



CLARENCE FIRE DISTRICT NO. 1

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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 regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, April 13, 2020** at 18:38 hours in the large banquet room to ensure safe social distancing practices were followed.

Work: I would like to call the Board of Fire Commissioners to order at 6:38pm. Commissioner Gaske, would you mind leading us in the Pledge?

[Commissioner Gaske led the Pledge of Allegiance.]

Work: Can we also stay standing for a moment of silence for the lives lost worldwide to the Coronavirus COVID 19 outbreak? [Moment of Silence Held] Thank you.

ROLL CALL:

Present: Commissioners Work, Larkin, Gaske, Heim, and Dudas. Treasurer Larkin, Secretary Mora, Chief Brett Hanford, and Assistant Chief Ruth Rider-Work.

Guests: President Jerry Roy via teleconference. No guests were permitted as this meeting was closed to the public due to COVID19.

Work: In accordance with Governor Andrew Cuomo's Declaration of Emergency and subsequent Executive Order 202.1 of 2020, this meeting is being conducted out of necessity and in full compliance of all recommendations for safe social distancing that are in place at this time. Be it further known that the public was not permitted to attend this meeting; however, the Fire Company President Jerry Roy is attending via teleconferencing. No public comment will be entertained during the course of this meeting. In accordance with Governor Andrew Cuomo's order and the suspension of The Open Meetings Law, the minutes of this meeting will be stenographic in nature in which any and all statements are recorded.

APPROVAL OF PRIOR MEETING MINUTES:

Work: I think we move onto the approval of prior meeting minutes from March 9th... And we have roll call, right Kristi? So we have the approval of the prior meeting minutes from March 9th?

Dudas: Second.

Work: I have a motion and a second, on the question? [None] All those in favor?

Larkin, D: Aye

Gaske: Aye

Heim: Aye

Dudas: Aye

Work: Opposed?

[Silence.]

Work: Carried.

MOTION by WORK, second by DUDAS, to approve the March 9, 2020 regular meeting minutes with no corrections, motion carried.

Work: Unfortunately, we do have to skip the Board of Director's report and the President's Report this month. Uh, Secretary's report... Kristi?

SECRETARY'S REPORT:

Mora: Included in your folders is a paper-clipped grouping of documents for your review of the In & Out Correspondence.

Work: Just gonna move the recorder over here Kristi. [Referring to audio recording device for full transcription of minutes.

Mora: Please take a minute to review that document and let me know if you have any questions.

[Silence.]

Work: I would like to call your attention to two Thank You letters in outgoing correspondence, which Kristi copied you in on. The first one to Mark Bailey, who is a nice gentleman who stopped one day to donate two boxes of N95 masks and the second one is to the Verdi-Corte family from Stage Road. They reached out to the district to donate a large quantity of supplies they had, their adult son works for a company that is somehow associated with personal protective suits and hospital-grade disinfectant. She is a Science teacher in the City of Buffalo and typically uses the PPE for tie-dyeing with her students. They donated several cases of PPE to the Fire District.

Mora: Are there any questions on the other documents listed?

[Silence.]

SECRETARY'S REPORT (cont.)

Mora: Ok... also in my report is a new requested procedure that I have included as the Quarterly Commissioner's Red Alert report. For your review, you have a 1st Quarter report dated January 1, 2020 through March 31, 2020 as well as a March Monthly report. Are there any questions regarding those requested reports?

[Silence.]

Hanford: Is that this year's or 2019? It is listed as 2019 on the agenda.

Mora: It is the 2020 report. I skipped the 2019 report due to the stenographic nature of this meeting.

Work: Questions for Kristi?

[Silence.]

Ok... Moving along to the Treasurer's Report. Thank you Kristi.

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 March and found all to be in good order.

Work: Questions for Kristi?

Larkin, S: Bank statements have been, um reviewed and approved by Commissioner Heim. Chief's Vehicle reports for March 2020 have been reviewed and approved by Commissioner Work and found all to be in good order. Checks numbered # 5285 to 5335 and direct payments issued in the amount of \$24,814.37.

Balance of bank accounts as of March 31, 2020, General Fund Checking Account: \$4,459.72, General Fund Savings Account: \$936,195.13, Building Reserve Savings Account: \$29,348.79, and Equipment Reserve Savings Account: \$177,106.82

The State Audit/2020 Audit current status update is that the 2020 Audit is finished and waiting for the Penflex report. The State Audit is ready to file with New York State and I recommend Tette, Ingersoll, & Company filed from their office due to COVID-19. Additional expense for the contracted 2020 Annual Audit will be an additional \$600-800.

Larkin, S: Moving onto the Dival invoice #2700397, dated December 27, 2019. We have an outstanding balance in the amount of \$2,279.34.

Larkin, S: Moving onto CAM Services. The contract was completed March 31, 2020. Final March 2020 payment of \$2,700 has not yet been made to date.

Moving onto Hardee Brothers Dry Cleaners Statement. It is in regards to invoice #163465. The outstanding balance of \$49.15. This particular invoice was never brought into the District office. I received a statement from Hardee Bros and it goes back to President Roy.

