



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, September 14, 2020** at 1830 hours. Vic Miller led the Pledge of Allegiance. A moment of silence was held in remembrance of the courageous men and women whom lost their lives on September 11, 2001.

ROLL CALL:

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

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

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by GASKE, to approve the August 10, 2020 regular meeting minutes with no corrections, motion carried.

MOTION by LARKIN, second by HEIM, to approve the August 26, 2020 work session minutes with no corrections, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

1) Monthly Meeting Update: Madeline Hanford has made a suggestion to honor past and present military members. The next meeting will be held on September 21, 2020. Vic Miller presents an idea to honor current major officers leading Clarence Fire Company along with past honored members.

PRESIDENT'S REPORT: By Jerry Roy

- 1) President Roy seeks new parking signs for president and vice-president on the Company side of building for a more uniform look.
- 2) Fire company bylaw committee is seeking assistance with addressing envelopes for large mail out instead of hand addressing them. District Secretary offers to print address labels for current members to assist the project.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) District Website Update: A new page will be added entitled, Firefighter Links to include LOSAP/Firefly Participant Portal, common downloadable forms, and links to Clarence Fire Company application and social media pages.
- 3) Firefly Work Session Update: Tony Hill's recommended revisions to Article XV are presented for Board's review. These do not include amendments to the LOSAP program rather the suggested change in wording.
- 4) District Election Preparation: Secretary Mora has confirmed availability with Maureen Rider as a Ballot Clerk and Inspector. Teresa Payne is unfortunately unavailable and the District will need a replacement. Justin Rooney from Erie County Board of Elections has been contacted for additional recommendations to fill her absence.

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 August and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from July 15, 2020 through August 19, 2020 in the amount of \$712.70 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #5500 – 5542, in the amount of \$16,690.20.
- 2) Monthly Summary Report – Total cash assets were reviewed with noted lower interest rate. Refund expenditures were received in the amount of \$2,195.00. AFG Grant is still open and we are awaiting decision. 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.
- 3) 2021 Proposed Budget – Clarence Fire District #1 Budget is set at value of \$1,000,568.00. This is \$28,502 over last year's budget. A 2021 Proposed Budget Addendum includes details by category. Additional Software, Building & Maintenance contracts are built into budget lines.
- 4) Red Alert Inventory Module – As gear is replaced, we need to update inventory as an asset that the District keeps track of for financial purposes. Red Alert software has ability to input status and track inventory age and usage using their Inventory Bar Coding System. This part of the Alpine Software equipment will need to be purchased in order to input inventory via barcode scanning.
- 5) Hazmat Incident Invoice – On August 11, 2020 Clarence Fire District responded to a call using Speedy Dry and Valvoline Instant Oil Change was invoiced and no payment has been received at this point. Chief Hanford will reach out to the Store Manager for reimbursement.
- 6) IRS Payroll – The Fire District may defer Social Security withholdings in paychecks however will opt out of this option.
- 7) Diesel Fuel Delivery – Recently a low alarm was heard from the Building Manager whom monitors diesel level. Commissioner Work recommends scheduling an automatic delivery of fuel to be on a regular fill routine.

CHIEF'S REPORT:

- 1) There were 37 total calls for the month of August as follows: 1 Fire, 18 EMS, 3 Hazardous Condition, 12 False Alarms, and 3 Service. Top responder for August was Vic Miller with 31 calls.
- 2) At the September Company meeting, Chief Hanford reminded members to continue to monitor their attendance standings for the year using the kiosk. The data is in real-time.
- 3) The first of three Driver Recertification Drills were recently held. The new process will provide the District with accurate documentation of certified drivers.
- 4) Hazardous Materials Course Update: Chief Hanford is waiting to hearing from State Instruction on a new date for Module 1.

CHIEF'S REPORT (cont.):

- 5) Chief Hanford applauds the efforts of Captain Christian Rider-Work, EMT Ben Hanford, and EMT Dan Beil for conduction a Fire Prevention/First Aid review with the Cub Scouts at the Clarence Town Park.
- 6) Travis Griner, Jr has verbally resigned from his Captain's position however nothing in writing has been received stating his resignation.
- 7) Annual Truck Maintenance: All trucks have completed their annual maintenance with a few minor requiring minor repairs.
- 8) New Truck Committee Update: Work continues on the specifications for a new Heavy Rescue truck. Preliminary drawings should be coming soon from the manufacturer.

