



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, August 10, 2020** at 1830 hours. President Roy led the Pledge of Allegiance.

ROLL CALL:

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

Guests: Chief Brett Hanford, President Jerry Roy, Assistant Chief Ruth Rider-Work, Dave Metzger.

Absent: Commissioner Dudas

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by WORK, second by HEIM, to approve the July 13, 2020 work session meeting minutes with no corrections, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

1. No report.

PRESIDENT'S REPORT: By Jerry Roy

1. Input is requested for Installation ideas should a banquet not be held in order to recognize Firematic officers & members reaching certain milestones.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Ricoh Copier Update: After many service calls and requests, there is a bigger issue including power surging, that needs to be addressed. Secretary Mora asks for assistance from Commissioner Dudas, whom is assigned to technology.
- 3) Work Session is scheduled on August 26, 2020 and plans are to meet with Tony Hill from Firefly. Mr. Hill has reviewed our LOSAP program in its entirety in order to understand our program and its uniqueness. There will be several recommendations presented to streamline our program.
- 4) A FOIL request was received requesting information on District employees via the District website. Secretary Mora seeks the Board's direction on the appropriate response to address the request.
- 5) Secretary Mora seeks the purchase of a new binding system for several upcoming office-use projects including storage of long-term documents, New Policy/Rules & Regulations distribution, and New Firefighter binders.
- 6) District Office Security System request: Secretary Mora asks the Board to address the need for improved security. She shares her concern, especially when in building alone, regarding the lack of visibility in parking lot and visitor arrival due to the position of her desk. Any improvement is welcome including a simple camera system, mirror placed in corner of entryway, or change in desk placement.

SECRETARY'S REPORT (cont.):

7) Secretary Mora informs the Board of her limited availability for next two weeks due to her business event.

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 July and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from June 29, 2020 through July 15, 2020 in the amount of \$451.91 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #5466 – 5499, in the amount of \$28,654.35.
- 2) Monthly Summary Report – total cash assets were reviewed with noted lower interest rate. RBC Wealth Management investments have gained back the loss incurred earlier this year. Budget lines were reviewed and a few lines will need to be adjusted in the coming months when regular business returns.
- 3) The first draft of the 2021 Budget is presented to the Board with a total budget of \$1,000,568.00.
- 4) Treasurer Larkin reports there is no update on AFG Grant however COVID-19/FEMA grant is ready to submit.
- 5) Airfare Update: Credits have been issued for some tickets but there are others still outstanding. Treasurer Larkin recommends future purchases should be made under a District profile account with online ticketing agencies rather than personal member accounts.

CHIEF'S REPORT:

- 1) There were 36 total calls for the month of July as follows: 23 EMS, 2 Hazardous Condition, 7 False Alarms, 1 Good Intent, and 3 Service. Top responder for July was Jerry Roy with 33 calls.
- 2) Drill Schedule has been updated with upcoming scheduled for August 11, 19, and 29. Assistant Chief Rider-Work will be holding a CPR/First-Aid course on August 11.
- 3) NYSDEC Grant has been approved and awarded to Clarence Fire for the purchase of PPE and turnout gear. Follow up paperwork needs to be completed to receive \$1500. Turnout gear will ship September 18 and the Jumpsuits will follow by end of month.
- 4) District apparel – Using allstarsgear.com, items can be individualized and ordered with no setup fee. No minimum quantity required.
- 5) Mutual Aid Plan for Dayside – discussion continues with Chief Hodge and Chief Schreiber about creating a mutual aid staffing plan. Chief Hanford seeks District input and response regarding possible future implementation.
- 6) There will be no Open House this year due to COVID-19 pandemic.
- 7) HazMat Course will be rescheduled shortly after Labor Day.

CHIEF'S REPORT (cont.):

- 8) District Parking Lot Signs have been received and re-installed.
- 9) Chief Hanford recognizes Assistant Chief Rider-Work for her hard work getting the Ambulance recertified.

COMMISSIONER WORK:

- 1) FDIC Update: Westin refund was received in the amount of \$2239.38.
- 2) AFDSNY Update: Conference has been cancelled. As a result, all rooms have been cancelled and registrations will be refunded.
- 3) Chief Hanford has devised an updated and improved Driver Recertification Plan including a Cone course, EVOC, and night driving. This will take place on September 12, September 16, and September 24.
- 4) Commissioner Work informs the Board that Churchville Preventative Maintenance will start this week starting with Engine 1.
- 5) Friction Tape Purchase request – C-1 suggests following the Clarence-Newstead equipment color-coding system. Neon green is our designated color and will be applied to several tools for use on calls with other agencies for easier retrieval.
- 6) COVID-19 Reopening Plan Update – Commissioner Work discusses the current status of the Building and Facility in regards to the Four Phase Reopening Plan that started on May 16, 2020. Phase 4 is not an option at this time considering the current situation.

