphix. Business cards for District employees, commissioners, and all elected company officials need to be ordered.

TREASURER'S REPORT:

Commissioner Heim reviewed the bank statements and found all to be in good order.

Commissioner Work reviewed the Chief's vehicle reports for December and a discrepancy was found regarding former Chief Hawes' 9 Truck. On December 3, 2019, 26 gallons of gas was purchased for \$55.33 and no receipt has been presented.

- 1) Treasurer Larkin reports bills paid during last month were from check # 5106 – 5177, in the amount of \$26,994.92.
- 2) Treasurer Larkin reviews budget with Board in preparation for year end. Noted were two deposits refunded into District checking account from Irrs Supply and Clarence Fire Company.
- 3) Profit Loss report and Balance sheet were reviewed including the current bank account balances.
- 4) Final budget report for 2019: Treasurer Larkin has adjusted budget lines and a \$6,419.35 credit remains budget including compressor.
- 5) Budget line transfers – repairs on #6
- 6) Modern Disposal is looking for a new 3 year contract renewal for trash removal.
- 7) Dival- compressor & installation invoices were received and need to be paid. Work needs to be completed until bill is paid in full.
- 8) Losap 1099's have been distributed to 39 recipients.
- 9) Large invoices for January 2020 are outstanding including: VFBL and the Mark Butler retainer.

CHIEF'S REPORT:

- 1) Drill Schedule for 2020 has been posted along with a current active roster of 43 members, 37.2% are outside of district
 - a. Town law subsection 26, has set maximum allowed out of district at 45%.
- 2) Installation banquet is this Saturday, January 18, 2020. Clarence Center is on standby with full crew and chief, covering all calls from 1700hours-0700hours on Sunday morning. We will reciprocate the following weekend and take Engine 2 to Clarence Center for same time frame. We are looking for a driver for Saturday January 25.
- 3) Sunday, January 26 is the Town of Clarence Winterfest held at the Town Park. Clarence Fire District No. 1 has been requested to assist with the Bonfire at Town Park from 11am through 4pm. Captain Griner is seeking assistance with bringing Rescue 5 to the event.
- 4) Red Alert Update. Chief Hanford researched data for 2019 statistics and provided Stat sheets to the Board.
 - a. 2019 – 440 calls. Sunday and Friday are busiest days at 72 each.
 - b. Call attendance – averaged 13.21 firefighters, night calls 8.51 firefighters per call
 - c. Average response times – 2:08 dispatch to first response, 5:48 dispatch to first on location, average duration per call - 21 minutes
 - d. Total Manpower - 19,590 hours used in manpower for all incidents
 - e. Red Alert and I Am Responding Systems have been updated and populated with upcoming drills and meetings.
- 5) Chief Hanford informs the Board of his upcoming travel during the first week of February due to his new employment.
- 6) Chief Hanford formally request appointments for:
 - i. Colin Arndt, Ben Hanford to serve as EMS Lieutnants
 - ii. Jamie Dussing to serve as a truck officer for Engine 2
- 7) Clarence Fire District will be hosting the Hazard Materials courses, modules 4 & 5 in May. Final dates have not been issued by the State. It is the first time these modules will be taught outside of the Fire Academy. Hazard Materials teams will have first preference in attending however there is no student capacity set.
- 8) Chiefs trucks were exchanged to new assignment and have been reidentified at cost of \$88. Former Chiefs trucks detail cost \$119.
- 9) FDIC sign-up needs to be posted for action in February. Five rooms have been secured in advance.

COMMISSIONER WORK:

- 1) Attendance of the Fire Commissioners, District Employees, and Fire Chiefs at the Fire & EMS Law & Management Conference hosted by the Pinsky Law Firm at the Turning Stone Conference Center from March 26-29, 2020 has been reserved.
- 2) Ladder truck update – Extensive work should be completed this week at cost of \$10,000.

COMMISSIONER WORK (cont.)

