

# CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, PO Box 340, Clarence, NY 14031

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## **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, February 10, 2020** at 1830 hours.

## **ROLL CALL:**

Present: Commissioners Work, Heim, Gaske, Larkin, and Treasurer Larkin.

Absent: Commissioner Dudas, Secretary Mora

Guests: President Jerry Roy, Chief Brett Hanford, Assistant Chief Ruth Rider-Work, Dave Metzger, Jonathan Casillas, Travis Griner, Jr.

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

**MOTION** by WORK, second by LARKIN, to approve the January 13, 2020 regular meeting minutes with 2 minor corrections regarding Treasurer's report, motion carried.

**MOTION** by WORK, second by HEIM, to approve the January 20, 2020 work session minutes with no corrections, motion carried with Commissioner Larkin abstaining.

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

- 1) Board has received following letters regarding membership: Charlie Ferguson has resigned from his position with Board of Directors', Patrick Lawrence has resigned from Clarence Fire Company.
- 2) Company Janitor positions have been assigned for 2020 as follows: Christian Rider-Work, Travis Griner, Bill Janish, and Mark Heim.
- 3) The Board of Directors approved the 2020 Clarence Fire Company budget of \$60,890 for 2020 calendar year.
- 4) Eric Olsen and Doug Garlapo have been appointed to Board of Directors for the 2020 term. Dave Baumler resigned from his Board of Directors' position and was appointed as Secretary/Treasurer.
- 5) 2020 FASNY membership dues were approved and payment was completed for all Life Members at rate of \$10 per person.

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

- 1) President Roy emailed a list of potential projects to be reviewed by the Board of Fire Commissioners.
- 2) Janitors' duties between the District and Company need to be delineated and delegated for proper cleaning of the building in 2020. Improvement is necessary from both Cleanscapes and on-site janitors.

**SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) The 2019 LOSAP summary report has been posted and will be removed on February 18, 2020 upon completion of the 30 day period requirement. A few issues were addressed quickly including an outdated call worksheet and missing Fire Police Captain designation for Al Herrscher by former Chief Hawes.
- 3) Business cards for District employees, commissioners, and all elected Firematic officials will be ordered through 3G Graphix with the updated logo. Commissioners, Captains, etc need to list their personal information they wish to have printed on their individual cards.
- 4) District Emails – District email addresses have been created through Network Services for Commissioners Heim, Dudas, and Gaske.
- 5) Several Housekeeping Items were completed recently including: Roster sheets by call # & alpha; Building Extension Numbers Sheet (placed at phones throughout building); and a Contact Roster Sheet has been updated in Google Docs with a final review by individual firefighters before distribution.
- 6) The Board is requesting Secretary Mora distribute a quarterly Chief's report for their review starting in 2020.

**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 January and found all to be in good order.**

- 1) Treasurer Larkin reports bills paid during last month were from check # 5190 – 5237, in the amount of \$87,116.32.
- 2) The on-site audit was completed after several days of work. Online filing must take place with direction from Jim Toner. Treasurer Larkin was recognized by Commissioner Work for great work on the audit.
- 3) An outstanding receipt by Former Chief Hawes was discussed. The gas receipt has been located and produced for a fuel purchase. Treasurer Larkin is asked to mail outstanding cell phone stipend that is due to Former Chief Hawes.
- 4) Unapproved services on uniform work completed by Sewing Technologies for Former Chief Hawes was discussed. The Board recognizes a need for improvement on internal procedures of uniform requests.

**CHIEF'S REPORT:**

- 1) Calls for January 2020 include 39 total; 1 Fire, 29 EMS, 1 Hazard Materials, 8 False Calls. Top Responder for January is Jerry Roy.
- 2) Chief Hanford applauds officers that assisted during his out of town, work-related absence during the week of February 3<sup>rd</sup>.

**CHIEF'S REPORT (Cont.):**

- 3) Standby Updates - crew for Clarence Center Installation was recognized. Chief Hanford requests approval of dinner purchased for crew in amount of \$63.87. Winterfest Standby was completed with no issues to report.
- 4) Drills Update – 2 additional drills are scheduled for February 2020.
- 5) Occustar Physicals will be available onsite for February 25<sup>th</sup> and 26<sup>th</sup> at Clarence Fire District No. 1.
- 6) HazMat Courses Update – Modules 1-3 will be scheduled during March 10 through April 9 on Tuesdays and Thursdays, with possible Saturday dates. Modules 4 and 5 will be scheduled for May through June 2020.
- 7) AFG Grant opportunity on Monday, February 3. Chief Hanford is working to gain access to the account since the account was closed last year by the previous District Treasurer Kim Lash. Annual passwords need to be updated as required.
- 8) Installation Dinner report has been submitted to the Fire Company and Fire District. Gratuity was not included.
- 9) Justin Filipiski's medical report was received. He has been cleared by Occustar for Interior Firefighter training.
- 10) Commissioner Work will be attending an ATV course on March 7, 2020 and will be taking the Search & Rescue Apparatus out of the district.

