



CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, P.O. 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
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, May 11, 2020** at 1830 hours. Commissioner Larkin led the Pledge of Allegiance.

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. As the Authority Having Jurisdiction over all matters pertaining to fire prevention, emergency response, emergency management, and emergency medical services, the Fire District is categorized as an essential service that needs to conduct critical business matters to maintain its mission. Although the meeting was open to the public as advertised, it was conducted in the large banquet room to ensure safe social distancing for all attendees.

ROLL CALL:

Present: Commissioners Work, Dudas, Gaske, Heim, and Larkin. Treasurer Larkin and Secretary Mora.
Guests: Chief Brett Hanford, Assistant Chief Ruth Rider-Work President Jerry Roy, Dave Metzger

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by WORK, second by LARKIN, to approve the April 13, 2020 fully transcribed regular meeting minutes with no corrections, motion carried.

Commissioner Larkin recognizes Secretary Mora for her efforts and accuracy in completing the transcribed minutes from April's meeting.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

1. No meeting was conducted due to COVID-19 pandemic however a monthly meeting should be coming this month.
2. Question is posed regarding concern for ability to complete Company requirements for the 2020 calendar year due to the COVID-19 shutdown of trainings and drills as well as current call restrictions.
3. Commissioner Work asks about decision on online Sexual Harassment Training for Life Members. It was reported that the Company discussed the course but no action was taken at this time.

PRESIDENT'S REPORT: By Jerry Roy

1. President Roy thanks Chairman Work for the invitation to be present tonight.
2. Fund drive postponement letter was well received by our community and received a dozen donations over last week.
3. Picnic table replacement or repair is being addressed for purchase creatively with Treasurer Larkin.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed. Discussion regarding Chad Hawes and the issue of a new physical for a returning Life Member. Occustar is not currently taking well visits due to the COVID-19 pandemic. Commissioner Heim asks if a member can be allowed to return without physical until Occustar opens. However, Commissioner Work states the status change from Non-Active Life to Active doesn't allow his return without a physical.
- 2) 2019 Penflex/LOSAP Annual report has been received. Individual Summary sheets will be received in the coming weeks and distributed to members upon receipt. Upcoming 2021 Entitled members include Kenneth Beil, Robert Stanley, Sr, and Scott Symington. After discussion with Tony Hill of Firefly, he recommends waiting 1-2 months before reaching out to new entitled members.
- 3) The District Office has been notified of the Building Manager's technology and phone request for his office. The goal is to receive electronic work orders, electronically store manuals of equipment and apparatus, and communicate more efficiently with District staff, Commissioners, and members to address needs of the building. Commissioner Dudas will be spearheading these efforts.
- 4) Secretary Mora recommends the use of an Online District Calendar to improve communication between District employees, Commissioners, and Firematic Officers regarding building events, maintenance, appointments, deliveries, etc. Google calendar is discussed and accepted for use.

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 April and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #5336 – 5362, in the amount of \$22,201.01.
- 2) AUD (Annual Update Document) has been filed with NYS on time with the extension. Jim Toner of Tette, Ingersoll, & Co. filed report on April 30, 2020 after receipt of 2019 LOSAP report.
- 3) 2019 Independent Audit Update - Auditors were waiting to receive the 2019 LOSAP report to complete the audit. Auditors received the reports the last week of April to complete the audit.
- 4) BAN refinance – A draft has been created for \$850,000 General Obligation Serial Bonds. Sale date is May 27, 2020 with maturity dates of June 1, 2021-2030. Treasurer Larkin is currently working with Rick Ganci of Capital Market Advisors on establishing a Good Rating for the District to ensure a low interest rate.
- 5) RBC Wealth Management Current Account Status was reviewed. Loss of assets as of 3/31/20 was \$135,160.38 with a gain of assets as of 4/30/20 in the amount of \$79,974.34. The total account value as of 4/30/20 is \$1,813,170.36. The 2020 contribution is still outstanding.
- 6) Insurance Renewal Premiums for 2020 are due on May 20, 2020 for a total of \$37,853.90 at a savings of \$1,449.27 compared to 2019 rates.