COMMISSIONER HEIM:

No report.

COMMISSIONER LARKIN:

- 1) Commissioner Larkin applauds Chief Hanford's efforts to replace District parking signs and reinstallation.
- 2) Commissioner Larkin is concerned with the Radio & Speaker system in the building. He reports often it is hard to hear Amherst Alarm in Apparatus Room and Company Side of Building. Paul Meyer is going to inspect the speakers to address the issue.
- 3) Wireless extender has been placed in the equipment room to improve reception and internet access.
- 4) Dead shrubs alongside of the building and have been replaced with new shrubs.
- 5) Water leak in entrance/atrium has been addressed. Seams were not caulked and the cause of the leakage.

COMMISSIONER GASKE:

- 1) Pending Lot Sealing Project: Commissioner Gaske has reached out to several Paving Companies for quotes. He is seeking input on the lines to back up trucks. Coordination will be required during the work period.
- 2) Hamburg Overhead Door update: A maintenance contract conducted twice a year is suggested.
- 3) In the future, Verizon and Spectrum services need to be reviewed.

COMMISSIONER DUDAS:

Not present. No report.

PUBLIC COMMENTS:

Assistant Chief Rider-Work informs Board there is a large bees nest under the washbay keyfob.

OLD BUSINESS:

MOTION by WORK, second by HEIM, to purchase necessary helmet shields from Conway Leather for a cost of \$400.08, motion carried.

MOTION by WORK, second by GASKE, to purchase a helmet shield for Chief Hanford from Try Works Leather at a cost of \$252.00, motion carried.

MOTION by WORK, second by LARKIN, to purchase 2 Laerdall Suction Unit batteries from Emergency Medical Products for a cost of \$210.36, motion carried.

MOTION by LARKIN, second by HEIM, to purchase a Milwaukee 6-Tool cordless combo tool set in the amount of \$577.00 for the Building Manager, motion carried.

MOTION by LARKIN, second by HEIM, to purchase 2 extra batteries for the Milwaukee combo tool set in the amount of \$139.50, motion carried.

MOTION by LARKIN, second by HEIM, in the amount of \$153.87 for training expenses and mileage for Christian Rider-Work for training classes that he took, motion carried. Commissioner Work abstained.

MOTION by GASKE, second by HEIM, to pay \$110.00 for new shrubs to Country Garden & Gifts, motion carried.

MOTION by GASKE, second by HEIM, to pay Tri-R Mechanical Services in amount of \$729.32 to add new equipment to Inspection contract, motion carried.

MOTION by LARKIN, second by WORK, to amend the block of services from 20 to 30 hours with Network Services, motion carried.

MOTION by GASKE, second by LARKIN, to pay Dobmeier Janitorial Services in the amount of \$96.90 for backordered gym wipes, motion carried.

NEW BUSINESS:

MOTION by WORK, second by GASKE, to pay bills, check # 5466 - 5499, in the amount of \$28,654.35, motion carried.

MOTION by WORK, second by LARKIN, to compensate Premier Training at a cost of \$200.00 plus an additional \$25.00 per firefighter for CPR and First Aid Training to be held on Monday, August 31, 2020, motion carried.

MOTION by WORK, second by LARKIN to purchase a paper binding system for the District Office from WB Mason at a cost not to exceed \$300.00, motion carried.

MOTION by WORK, second by LARKIN, to purchase the updated Fire Law and Management Resource Manual from Pinsky Law Group at a cost of \$310.00, motion carried.

MOTION by WORK, second by GASKE, to purchase colored friction tape as consistent with the Clarence-Newstead equipment color-coding system from The Fire Store at a cost of \$175.39, motion carried.

MOTION by WORK, second by LARKIN to purchase the annual subscription for Adobe Acrobat on Secretary Mora's district computer at a cost of \$185.84, motion carried.

MOTION by GASKE, second by LARKIN, to approve Hamburg Overhead Door for inspection and maintenance contract including nine doors to be completed twice yearly in the amount of \$1890.00, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Dudas is scheduled to attend the Board of Directors meeting on August 17, 2020. The next Regular District meeting is September 14, 2020 at 6:30 pm.

Board of Commissioners would like to invite the Cub Scout Pack #93 to a future Board meeting for September or October.

Commissioner Work suggests the Board revisits the current handgun policy at a future meeting or work session.

EXECUTIVE SESSION:

MOTION by WORK, second by LARKIN, to enter into executive session at 7:52pm to discuss matters pertaining to current and pending litigation, motion carried.

MOTION by WORK, second by LARKIN, to end executive session at 8:22pm, motion carried.

MOTION by WORK, second by LARKIN, to adjourn the meeting at 8:23pm, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

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