



# **CLARENCE FIRE DISTRICT NO. 1**

10355 Main Street, P.O. Box 340, Clarence, NY 14031

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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 Board of Fire Commissioners' Work Session was called to order by Chairman Work on **Monday, June 8, 2020** at 1800 hours. Chief Hanford led the Pledge of Allegiance.

## **Firefly Admin, Inc Presentation by Anthony Hill**

- Tony presented a brief timeline of his work experience with Penflex Inc and the transition to Firefly Admin, Inc. including vast experience of LOSAP work. Further, Firefly has developed a new suite of services to address the complexities of LOSAP administration.
- Highlights service improvements including online access to individualized LOSAP program which benefits District participants and employees.
- Each client has dedicated ShareFile cloud storage for LOSAP documents and forms, annual reports, benefit statements, and asset documents.

The work session ended at 1904 hours.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, June 8, 2020** at 1904 hours.

## **ROLL CALL:**

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

Guests: Chief Brett Hanford, President Jerry Roy, Dave Metzger

Absent: Commissioner Dudas

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

**MOTION** by WORK, second by HEIM, to approve the May 11, 2020 regular meeting minutes with no corrections, motion carried.

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

1. The May meeting was conducted however closed to the public due to COVID-19 pandemic.
2. Chief Hanford distributed a draft of a new social media policy for Board review.
3. Board made motion to recommend Brian Gaske, Ryan Gaske, and Madeline Hanford into full membership.

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

1. No report.

**SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed. Discussion followed regarding Town of Clarence Solicitation for Lead Agency Status on a new Main Street development.
- 2) Penflex/LOSAP Update: 2019 Individual Summary sheets have been requested again from Penflex.
- 3) Secretary Mora reminds Board to access and update the Online District Calendar in Google. All present confirm email link for access was received.
- 4) 3G Graphix order is discussed for upgraded District envelopes and business cards for Paul Meyer, Jr.

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

- 1) Treasurer Larkin reports bills paid during last month were from check #5363 – 5400, in the amount of \$175,072.12
- 2) Credit Card Statement: Treasurer Larkin presents a color-coded credit card statement to be reviewed monthly for Board approval and payment.
- 3) BAN /Bond Sale – Greene County Community Bank has accepted the sale of \$850,000 bond. Our budget responsibility is \$50,000 plus \$22,437.50 from the sale.
- 4) Penflex/ Firefly – Cost Difference of \$270 in annual administration fees for superior service with Firefly.
- 5) COVID-19 Update: Expenses and Supplies have totaled \$10,518.15 in response to the pandemic.
- 6) RBC Wealth Management Current Account Status was reviewed noting a gain in value as of May 31, 2020.
- 7) 2020 LOSAP Contribution of \$110,998.00 was released and received by RBC Wealth Management.
- 8) 2019 Amherst Alarm fee – Board reviews invoice and discusses reason for higher bill than most fire companies or districts.
- 9) Treasurer Larkin recommends the Board schedule an upcoming work session for long-term financial planning.
- 10) Commissioner Work applauds Treasurer Larkin for her hard work regarding the BAN/ Bond sale and establishing a good rating for the District.

**CHIEF'S REPORT:**

- 1) There were 25 total calls for the month of May: 14 EMS, 1 Hazardous Condition, 1 Service, 9 Fire. Top responder for May was Madeline Hanford with 23 calls.

- 2) The Fire Company is recognized again for participating in Social Distancing Parades including a special drive through parade at the Eastern Hills Mall. A hard stop participation was scheduled for May 15<sup>th</sup>.
- 3) FeedMore WNY Joint Effort Food Drive with Harris Hill and Clarence Center Fire Companies on May 22<sup>nd</sup>. All food donations were delivered and well received.
- 4) All NYS training continues to be postponed along with RecruitNY and the HazMat courses in need of a rescheduled date.
- 5) All drills that were postponed due to the COVID-19 epidemic have been rescheduled to start in June.
- 6) A NYS DEC grant has been submitted for \$1500.
- 7) Local ISO representative has been contacted because our rating is due this fall. Our current rating is a 4 however Chief Hanford seeks an improved rating of 3.
- 8) ElizaCo represented has outfitted and sized six firefighters for new turnout gear. Fifteen firefighters have been sized for new jumpsuits. In addition, six pairs of small firefighter gloves are needed for our more petite firefighters.
- 9) Computers have been purchased and are functioning however the wireless issue continues in the building.
- 10) Firefighter Chad Hawes has been returned to Active Status after completing his COVID-19 training.
- 11) Chief Hanford is on vacation from Sunday June 14-21, 2020.
- 12) Chief Hodge, Chief Schreiber, and Chief Hanford have been in discussion regarding a new concept, Mutual Aid Program, which has been successful in other local townships. This program combines manpower amongst companies to schedule and rotate a fulltime driver and truck crew to answer all calls more timely. Chief Hanford feels this concept builds the relationship amongst our three local companies and assist a decreasing manpower.

**COMMISSIONER WORK:**

- 1) Dival Gear Agreement – A verbal agreement was made by former Chief Hawes with Nick Radlich to purchase gear for Dan Beil at a discounted rate, however gear remained with Dival for a testing period of use. The Gear Purchase wasn't approved at the time with the District and no purchase order can be found but a motion needs to be made to make payment so Firefighter Beil can keep his gear.
- 2) 2 Sets of turnout gears need repair at a cost of \$140.
- 3) Extension of a Physical deadline has been extended to July 15, 2020 with Occustar. This allows additional time for delayed appointments due to COVID-19 closures and delays.
- 4) FDIC was cancelled for 2020. Airline credit and hotel credit will be issued.
- 5) Pinsky conference is still on in Syracuse and the new Conference schedule has been distributed. Rooms have been reserved.