M&T Bank interest rate changes for commercial accounts. We went through four interest changes from February 29, 2020 through March 18, 2020. Our current interest rate is 0.10%.

COVID-19 FEMA registration has begun.

RBC Wealth Management, our March 2020 statement shows a loss of assets of \$135, 160.38. Our advisors are doing everything they can, we shouldn't be doing anything more at this point. The 2020 LOSAP contribution of \$110,998.00 for our service awards program has not yet been made due to the current economic condition.

One more, Capital Market Advisors, LLC, we have to uh, prepare to sign another three-year agreement for their financial advisory services. I can't find any current contract in our office to, uh, go over figures before then and now. Contract is needed as Capital Markets Advisors handles our current Bond Anticipation Note. And with this company we will be working with Rick Ganci to refinance the 5-year payout to a 10-year contract.

That's my report.

Work: Thanks Sandy. Questions for the Treasurer?

[Silence.]

I do have a couple of things... under 6.5 for the Dival Invoice that was dated 12/27/19 uh I think, oh thanks Chief, under the Dival Statement... I am not satisfied on the documentation that has been provided by Dival. I have a lot of questions regarding that purchase... I guess I recommend we withhold any payment from the Dival Invoice. Does anybody disagree with that?

Larkin, D: No.

Gaske: No.

Heim: No.

Dudas: No.

Work: The CAM Services payment, what is true to form is that we normally withhold payment until the Commissioner in charge of Buildings is satisfied that the work has been done properly. I guess I want to defer to Commissioners Gaske and Larkin to see if they are good with that as far as payment. So we should probably withhold it until you are satisfied.

Gaske: Yes.

Larkin: Yes.

Work: And then the Hardee Brothers invoice, the dry cleaning no it was for the Class A suit for President Roy... and I looked at the date of that, and it was before the last meeting when we determined everybody needed an approval form to have any work done at the dry cleaners so... two meetings later Jerry found out that he needed to do that. So he didn't know at the time that that was the protocol... so I think it is okay that we pay that. Does everybody agree?

Larkin, D: Yes.

Gaske: Yes.

Heim: Yes.

Dudas: Yes.

Work: And then what else do you need from us for the COVID FEMA registration?

Larkin, S: Signatures from you.

Work: Okay. Thanks for doing that. Thanks Brett, Sandy, and Kristi for putting that stuff together for us. Any other questions for Sandy?

[Silence.]

Chief's report?

CHIEF'S REPORT:

Hanford: Calls for March... we had a total of 27 calls... 14 for EMS, 4 for Service, 9 for Fire Calls which consisted of 8 false alarms and one good intent. Top responder for March was Doug. So thank you Doug and all the other members for their time responding to calls especially with the start of the COVID-19 and the issues we are dealing with.

A couple things with the COVID-19 and updates with our SOP's as far as handling the calls due to the COVID-19. We are also on weekly conference calls with the Chief's in Clarence, Newstead, and Akron, along with Dr. Lynch and Dr. McNamara. So we have

Hanford: been maintaining communication among the chief's group to make sure that we are all using the same procedures, and um and we are doing some group purchasing and things of that nature. And the Communication between that of emergency services and the Emergency Services of the Town of Clarence has been fantastic. I'd also like to recognize Chief Ruth

Hanford: Rider-Work to thank her for all her work to help secure and source the additional supplies that we are using during this pandemic. So thank you Ruth. So I wanted to make sure that was noted here.

Um, a couple things kinda related to the pandemic and the quarantine, not really services related but I'd like to recognize the Tiger Cubs from Cub Scout Pack 93. They were here this past Saturday and wrote inspirational messages and created some very nice artwork on the blacktop in front of the bay doors and on the sidewalk leading into the dayroom. It was awesome seeing the pictures and uplifting during these challenging times. And fortunately everyone got to see them while on a call before they got washed away by the rain, so it was nice.

Work: I have some ideas under Good of the District to thank them.

Hanford: Ok cool. Yeah um the pack leader she reached out to me via email and we communicated back and forth through text messaging. She was extremely organized and had a schedule with one family at a time. They had fifteen minutes for each family with a ten minute allotment between families. So it was very well organized.

Yesterday on Easter Sunday we participated in an impromptu fire truck parade in the district. We kept it limited to truck officers and a couple of additional drivers. We promoted it through social media and for me personally, it was just awesome. Seeing the people in their driveways, in their doors. Signs that were posted. People writing in the street as we drove past. To me, it kinda reminded me of September 12th after the World Trade Center. The intent was to give something back to the community during these challenging times... to smile and feel good about. So far social media has a lot of positive comments. It was well received. So thank you to all the drivers for participating in that.

The upcoming Recruit NY that we originally had been scheduled for April 26 has been postponed and they don't have a makeup date due to everything that is going on.

All of the New York State training has been put on hold and that includes the Haz Mat training courses that we were hosting. Their plan is to reschedule them but we have yet to know when that is going to happen.