- 3) Furniture representatives from HAN furniture will be contacted to assist in a possible redesign and reconfiguration of the District Office.
- 4) Chiefs Trucks update – snow tires have been installed and recalls have been addressed on all vehicles.
- 5) Commissioner Dudas, Gaske and Work completed the mandatory yearly commissioner training that is consistent with Town Law 176 and approved with the Comptroller’s office.
- 6) District inspection of the apparatus will take place at 3:30pm this Saturday, January 18 prior to the Installation Banquet with cocktails starting at 5pm.
- 7) As reported earlier, Clarence Fire District answered 440 total calls in 2019, down 104 calls from 2018. Call screening to Montbaur assisted in decreasing the overall number.
- 8) Past Chief’s Truck was serviced at Tucciarone's Auto & Truck Repair on November 27, 2019 in the amount of \$45.95. Treasurer Larkin will make payment for oil change.
- 9) Advisory from legal counsel regarding new discovery laws in criminal proceedings. There was concern on the impact for firefighters due to change. Attorney Butler states the new law is non-applicable to Fire Districts contrary to media hype.
- 10) Clarence High School has been notified of moratorium of Clarence Fire District No. 1 Explorer post.
- 11) 2020 Draft action plan –document to review before monthly meetings to address goals for the Board.

COMMISSIONER HEIM:

No report.

COMMISSIONER LARKIN:

- 1) Kingston Power – annual maintenance on generator completed. No issues to report.
- 2) Tri Air Mechanical - HVAC quarterly maintenance completed. New thermostat installed in banquet room

COMMISSIONER DUDAS:

- 1) Website – Chairman Work requests Commissioner Dudas to make a plan to update the District website with Secretary Mora.

COMMISSIONER GASKE:

No report.

PUBLIC COMMENTS:

No comments.

OLD BUSINESS :

MOTION by WORK, second by LARKIN, to purchase required helmet shields for firefighter identification from Paul Conway Shields at a cost of \$271.45, motion carried.

MOTION by WORK, second by LARKIN, to purchase required helmet shields for firematic officers from Try Leather Works at a cost not to exceed \$550.00, motion carried.

MOTION by WORK, second by LARKIN, to purchase 3 name plates for PPE Jackets from Dival at a cost of \$216.00, motion carried.

MOTION by WORK, second by LARKIN, to pay the outstanding bill at Tucciarone's Auto & Truck Repair from 11/27/19 for a cost of \$45.95, motion carried.

NEW BUSINESS:

MOTION by WORK, second by DUDAS, to approve the attendance of the Fire Commissioners, District Employees, and Fire Chiefs at the Fire & EMS Law & Management Conference hosted by the Pinsky Law Firm at the Turning Stone Conference Center from March 26-29, 2020. Said motion resolves to pay for the accommodations, per diem, as well as any and all associated and necessary travel expenses, motion carried.

MOTION by LARKIN, second by DUDAS, to approve the banquet room request by Charles Ferguson on March 8, 2020 for a birthday party for 50 guests with no alcohol served or sold from 10am-5pm, motion carried.

MOTION by LARKIN, second by DUDAS, to approve the banquet room request by John Pulli on February 8, 2020 for a birthday party from 2pm-8pm with alcohol for 40 guests, motion carried.

MOTION by LARKIN, second by WORK, to pay bill from Saia Communications for work completed on portable radio in amount of \$20.00, motion carried.

MOTION by LARKIN, second by DUDAS, to renew contract with Modern Disposal for February 1, 2020 to February 1, 2023 at rate of \$101.35 per month, motion carried.

MOTION by WORK, second by LARKIN, to approve the Chief's recommendation to appoint Colin Arndt and Benjamin Hanford as EMS Lieutenants for 2020 calendar year, motion carried.

MOTION by WORK, second by LARKIN, to approve the Chief's recommendation to appoint James Dussing as the Truck Officer for Engine 2 for the 2020 calendar year, motion carried.

MOTION by WORK, second by DUDAS, to purchase 3 rolls of US postage stamps for a cost of \$165.00, motion carried.

MOTION by WORK, second by DUDAS, to reimburse Secretary Kristi Mora for necessary office supplies she purchased at a cost of \$14.16, motion carried.

MOTION by WORK, second by DUDAS, to pay bills, check #5106 - 5177, in the amount of \$26,994.92, motion carried.

MOTION by WORK, second by LARKIN, to purchase 3 new keys and wireless transmitters for the 2019 Chevrolet Tahoe Chief Trucks from West Herr Chevrolet at a cost of \$923.94, motion carried.

MOTION by WORK, second by LARKIN, to purchase EMS Disposable supplies from Emergency Medical Products at a cost not to exceed \$2,000.00, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Work will be attending the Board of Directors meeting on January 20, 2020.

The next Regular District meeting is February 10, 2020 at 6:30 pm.

- 1) Installation Delivery and Banquet Room access – Perry’s ice cream will be delivering a refrigerated truck Friday afternoon. A temporary key fob will need to be issued for the caterer.

MOTION by WORK, second by LARKIN, to adjourn the meeting at 2034 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kristi Mora, District Secretary

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