- 6) Driver Rules and Regulations – Board will be hosting a work session this month for driver policy, social media policy, and weapons policy. An additional work session will need to be scheduled for long-term planning and budget.
- 7) Commissioner Work discusses the reopening of the Building and Facility with the Four Phase Reopening Plan that started on May 16, 2020.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER LARKIN:**

- 1) Mezzanine project update – Posts and Fencing have been installed. Storage space will be ready soon for District filing.
- 2) Engine #2 - Portable chargers are needed and will be researched.
- 3) VSP Graphics Signage for West side of building have arrived for installation. East side signs have misspellings and need to be redone.
- 4) Wifi Issue – There continues to be an intermittent signal issue in the building. Signal extenders will be moved to test for improvement.

**COMMISSIONER DUDAS:**

No report.

**COMMISSIONER GASKE:**

- 1) Budget Blinds – blinds are in and ready to be installed in workout and dispatch room.
- 2) Orkin – We have a new sales representative and will be providing a more thorough spray service at rate of \$146.81 per month through September for all building and pavilion with guaranteed service.
- 3) Floor reflectors – To assist in backing up trucks, floor reflectors are ready to be installed.
- 4) State Chemical hand sanitizer order is needed to refill bottles in building.

**PUBLIC COMMENTS:**

No comments.

**OLD BUSINESS:**

**MOTION** by WORK, second by GASKE, to satisfy the outstanding bill with Dival for \$2,279.34, which is for turnout gear former Chief Hawes authorized the purchase of for Firefighter Daniel Beil. Of note, agreement represents a discount of 10%, as Dival used the gear for demonstration purposes for a period of 12 months, motion carried. Commissioner Heim opposed.

**MOTION** by WORK, second by LARKIN, to purchase 300 KN95 masks from Clarence Center Vol. Fire Co. for our COVID-19 pandemic response at a cost of \$1,035.00, motion carried.

**MOTION** by WORK, second by LARKIN, to have 2 pairs of firefighting turnout pants repaired, cleaned, and inspected at Turnout Express at a cost of \$140.50, motion carried.

**MOTION** by WORK, second by LARKIN, to pay S & P Global Ratings \$9,500.00, for analytical services for the recent bond sale, motion carried.

**MOTION** by WORK, second by HEIM, to purchase necessary office supplies as a result of the COVID-19 pandemic from W.B. Mason & Co. at a cost of \$96.11, motion carried.

**MOTION** by WORK, second by GASKE, to extend the deadline for annual physicals to July 13, 2020 as a direct result of the COVID-19 pandemic, as well as out annual medical provider being closed per the governor's orders, motion carried.

**MOTION** by GASKE, second by WORK, to purchase 12 quarts of hand sanitizer from State Chemical at a cost of \$309.01 as a result of the COVID-19 pandemic, motion carried.

**NEW BUSINESS:**

**MOTION** by LARKIN, second by GASKE, to pay the Standard Life Insurance bill in the amount of \$8,044.20, motion carried.

**MOTION** by LARKIN, second by GASKE, to pay the Central Alarm telephone charge for 2019 to the Town of Clarence in the amount of \$2201.94, motion carried.

**MOTION** by LARKIN, second by HEIM, to purchase 3 rolls of first class stamps, return receipt for LOSAP mailing in the amount of \$171.40, motion carried.

**MOTION** by GASKE, second by WORK, to purchase 12 quarts of hand sanitizer from State Chemical at a cost of \$259.29 which includes a carryover tax credit, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay Orkin for seasonal pest control service at a monthly rate of \$146.81 through September 2020 for the building and pavilion, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay service and maintenance agreement bill for Tri-R Mechanical at cost of \$652.00, motion carried.

**MOTION** by WORK, second by HEIM, to pay bills, check #5363 - 5400, in the amount of \$175,072.12, motion carried.

**MOTION** by WORK, second by LARKIN, to pay Penflex Inc \$2,126.00 for the 2019 LOSAP Report, pending the receipt of the 2019 Firefighter summary sheets and any and all requested data and information, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase mailing envelopes and business cards for the Building Manager from 3G Grafix at a cost not to exceed \$375.00, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the attendance of district employees, chiefs, and commissioners at the AFDSNY Leadership Conference in Niagara Falls from October 1-3, 2020, motion carried.

**MOTION** by WORK, second by GASKE, to purchase 6 pairs of Lion Commander Ace firefighter turnout gloves from ElizaCo Inc at a cost of \$554.10, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase 15 Lion Starfield EMS jumpsuits for our COVID-19 pandemic response from ElizaCo Inc at a cost of \$5,220.00, of note, these jumpsuits represent a new spec going forward and ElizaCo is a sole source provider of said jumpsuits and uniformity is a necessity, motion carried.

**MOTION** by WORK, second by LARKIN, to terminate our business partnership with Penflex Inc, who has been the district's LOSAP administrator effective July 31, 2020 due to inadequate and unsatisfactory services rendered, motion carried.

**MOTION** by WORK, second by LARKIN, to send official correspondence to Penflex Inc. requesting district LOSAP owned data, beneficiary information, and any other outstanding documents as requested, motion carried.

**MOTION** by WORK, second by LARKIN, to enter into an agreement with Firefire Admin Inc to serve as the district's LOSAP administrator effective August 1, 2020, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Heim is scheduled to attend the Board of Directors meeting on June 15, 2020. The next Regular District meeting is July 13, 2020 at 6:30 pm.

A work session will be held on Tuesday, June 23 at 6:00pm to discuss needed policy changes.

**MOTION** by WORK, second by LARKIN, to adjourn the meeting at 2033 hours, motion carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

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