All of the drills basically for the month of April have been postponed because of the COVID 19. We have been having some discussions depending on the duration of the quarantine... maybe offering some online training to makeup for the drills. Nothing has been decided yet. Depending on the time we may just be able to double up on drills on the remaining six or seven months of the year. We will see what happens.

Last week Dival was in for the annual Air Pack inspections. They started air bottle testing and will be completed over the next few weeks, taking five bottles at a time. No issues on any of the packs. Fire extinguishers annual testing for the building and the trucks was completed by

Hanford: Dival also. That was done today and it looks like they had a couple they had to take back for hydrotesting.

Depending on when the COVID-19 restrictions end and the weather improves, plans are to get into the pole barn with some work details to inventory, organize, and clean it out. And come back to the District to see which equipment can be surplus.

I know Kristi mentioned it, but as far for the quarterly report for Red Alert. The first quarterly report was completed and submitted to the state via Alpine Software. This needs to be completed after each quarter. As you recall, this was not done for 2019. I gave Kristi screenshots on how to generate the report and she's all set there. And we will be able to generate that report and we'll take care of all future quarterly reports from there. Did you want this? [Holding up a quote for turnout gear.]

Work: We can talk about it now.

Hanford: Ok, as we've been mentioning we have been entertaining various manufacturers of turnout gear. We had First Out Rescue, Dival, ElizaCo. Three different companies... and ElizaCo, presented what we felt was the best options for price and gear. It is on New York State bid but we did do our due diligence with two additional vendors. Um, so I'd like to bring this to the Board and recommend purchasing sets of gear at \$3057.20 per set. The idea with this is that we are going to go back to them maybe for additional price reductions because we were talking about doing a multi-year purchase over the next three, four, maybe five years. With the quantity in there that we would commit to them for standardized gear. Right now we have four different manufacturer's gear in our inventory and it is very difficult to mix and match when new firefighters come in... because you can't mix say Lion Gear with Morning Pride pants and things of that nature so we are looking to standardize that... and looking to get a better price than the State bid. I'd like to bring that to the Board as a recommendation from the Chief's Office.

Work: I sat there with Brett and they did a nice job...if we were to entertain a motion tonight I'd like it to say not to exceed this amount of money for a second year because I'd like to give the Chief the marching orders to go back to ElizaCo and have them sharpen their pencil. This is for one set of gear at State bid but if we are going to commit to five sets of gear, maybe another five sets of gear next year, they need to do better than the State bid. So if we are going to entertain a motion tonight so he could go forward that would be my only recommendation that we may say not to exceed that amount to give Brett the marching orders to go back to them. That's just my two cents and my thought.

Larkin, D: Brett, do you know how many sets of gear we will need to get this year or you'd like to see this year?

- Hanford:** I'd like to see at least five sets depending on budget and what they come back with... um Im thinking five to six over the next three to four years.
- Larkin, D:** Each year then?
- Hanford:** Yeah and depending upon maybe we can work out an even better deal.. maybe they can sharpen their pencil on that and quotes. Right now we have 44 firefighters so in theory we need to buy at least four sets every single year to rotate our stock to be in the 10-year life span of gear. Um, hopefully we'll have some more people coming in so we'll need to buy more, um but in theory, you know I'd like to get ahead of that curve.
- Work:** Anyone have any questions for the Chief?
- Heim:** I got one I didn't want to bring it up last month because I know you were in training... is someone following up on the members that have left. The company used to send out a letter when they took an action on a member and it always listed please contact someone from your office...
- Hanford:** Yeah...
- Heim:** Have you done any of that?
- Hanford:** So... Mike and Hillery have turned everything in and I contacted them myself. Um Peter Becker I have to follow with him. He hasn't called me back. The only thing he has is a pager.
- Heim:** Ok.
- Hanford:** Cole Krebuszeski... also only has a pager. All of the gear was here. They never had uniforms issued. Um, and that's...
- Work:** Bridget?
- Dudas:** Dmochowski?
- Work:** Yeah Brian turned everything in, Bridget turned everything in...
- Heim:** Mrs. Stanley?
- Hanford:** That I couldn't tell you... that was before me.
- Heim:** Like I said, that's my question.
- Hanford:** Now there was a uniform in the closet when I took over on January One that was hers.
- Work:** I think that member was directed to by the District. And there was a meeting set up to accept that because I think she had parameters on who she would give it to. That's how that played out.