TREASURER’S REPORT (cont.):

- 7) East Hill Foundation Grant deadline is May 18, 2020 however Assistant Ruth Rider-Work states COVID-19 pandemic doesn’t allow for time to complete grant process.
- 8) Peter Shadle of DHSES/NYS has been updated as our District Contact regarding DR-4480/COVID-19.
- 9) A brief review of the budget and balances of accounts was discussed. Treasurer Larkin is seeking direction from Board on payment to RBC Wealth Management that is ready to be released. Commissioners agree to release payment to the fund. Treasurer Larkin also shares the Top 10 Taxpayers in our District to be used to assist our rating.
- 10) Treasurer Larkin informs the Board regarding the Controller’s office webinar on internal controls regarding inventory and equipment if any Commissioners are interested.

CHIEF’S REPORT:

- 1) There were 25 total calls for the month of April: 17 EMS, 1 Hazardous Condition, 1 Service, 6 Fire, 5 False Alarms and 1 Good Intent. Call volume has significantly declined due to the public’s COVID-19 concerns. Top responders for April were Brian Gaske, and Madeline Hanford with 24 calls each.
- 2) COVID-19 update: Company is currently still operating using the updated SOP’s for handling EMS & MVA calls due to COVID-19. Weekly conference calls among the Chiefs in Clarence, Newstead, and Akron continue along with Dr. Lynch, Dr. McNamara, and Clarence Emergency Management.
- 3) WNY Disaster Relief – Fire, Water, & Mold Restoration Inc is recognized for sanitizing and disinfecting the station, offices, and trucks for free of charge.
- 4) The Fire Company is recognized for participating in a total of 19 parades conducted during the month of April both within our District and among neighboring Districts. Two special parades events honoring area healthcare workers were especially highlighted. Many positive comments have been received as a result of our participation. May 15, 2020 has been set as the hard stop date for parade participation with the exception of Medical Director Josh Lynch’s birthday on May 20.
- 5) All NYS training continues to be postponed along with RecruitNY and the HazMat courses in need of a rescheduled date.
- 6) All drills during April were postponed due to the COVID-19 epidemic. May drills are being discussed with required guidelines of social distancing.
- 7) Chief Hanford requests permission to host in conjunction with Clarence Center and Harris Hill Fire Companies, a non-contact food drive to benefit FeedMore WNY on Friday, May 22nd from 4-7pm.
- 8) Commissioner Larkin requests Chief Hanford address the expired gear in mezzanine.

COMMISSIONER WORK:

- 1) Chief Hanford successfully negotiated a \$250 discount per set with Lion Gear for purchase of turnout gear.
- 2) Emergency repairs to Rescue #7 have been completed addressing non-operating windows, steering wheel alignment, new brake pads and an oil change.

COMMISSIONER WORK (cont.):

- 3) Assistant Chief Ruth Rider-Work was able to find in-stock filters for bag valve masks to have in stock for the department's COVID-19 response from A-M Systems.
- 4) Commissioner Work recommends the Fire District Affairs Newsletter to the Commissioners especially 2 important articles regarding LOSAP administration and disciplinary meetings.
- 5) Commissioner Work seeks review and discussion on the draft for reopening of the Fire District over Four Phases with the point that nothing can super cede standing District Policy. The Four Phase Reopening Plan will begin starting May 16, 2020. Discussion regarding the importance of continual reminders of safe social distance protocols will be needed throughout all four phases. Commissioner Work will have letters mailed to all active and life members later this week.
- 6) Work sessions need to be scheduled to address several important issues.
- 7) Commissioner Work highlights the need to continue working towards achieving 2020 Goals and suggests the District uses an Action Plan Document to stay on task, post COVID-19.