**COMMISSIONER WORK:**

- 1) Amato & Fox Auditors have merged with another company, Tette, Ingersol, & Co. Attorney Butler will be notified of change.
- 2) Ladder #6 update – truck is back in service after cost of \$11,528.71 in repairs.
- 3) ECFDOA annual dinner is taking place on Saturday, March 21, 2020. Chiefs, District employees, Commissioners are invited to attend at cost of \$150 per couple.
- 4) OSHA Class will take place on Saturday, March 14, 2020 at Clarence Fire District No. 1. Many more courses are scheduled around the local area. The District will post a complete listing of other available courses in Main Hallway.
- 5) District Building Manager, Paul Meyer, Jr is recognized for his good work on repairing 7-1's inverter at a great savings.
- 6) Penflex Update – An error occurred last month and Penflex issued 2019 1099's to Clarence Fire District No. 1 LOSAP recipients. Penflex followed up with an apology letter regarding the mistake.
- 7) FDIC Attendees will be discussed and a resolution needs to be made at this meeting.

**COMMISSIONER WORK (cont.):**

- 8) FASNY 2020 membership dues were discussed with Fire Company paying \$310 for 31 Non-Active Life Members.
- 9) Due to recent uniform charges, a discussion continues on reissuing uniform consent forms to vendors before work is done. District will not be responsible for invoice charges incurred without approval form made available by Chief Hanford.
- 10) Captain Travis Griner is requesting printer supplies to initiate 2020 Firefighter ID cards. Supplies will cost approximately \$145.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER LARKIN:**

- 1) LENS Report Update – new passwords have been created and updated to Active Roster.
- 2) Erie County Sheriff's Department have requested approval to conduct a drive through seat belt check on March 7, 2020 from 9am through 1pm at Clarence Fire District No. 1.
- 3) Chief Hanford questions if airfare qualifies for tax exemption however Commissioner Work states there is no exemption for out of state travel.

**COMMISSIONER DUDAS:**

- 1) Website – Chairman Work requests Commissioner Dudas to make a plan to update the District website. Commissioner Work noticed website was down temporarily recently.

**COMMISSIONER GASKE:**

- 1) Marshall Helms requests use of banquet room on March 22, 2020. Alcohol will be served.
- 2) Building Update - Commissioner Gaske recommends need to update cable services in the Dayroom and Fitness Room for morale; Extermination Companies need to be researched for 2020; Company has requested the small closet be rekeyed between restrooms in the hallway to store janitor supplies.

**PUBLIC COMMENTS:**

No comments.

**OLD BUSINESS:**

**MOTION** by WORK, second by LARKIN, to resolve the necessary emergency repairs to Ladder Truck #6 by Churchville Fire Equipment at a cost of \$11,528.21, motion carried.

**MOTION** by WORK, second by GASKE, to pay the 2020 FASNY Dues for all active firefighters at a cost of \$10.00 per firefighter. Of note, the district is in receipt of payment from the Fire Company in the amount of \$310.00, which covers the cost of 31 non-active life members, motion carried.

**MOTION** by WORK, second by LARKIN, to reimburse the Fire Company the sum of \$63.87, which is for the food Chief Hanford purchased for the standby crew at the Firehall during Clarence Center's Installation Dinner, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the outstanding bill from Sewing Technology Uniform Co in the amount of \$35.00 for alterations to Past Chief Hawes' Class A coat, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by LARKIN, to authorize the attendance of all Fire Commissioners, Fire Chiefs, and District Employees at the annual Installation dinner of the Erie County Fire District Officer Association on March 21, 2020 at a cost of \$150.00/ticket, which includes a guest, motion carried.

**MOTION** by WORK, second by HEIM, to pay bills, check #5190-5237, in the amount of \$87,116.32, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the expenditure of up to \$500.00 to purchase food for the OSHA course being hosted at the firehall on March 14, 2020, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase business cards for all Fire Commissioners, Fire Chiefs, District Employees, and firematic officers from 3G Graphix at a cost of \$25.00/each, which is for 250 cards per person, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase supplies required for the printing of firefighter ID cards at a cost of \$145.31 as well as the associated shipping costs, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION for the purpose of discussing the individual training records of several firefighters, motion carried.

**MOTION** by WORK, second by LARKIN, to return to REGULAR SESSION at 1949 hours, motion carried. No formal action was taken during Executive Session.

**MOTION** by WORK, second by LARKIN, to approve the following firefighters to attend the 2020 FDIC HOT Training and Conference from April 19 - 25, 2020:

Commissioner Nathan Work - Convention 4/21-4/25

Chief Brett Hanford - Convention 4/22-4/25

Assistant Chief Ruth Rider-Work - Convention 4/21 - 4/25

C-1 Captain Mark Zuchlewski - HOT Training 4/19-4/22

C-2 Captain Christian Rider-Work - HOT Training & Convention 4/19-4/25

Fire Company President Jerry Roy - Convention 4/21-4/25

Firefighter Maddy Hanford - Convention 4/21-4/25

Per policy, the fire district will secure and arrange for the necessary and appropriate travel arrangements with input from the firefighters as applicable, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Gaske will be attending the Board of Directors meeting on February 17, 2020.  
The next Regular District meeting is March 9, 2020 at 6:30 pm.

- 1) We have reviewed the Workplace Violence Policy and there were no written or verbal complaints for the 2019 calendar year.

**MOTION** by WORK, second by HEIM, to adjourn the meeting at 1952 hours, motion carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Kristi Mora, District Secretary  
cc: Chief, Commissioners, Day Room Bulletin Board, Website