- Heim:** See I'm not really looking for specific names just...
- Hanford:** The only two I know of right now are Peter and Cole for pagers. That's it.
- Heim:** Ok.
- Mora:** I know Dan Nowak never turned anything in.
- Hanford:** Well that was last year, not this year.
- Heim:** I've seen a couple of the letters than have come in from the Company and they no longer include that line to please contact you or your designee with an amount of time listed to return all their items.
- Hanford:** Hmmm... yeah.
- Heim:** It can be you, it can be your lieutenant, captain, whomever... Before it gets too far away, I don't know if they have old or new pagers but we need a way to keep track of it.
- Hanford:** Yeah.
- Heim:** It sounds like you are aware of it.
- Mora:** Yeah.
- Dudas:** Just on a personal note, I'd like to say as far as social media I got a ton of comments from people saying thanks. [Referring to Easter Parade]
- Hanford:** Yeah it was awesome. And I think that everyone on our end that participated had just as much fun as... and I'll speak for myself here, had just as much fun seeing the reaction from the public and the kids. It was awesome so and I know you texted me and I'm sorry...
- Dudas:** Who was the Easter Bunny?
- Hanford:** My daughter... and that was a last minute... Swormville 9-1. I texted them in the morning cause I know they had just used it the day before and I went to get it at like 10:30...
- Work:** I also have some remarks under Good of the District for that too... any other questions for the Chief? Alright my report is kind of lengthy...

COMMISSIONER WORK:

- Work:** Please note that my report doesn't exactly follow how it is printed on the agenda

Work: The Spring OSHA Training was held at the firehall on March 14th, 2020, and it is important to note that we were compliant with the Governor's safe social distancing measures of that date, which was limiting gatherings of individuals to 50 or less. We had 34 people in attendance, 22 were CFD members. The meals came to a total of \$425.42, which equates to \$12.51 per person for food.

The Pinsky Law Conference that was scheduled for March 26-29, 2020 was cancelled and is being rescheduled for July 9-11, 2020. It is reported that Turning Stone is going to honor the off-season rates. Please let me know if you plan on attending so rescheduled arrangements can be made.

The Erie County Fire District Officers Association Installation Dinner on March 21, 2020 was cancelled. I inquired if it was going to be rescheduled, but that answer is unavailable at this time. I was told that the district would be refunded in full if the dinner was cancelled or if we decided that we did not wish to attend the rescheduled date and time.

The FDIC 2020 Conference was also cancelled and may or may not be rescheduled for later this year, possibly September. The district expended money in advance for this training and conference. The Westin Hotel agreed to refund our money in full and the same with FDIC for any and all registrations. We also have the option of rolling those registrations forward to future years, which is what I recommend so we do not incur the administrative service cost associated with a refund. The airfare is another matter. The airlines have sent us airfare credits, but I believe they are non-transferable and must be used by the original attendees who were going to fly. Certainly it appears that if these same folks do not attend the rescheduled FDIC, or next year's FDIC, then we are going to be out that money.

We did have some emergency repairs on the 7-1 Hazmat Truck, I took it Basil Truck Center for a wheel alignment, which included the caster and camber adjustment, it needed front and rear brakes - not because of mileage, but because of age, the rear pads were disintegrating and the front rotors were delaminating. While it was there, I had them change the oil and perform the annual New York State Inspection. I will have a motion under Old Business.

The 3 Chief trucks went to Apex Automotive for the annual New York State Inspections and passed with flying colors, as one would imagine only being a year old. I was disappointed to learn that Connie's Laundry, who we contracted with for laundering services shut down during this pandemic, even though it appears that they were classified as an essential service and could have remained open. We relied on them for towels and linen for the apparatus and equipment.

They did not notify us of this closure and when our supply was running dangerously low, we phoned them to find out they were closed. We even offered to pick-up the towels and linen we needed, but to no avail. Needing a plan B to maintain the cleaning and disinfecting of firefighters, equipment, and apparatus, Ruth and I purchased towels, a plastic storage bin, garbage can liners, and a drying rack from Home Depot, which will get us through until we can come up with a better plan. A copy of the letter I sent Connie's, stating that we no longer wish to do business with them can be found in outgoing correspondence for the month.

COMMISSIONER WORK (cont.):

I authorized several emergency purchases for EMS supplies and disposable items as a result of the COVID-19 pandemic. As supplies became available, it was necessary that we placed the order ASAP. Assistant Chief Rider-Work, who is primarily responsible for our EMS response ordered gowns, face masks, sanitizer, cleaning products, boot covers, gloves, safety glasses, disposable sheets, face shields, non-contact thermometers, airways, bag valve masks, etc... I will have a few motions under Old Business taking care of these emergency purchases.

Assistant Chief Rider-Work was able to obtain some other necessary supplies from Hector's hardware store, which were placed on the district's charge account with them, Ace Hardware store, also placed on the district's charge account there, as well as Lowe's which were placed on my district charge card. A motion to follow under Old Business.

Clarence Center Volunteer Fire Company was able to purchase a large sum of surgical masks from a vendor with the understanding that they would resell at cost to other local fire companies and districts. As such, we took delivery of 1,000 basic surgical masks and are awaiting the delivery of 200 N95 protective masks to be delivered in the near future. A motion will be under Old Business

As I communicated with you via email, I have a personal friend and acquaintance who works at Northrop Grumman on highly-classified Department of Defense matters. He contacted me and said that his team was going to be shifting gears to try and develop a ventilator. He asked to borrow a bag-valve mask for their mockup and design efforts, and said that he could return it when finished. Since the BVM's would be of no use to us after they were done with them, I declined his offer to return them. Given the nationwide shortage of ventilators and his worthy cause, I gave him three different BVM's from our EMS stock. We had two different styles and then an adult size and a pediatric size. One of the BVM's was actually out of date and would have been deemed surplus for us. I will have a motion under Old Business

Work: Dival was at the fire hall today inspecting and recertifying all of the fire extinguishers on the apparatus, as well as those around the facility. A full report to follow. Questions for me?
[Silence.]

