

# 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, March 9, 2020** at 1832 hours. Commissioner Heim led the Pledge of Allegiance.

## **ROLL CALL:**

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

Absent: Commissioner Dudas

Guests: President Jerry Roy, Dave Metzger, Travis Griner, Jr., Jim Schlabach

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

**MOTION** by WORK, second by LARKIN, to approve the February 10, 2020 regular meeting minutes with no corrections, motion carried.

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

- 1) Treasurer filed the Annual Insurance Report required.
- 2) There is a conflict between the Board of Directors Meeting and upcoming Hazardous Materials Training. Changes will be announced, if necessary.
- 3) Zachary Braunscheidel has been approved from probationary status to full, active status.
- 4) Doug Garlapo is now heading the Bylaws Committee.
- 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

No report.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) 2019 LOSAP Approval – The 30 day period posting requirement was completed and data package was reviewed and signed by Commissioners. Package is to be mailed certified to Penflex this week.
- 3) Communication Issues regarding Change of Address procedures were discussed. Secretary Mora created a Change of Address form to use to keep track of communications in any form with several organizations including Penflex, RBC Wealth Management, etc.

**SECRETARY'S REPORT (cont.):**

- 4) Red Alert Update – 3 officer's call log sheets were missing this month. Chief Hanford will be turning them into Secretary Mora.

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

- 1) Treasurer Larkin reports bills paid during last month were from check # 5238 – 5284, in the amount of \$36,703.41.

**MOTION** by WORK, second by HEIM, to pay bills, check # 5238 – 5284, in the amount of \$36,703.41., motion carried. Commissioner Larkin abstained.

- 2) A brief review of the budget was discussed with a Profit and Loss statement to year end.
- 3) The Audit extension was approved to May 1, 2020.
- 4) The District's portion of the Installation Banquet needs to be paid.
- 5) Treasurer Larking presented the Board with RBC Wealth Management's report of financial concerns for their review.

**CHIEF'S REPORT:**

- 1) Fire Police squad needs new gear including raincoat, heat tape, and vests at cost of approximately \$1400.
- 2) Chief Hanford is recognized for his hard work on the AGE grant for new radios and air packs.

**COMMISSIONER WORK:**

- 1) Penflex Update – Issues continue including issuing multiple 1099's, address change errors, etc. Company was recently sold and the District has not been notified. Tony Hill from Firefly has been contacted and will be coming to our upcoming April District meeting to present to Board.
- 2) Ambulance #8 update – Several repairs and NYS inspection were completed.
- 3) FDIC travel arrangements for several members have been reserved and purchased.
- 4) Crittenden Volunteer Fire Department requests to attend the Hollowfest as a Touch a Truck participant to sell raffle tickets. After discussion, the Board denies request.

**COMMISSIONER WORK (cont.):**

- 5) General Municipal Law 204, Subsection DD have been updated regarding the Qualifications for Fire Chief.
- 6) Cancer Bill qualifications have been updated simplifying the program to Interior status for a minimum of five years.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER LARKIN:**

No report.

**COMMISSIONER DUDAS:**

No report.

**COMMISSIONER GASKE:**

- 1) Blinds for the workout room have been researched. DIY is a reasonable option available versus having them professionally installed.
- 2) 2020-21 Plowing Contract – We will be seeking proposals from area Plowing businesses for next winter.
- 3) Extermination Service – 3 companies will be contacted for estimates based on extermination of kitchen, building, pavilion, and offices.
- 4) Cable TV from Spectrum or other options – Streaming is a concern due to inconsistent wifi. Spectrum will be contacted for a lowered possible rate.

**PUBLIC COMMENTS:**

- 1) Jerry Roy has a concern regarding the condition of the picnic tables under the Pavilion. Seeking Board's input on how to address replacement plan.

**OLD BUSINESS:**

No report.

**NEW BUSINESS:**

**MOTION** by LARKIN, second by WORK, to approve membership of Brandon Richardson pending all background checks, motion carried.

**MOTION** by WORK, second by LARKIN, purchase necessary equipment for the Fire Police squad at a cost of \$1390.00, motion carried.

**MOTION** by LARKIN, second by GASKE, to reimburse the Fire Company for the Installation Banquet at a cost of \$4744.14, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Dudas will be attending the Board of Directors meeting on March 16, 2020.

The next Regular District meeting is April 13, 2020 at 6:30 pm with a Work Session at 6pm.

Commissioner Larkin requests the Board reviews the Residency Policy for Chief Officers to be discussed at an upcoming District Meeting.

**MOTION** by WORK, second by LARKIN, to adjourn the meeting at 1915 hours, motion carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

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