COMMISSIONER HEIM:

No report.

COMMISSIONER LARKIN:

- 1) Mezzanine project update – City Fence materials have been picked up and the motion from last month needs to be amended under Old Business.
- 2) Engine #2 charger issue needs to be addressed once they can be inspected on property.

COMMISSIONER DUDAS:

No report.

COMMISSIONER GASKE:

- 1) Blue Shark did an excellent job cleaning windows which was a week-long job. Commissioner Gaske recommends creating a guide be used to remind users on how to properly maintain the washbay for future use.
- 2) Hamburg Overhead Door completed the work repair on garage doors. Commissioner Gaske recommends the Board consider setting up a possible maintenance schedule for garage doors.

MOTION by GASKE, second by LARKIN, to approve payment to Hamburg Overhead Doors for maintenance and repair work at the cost of \$195.00, motion carried.

- 3) Blinds for the workout and dispatch rooms have been ordered and should be installed within the next 1-2 weeks.

PUBLIC COMMENTS:

No comments.

OLD BUSINESS:

MOTION by WORK, second by LARKIN, to amend the motion of April 13, 2020 whereas the BOFC approved the purchase of 5 complete sets of firefighting turnout gear from ElizaCo Inc. The amended motion is to purchase a total of 6 complete sets of firefighting turnout gear from ElizaCo at a cost of \$16,843.20. This amendment is a result of Chief Hanford being able to negotiate the price per set of turnout gear approx. \$250.00 below NYS contract pricing, motion carried.

MOTION by WORK, second by HEIM, to approve the Emergency Repairs to Rescue 7 at Basil Truck Center for the cost of \$2,561.66, motion carried.

MOTION by WORK, second by LARKIN, to approve the purchase of supplies and materials to decontaminate the facility, equipment, and apparatus in response to COVID-19 from Lowe's at a cost of \$81.94, Purchase was made on Chief's charge card, motion carried.

MOTION by LARKIN, second by WORK, to amend the motion of April 13, 2020 whereas the BOFC approved the purchase of fencing supplies from City Fence. The amended motion is to include an additional \$1056.654 to cover all expenses, motion carried.

NEW BUSINESS:

MOTION by LARKIN, second by WORK, to approve payment for the Equipment Floater, Commercial Package, and Commercial Umbrella renewal policies made payable to Potter, Harris, and Scherrer in the amount of \$35,930.66, motion carried.

MOTION by LARKIN, second by WORK, to approve payment for the Accident/Health Policy and Employee Assistance Program renewal policies made payable to Potter, Harris, and Scherrer in the amount of \$1,923.24, motion carried.

MOTION by WORK, second by LARKIN, to purchase two 30" halogen lights from First Out Rescue at a cost of \$400.00, motion carried.

MOTION by WORK, second by GASKE, to pay bills, check # 5336 – 5362, in the amount of \$22,201.01, motion carried. Commissioner Larkin abstained.

MOTION by WORK, second by LARKIN, to purchase 100 x Viromax Viral & Bacterial Bag-Valve Mask filters for the department's COVID19 response from A-M Systems at a cost not to exceed \$400.00, motion carried.

MOTION by GASKE, second by WORK, to approve purchase of reflectors for truck bays and pole barn not to exceed \$200.00, motion carried.

MOTION by DUDAS, second by HEIM, to purchase 3 mini computers at a cost not to exceed \$550.00, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Larkin is scheduled to attend the Board of Directors meeting on May 18, 2020. The next Regular District meeting is June 8, 2020 at 6:30 pm with a Work Session at 6pm.

- 1) Tony Hill from Firefly will be presenting to the Board at 6pm on June 8th.

- 2) A work session is scheduled to address the Driver policy on June 1st at 6:30pm.

MOTION by WORK, second by DUDAS, to adjourn the meeting at 2009 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

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