Work: Moving onto Commissioner Heim...

COMMISSIONER HEIM: No report.

Heim: No report.

Work: Questions for Mark?

[Silence.]

Work: Commissioner Larkin?

COMMISSIONER LARKIN:

Larkin, D: Two quick things... I want to get with Mark Heim and review the District dry cleaning and include uniform policy to bring that up to date so there isn't a question anymore on how we do that. And then last month I had asked about ideas for residency requirements for the Chief Officers for residing out of the District. So I am looking for comments if anybody had a chance to look that over. And I have some stuff to bring up under New and Old Business.

Work: Questions for Doug?

[Silence.]

Work: The only thing I have here Doug is I think when we are on the other side of this thing.. I think we are gonna have to have some work sessions to tackle policy. We got to take care of the driver policy and the chief requirement policy... we gotta take a real hard look at a couple real important policies and I just don't think we are gonna get it done in a regular meeting. So when we are on the other side of this monster, we will schedule some work sessions and hammer some policies out.

Work: Commissioner Dudas?

COMMISSIONER DUDAS:

Dudas: No Report.

Work: Questions for Mike?

[Silence.]

Work: Commissioner Gaske?

COMMISSIONER GASKE:

Gaske: Yes I have three things. First I got some pricing for the workout room and possibly the Dispatch room since they were here. I did both. Some people felt that maybe the Dispatch needed some blinds in case if we ever did have something going on... obviously we are right on Main Street and we don't necessarily want that visibility in so um... through Budget Blinds I got a price for \$1407 for the workout room and a price of \$1016.20 for the Dispatch room. There was a difference in price if we end up going with both. I think it came out to about \$180 less so the total came out to \$2302.60. If we were to go to Home Depot and did it ourselves where Pauly would have to install them, and the quality did not look the same as the Budget blinds. They looked a little bit thinner and the cords were plastic... those came to a total of \$1344 plus out installation vs the \$2302. Where Budget Blinds would come in, measure and install them. So we have those two options so I guess I am looking for some feedback on that...

- Heim:** It sounds like your outside company is reasonable to get it done... Pauly's schedule is really tight.
- Work:** They did a nice job in the District Office.
- Gaske:** Yes
- Heim:** We are matching exactly what they did in the District office?
- Gaske:** Yes
- Work:** Not cloth though?
- Gaske:** No it's not cloth... it is actually gonna be darkening so you can't see through or in.
- Work:** It's gonna be more like a vinyl,
- Gaske:** Yes it's a vinyl.
- Work:** The District office has fabric...
- Gaske:** Yes the idea behind was they didn't want people looking in or to visibly see who was working out... some people felt uncomfortable with that, which I agree with. So I don't know if we want to make a motion to go forward with that then?
- Work:** Under new business you could...
- Gaske:** Ok perfect. And then uh... exterminator I met with what used to be Buffalo Exterminating which is now (Ehrlich) Eclen, or they joined forces with Eclen. There was a, for them it came out to \$150 a month with a one-time fee of \$325. And it works out to about \$750 a season. And that is to take any bugs, ants and critters that come inside. They do a little bit more than Orkin. They actually put bait inside and different things inside to try and I know we had some issues with the Orkin people who we also had do some of our work... to my surprise they just came in and did the treatment without us calling them. I've been told they've done that in the past and I was not here when they came. I tried to get here to head them off. But Jerry had already signed off on the invoice so unfortunately they have already done one treatment.
- So I think what I'll do with that is I'll hold off on this until next month. And keep investigating... there's a couple other places I'd look into to.
- And then you already brought up CAM Services, Nate... and I think Dave Errick is gonna take care of that and give us a price. And we will try to get in touch with CAM Services... I've tried to get ahold of him three times and have gotten no phone calls back.
- And... that is all I have right now.
- Work:** Questions for Brian?

[Silence.]

Work: So when the CAM payment is approved, Sandy will prepare the payment and you won't submit it until the work is completed to your satisfaction.

Gaske: Sound good.

Work: Normally we would open the meeting to Public Comments but due to the closed meeting law, we are not going to accept any public comments this evening. [Referring to adjusting the PC so Jerry could see while teleconfering.]

PUBLIC COMMENTS: No comments.

Work: Old business... I do have a bunch here that I've shared with Kristi. I don't if anyone wants to feather theirs in or should I just start reading mine? Ok bringing you back Jerry...

OLD BUSINESS:

MOTION by WORK, second by LARKIN, to purchase emergency office supplies as a result of COVID19 from WB Mason at a cost of \$257.77, motion carried.

MOTION by WORK, second by LARKIN, to approve the emergency repairs to the 7-1 truck at the Basil Truck Center on March 27th, 2020 in the amount of \$1,903.88, motion carried.

MOTION by WORK, second by LARKIN, to approve the emergency purchase of towels, storage bins, and drying rack from Home Depot at a cost of \$150.76, motion carried.

Work: Just a quick note there, in my letter to Connie's we do still have some of Connie's property in our possession. Some towels and as soon as or if they call us I'll coordinate to give their property back.

MOTION by WORK, second by LARKIN, to approve the emergency purchase of EMS supplies and disposables from Emergency Medical Products on March 13th, 2020, March 18th, 2020, and April 6th, 2020 in the sum of \$2,627.81, motion carried.

MOTION by WORK, second by LARKIN, to reimburse Clarence Center Volunteer Fire Company in the amount of \$860.00 for the 1,000 surgical masks, motion carried.

Dudas: You said you were still awaiting for the delivery of 200 or so?

Work: 295 masks. So your surgical masks are the just your basic cloth, kinda like what you have there. N95 masks are still coming and we are getting a separate bills for that. So this was a cost of .86 a piece for the surgical masks.

Hanford: The N95 were....

Work: But we haven't received those yet.

Dudas: Clarence Center was able to get them?

Work: Yeah Clarence Center has a vendor in their district, I believe... well can one of you speak more intelligently about this? [Looking at Chiefs]

Hanford: Yes... it is part of those conference calls I talked about earlier. The N95's they ordered 6000 of those surgical masks among the fire companies in the Akron-Newstead-Clarence Fire Chiefs Association. And then actually not everybody ordered enough to get that 2000 quantity of the N95 masks so Lancaster Volunteer also tapped in and also ordered 700 to get us to that bulk price.

Work: Any other questions?

[Silence.]

MOTION by WORK, second by LARKIN, to donate 3 bag-valve masks (BVM's) to Northrop Grumman for their research and development of emergency ventilators in response to the COVID19 pandemic. Of note, one of the donated BVM's had exceeded it's life expectancy and was going to be deemed surplus. The BVM's were purchased within the last 2-3 years and have an estimated cost of \$7.00/each, motion carried.

Work: That is all that I have for Old Business. Do we have any other motions?

Gaske: Yes.

MOTION by GASKE, second by LARKIN, to approve the contract with Country Gardens & Gifts for lawn and garden maintenance for the upcoming 2020 season at a cost of \$3600, motion carried.

MOTION by GASKE, second by LARKIN, to approve the window cleaning contract with Blue Shark Window Cleaning Service for \$1087.50 to be scheduled sometime in May, motion carried.

MOTION by WORK, second by DUDAS, to approve additional expense of up to \$800.00 in order to complete the State Audit for the 2020 Annual Audit completed by Tette, Ingersoll, & Company, CPA's PC, motion carried.

Work: Anything else under Old Business?

[Silence.]

Work: Let's go into New Business... I have a quick one and then we can move the audio recorder from here.

NEW BUSINESS:

MOTION by WORK, second by HEIM, to pay bills, check # 5285 – 5335, in the amount of \$24,814.37, motion carried. Commissioner Larkin abstained.

Work: Who else has New Business so I can switch the audio recorder? Give me one second so I can move this.

MOTION by LARKIN, second by WORK, to approve the new three year financial advisory services agreement with Capital Markets Advisors, LLC for the performance of the current bond anticipation note, motion carried.

Larkin, D: Ok, uh the gas meter that I have in the 9-2 truck hasn't worked right. Dival was here doing air packs on Friday and took it in. Um, it is shot. It does not calibrate and the low battery came on. To repair it would cost as much as a new one so I'd be looking at a motion to purchase a single gas detector meter, CO meter, from Dival for the 9-2 vehicle.

MOTION by LARKIN, second by WORK, to purchase a single gas detector meter, CO meter, from Dival for the 9-2 vehicle, motion carried.

Larkin, D: The Hardee Brothers bill? Are we gonna do that now or to pay it? Should that be a motion?

MOTION by LARKIN, second by WORK, to reimburse Hardee Bros for the dry cleaning bill in the amount of \$49.15 for the Class A uniform that they worked on, motion carried.

Larkin, D: We've been talking about caging off the mezzanine on the District side, basically the same that is on the other side. I talked to Pauly Meyer the other day. He got the supplies from City Fence however I called the other day and they aren't open due to COVID and what not. So I'd like to make a motion at this point for supplies for the fencing, yeah fencing I guess you call it. I'm gonna say up to \$1000. He doesn't think it will be more than that. It may be a little more. I am looking for flexibility on that and I didn't want to wait too long on that. So as soon as he can get ahold of him, he'll get going on that. We do have a lot of things that need to go up there and get locked up. I didn't want to wait too long on that.

Work: So do we have a motion, I'm sorry...

Larkin, D: Yes we do.

MOTION by LARKIN, second by HEIM, to purchase caging supplies for District storage from City Fence not to exceed \$1000, motion carried.

Larkin, D: The Chief approached me about the parking signs for the Chief's spots, captains, and firefighter of the month. I'm going to shoot this around, that's what VSP Graphics came up with...

Hanford: I actually contacted them about the District side...

Larkin, D: That's gonna be an additional seven, right?

Hanford: Yes I figured seven for the Commissioners and employees... how many spots do you even have over there? I didn't think about that. Do you even have seven?

Mora: Including the handicapped spots, I don't think so?

Larkin, S: There should be...

Mora: We counted them out the window the other day... but I don't remember.

Larkin, S: You counted them...

Hanford: Whatever it is and whatever you want to order we have a price there.

Larkin, D: Okay.

Heim: Shouldn't it say District on those?

Larkin, D: Well yeah let me get to that.

Heim: Okay.

Larkin, D: That's for the Fire Company side over here... as far as the Chief's spots, three of them for chiefs, three spots for the Captains, and a Firefighter of the Month spot. That would be on this side of the building.

Heim: Shouldn't that say Clarence Fire District like it does on the truck?

Hanford: Well it could go either way... well it also has the Maltese cross like the trucks that says Fire Company. Kristi sent me the graphics that was used on our cards so I suggested to him to use that same wording for the District side but using the same graphics so it all matches.

Larkin, D: When I sent that out by email or something, um there was a suggestion as a matter of fact, the Chairman made a suggestion that if we are doing this why don't we get signs for the District parking too... so Brett got ahold of VSP and the original price was going to be 2... I'm sorry, \$402.50 and I was gonna throw another \$50 to post or mount. They would do 7 additional signs for the same style as that with Fire District instead of Company on our spots there. For the signs we'd be looking at \$770 for the whole thing. Here again I think probably fifty bucks would cover the posts.

Hanford: I don't know what posts cost... can't be that much.

Larkin, D: I don't know either.

Heim: Maybe we could work with Mr. Dussing too... cause those ones all tipped over by the handicapped ones... I put those up for the town. District bought them, we installed them. Maybe we get the supplies...

Hanford: I don't know...

Larkin, D: Do we want to do the whole thing? Fire Company and District signs?

- Work:** We can wait until we get a proof back so we can see what it looks like. What if we want to get one of these?
- Hanford:** Well if we want to go ahead with the purchase...
- Larkin, D:** Well that's what I'd like to do... get them approved so we can get going on them.
- Heim:** Just state there, pending your final approval.
- Larkin, D:** Okay.
- Work:** My only issue, and I guess it is peculiar as I think I wrote it in my email. The posts out front, like where are you gonna put it... like so I know for the Chief's it makes sense to have the posts there. And for the District it does too. Their easy cause it's the end of the driveway. But for the Captains, the two spots there are gonna be right there in front of our memorial. Like right there in our front yard and then where are you gonna put the posts for the Firefighter of the Month? Or is that gonna be attached to the building? Like there really is no spot for a post there. That post almost needs to be in the landscape. So I just don't know and it is probably peculiar and might be my OCD...
- Larkin, D:** I think we'd have to work that out.
- Mora:** Instead of a post, can you paint something down on the ground?
- Larkin, D:** We did used to do that years ago... and what would happen after a snowplow and rain... it chipped and you couldn't read it anymore.
- Dudas:** What about the first five spot to the right of the sidewalk?
- Hanford:** That's what we were talking about.
- Dudas:** That's right it would be right there.
- Work:** So the first two spots usually always were where the Chief's used to park. Now that's not necessary... and then the first spot by the sidewalk was for the Firefighter of the Month, but if you look there's a brick wall right in front of that so there no... So there's no...
- Larkin, D:** I don't know I just think once the signs get here we can work that detail out. And figure it out.
- Work:** Well I'm not gonna stand in the way of it... I was just wondering what your thoughts were and the plans for that. I don't know if we want to put 2 big metal posts in front of our memorial. I mean, that's...
- Heim:** There are things you can do like hardware to attach to the curb right there that can be dismantled for the winter term. We can install some things that we don't always have the room to put. There are different things you can attach to that curb. There are other options.

Hanford: Maybe there are some decorative posts... I don't know... dress it up a bit.

Heim: You can drill through and actually make a hole in the sidewalk... if you needed to.

Work: Are there three Captain's spots out there? Or two?

Hanford: I think there are two spots to the left of the walkway.

Larkin, S: But you have four Captains.

Work: And you are ordering three signs?

Hanford: The idea is that the Captains that are coming here for calls...

Work: Do we need three Captain's signs though? I mean this says three but I don't know if the motion is gonna say three.

Larkin, D: Yes.

Hanford: If we can get em, maybe we only put up two. I don't know.

Larkin, D: Right now you have three. Yeah responding to the hall.

Work: We have three spots.

Hanford: Yeah.

Larkin, D: We got plenty of spots out there, we just have to work out where... yeah.

Work: So did you make a motion Doug?

Larkin, D: Well we were still in discussion but yeah... I will make a motion.

MOTION by LARKIN, second by HEIM, to approve the purchase of 3 Chiefs, 3 Captains , 1 Firefighter of the Month and 7 District parking signs for designated District and Firematic Office parking spaces at a cost of \$870 from VSP Graphic Group, motion carried.

Larkin, D: Alright, that is it for me.

Work: Does anybody have new business?

Gaske: Yes.

MOTION by GASKE, second by HEIM, to approve the installation and purchase of the equipment for the workout work including blinds from Budget Blinds for a total of \$2302.60, motion carried.

Work: Anybody else? Mark or Mike? Well then I'm just gonna deal with this one as it just came in here.

Work: It's a big purchase, any questions?

Heim: Is this what we are matching with what we have?

Hanford: This is the stuff that Christian has been demo'ing...

Work: So the Chief's office and I agree with them 100%. They did their due diligence cause they wanted to make a decision and going forward we are gonna get out of the days where this Chief is gonna buy Morning Pride, this Chief is gonna buy Globe, this Chief is gonna buy this... Cause then our supply of turnout gear is mismatched. So this is gonna be a commitment, an unwritten commitment going forward but we aren't held to that sort of standard. There's no contract we signed. But I think it's important that if we are going to come back to that well for five or six sets of gear that ElizaCo needs to do better than that State pricing. I guess that's my marching orders for the Chief... Brett and I have talked and we have talked about that. This just gives him the authority to do that on our behalf.

Heim: How long does the gear last?

Hanford: Ten Years.

Work: Ten years and that is the NFPA standard.

Hanford: Yep and that is what I was getting at as far as hey, we have 44 firefighters and we have new gear we have to buy just to maintain. And hopefully we'll have new members to add.

Work: And there are some options for different levels of gear. So if there are people that just want to be a driver... there's specific gear at a lesser cost. Our exterior firefighters, there's some wiggle room them with the NFPA standards. But our interior folks, once it hits ten years, it's done.

Hanford: Any issues were all taken care of. The City of Buffalo is all going to that gear. We looked at quite a few sets and quite a few manufacturer's so...

Work: Are there any other questions?

[Silence.]

MOTION by WORK, second by LARKIN, to purchase 5 complete sets of Lion firefighter turnout gear from Elizaco Inc. at a cost not to exceed \$15,286.00. Although this pricing represents the NYS Contract pricing, the BOFC asks that Chief Hanford approaches the vendor about a discounted price if we agree to purchase multiple sets of turnout gear from them in subsequent years, motion carried.

Work: Anything else for New Business?

[Silence.]

Work: I do have something for Good of the District. I do have a couple things there.

GOOD OF THE FIRE DISTRICT:

Commissioner Heim will be attending the Board of Directors meeting on April 20, 2020. The next Regular District meeting is May 11, 2020 at 6:30 pm.

Work: The fire hall will remain on lockdown for any and all non-emergency response related matters until further notice. The BOFC will take guidance from State and Local representatives, as well as the CDC when considering reopening the facility to non-emergency related matters.

When the quarantine is over and this pandemic is behind us, I would like to invite Cub Scout Pack 93 to one of our meetings to recognize them, maybe we could present them with a commendation or certificate on behalf of our board for the chalk art they created in front of the truck bays, as well as the sidewalks.

I would like to commend Chief Brett Hanford for his work and oversight on the Easter Firetruck Parade throughout the Fire Protection District. It was well-received and afforded our constituents with a little bit of joy and happiness during these difficult times. Along those lines, I would also like to recognize Firefighter Maddy Hanford who volunteered to wear the Easter Bunny costume for the 3 hours parade, she brightened the spirits of many young people that day.

Work: Kristi - can you please send Firefighter Madeline Hanford a thank you letter on behalf of the Board of Fire Commissioners, her efforts that day were great and having the Easter Bunny on Engine 2 was a huge hit with the youngsters.

Work: Does anybody else have anything they'd like to include for Good of the District?

Hanford: Yes I have something I forgot to include in my report. We received a donation from a company called Sterilization Technologies of 500 surgical masks. The supplies are actually being put together by Dave Metzger's mother. The company is reaching 5000 masks that they've donated to various first responder organizations and hospitals, police departments, and things of that nature. I have a close relationship with the COO of that company. They are based in Columbus Ohio. I'd like to recognize Dave Metzger's mom who is putting them together for us.

Mora: Would you like me to write thank you letters for both of them from the District?

Hanford: Yes I think you should. I'll get together the contact information for you so you can send that out.

Work: I can doctor up some of my letters, Kristi. I got time on my hands.

Gaske: Yes, I'd like to recognize Chief Hanford for allowing Ryan to be dressed in his turnout gear for the Easter Parade. He said it was the best day he ever had. So thank you Chief.

Work: That being said I'd make to MOTION to close the meeting at 19:41 in honor of the firefighters and EMT's responding in the face of this pandemic, as well as the other brave men and women serving as essential workers and frontline personnel, may our thoughts and prayers be forever with these individuals.

MOTION by WORK, second by LARKIN, to adjourn the meeting at 1941 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kristi Mora, District Secretary

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