COMMISSIONER WORK:

- 1) Work Session Update: Proposed LOSAP changes need resolution and mandatory referendum. Under consideration are new participants eligible start date and a change to the ten year guarantee. The District would absorb those costs should they be approved.
- 2) The Town of Clarence released funds to be reimbursed for FEMA purchases however the District will be declining that option and file with FEMA directly due to time constraints.
- 3) 2020 Firehouse Expo has been cancelled due to COVID-19.
- 4) Apparatus Preventative Maintenance has concluded. Engine 2 & Engine 5 needed new batteries. Shocks on Engine 1 replaced however replacement parts are hard to find for our aging equipment. Search & rescue vehicles have been completed by Don George's before their permanent closure.
- 5) Records Retention Policy: New changes have been made and the District is required to adopt new State policy.
- 6) Annual Driver Recertification – Commissioner Work commends Chief Hanford for a great improvement on the drill including new cone course, classroom education, Fire Police included
- 7) FDIC Airfare Update: Airlines are not cooperating and credit issued to individual to travel in the future. District will not be reimbursed.
- 8) Upcoming Pinsky Training will take place on October 14 in Syracuse. Topics include human resources and law updates.
- 9) EMS Replenishment Purchase: To be proactive with upcoming flu season and in response to the ongoing COVID-19 pandemic an EMS disposable order is needed to replenish supplies.
- 10) COVID-19 Reopening Plan – A review is discussed to continue the reopening plan based on current data. Western New York region currently has a higher COVID-19 positive percentage than across the state. Colleges and local schools are back in session and we anticipate future outbreaks. As a result, Phase 3 is appropriate.

COMMISSIONER HEIM:

- 1) Article XV Policy Revisions – Recommended changes by Tony Hill are reviewed to be approved.
- 2) The Foil Policy is reviewed by the Board to be published on the Clarence Fire District website.

COMMISSIONER LARKIN:

- 1) New Member Joseph Garas was approved by the Clarence Fire Company. His background checks have been conducted.
- 2) HVAC Unit Repair: Unit had a malfunction recently and modules burned. Tri-R Mechanical conducted a service call and ordered repair parts. Parts are covered under warranty however labor costs are to be covered by District. It is their recommendation that the unit needs a Snow dome for the upcoming winter.

COMMISSIONER DUDAS:

- 1) Network Services Report – Commissioner Dudas presented a lengthy report on necessary District technology improvements as machines age as suggested by Network Services. The last major District technology purchases and updates were completed in 2016. The Network Services report includes training staff and members on proper usage, moving emails to Cloud Storage for extra security, and an updated Computer Use policy. The purchase of District laptops is suggested to assist Treasurer Larkin and Secretary Mora rather than use of their personal laptops for completing work-related tasks.

COMMISSIONER GASKE:

- 1) District Office Security Update – Research was conducted for low cost options regarding the need for more visibility, safety and security in the District office. Commissioner Gaske recommends either a corner mirror or a wireless security device such as a Ring.
- 2) Sealcoat Bids – Bids were reviewed by Northeast Diversification, Autumn Paving, and Thomann Paving including the filling of cracks, striping, and new painting arrows to be conducted at prevailing wage. Commissioner Gaske recommends Thomann Asphalt due to their high quality of work and past performance.
- 3) Snow Removal Contract – New bids will be accepted for the upcoming Winter season and reviewed at the next Board meeting.

PUBLIC COMMENTS:

- 1) Guest Victor Miller - As a past Commissioner, Mr. Miller states he is appreciative of the District's efforts to protect and serve our residents. He shares a few of his concerns regarding the need safeguard our community and Fire District including COVID-19 case at the Clarence Middle School, appropriate OSHA training requirements, and recent Orchard Park District issues.

OLD BUSINESS:

MOTION by WORK, second by LARKIN, to accept the verbal resignation of Travis Griner, Jr. from the position of C-3 Fire Captain effective August 29, 2020, motion carried.

MOTION by GASKE, second by WORK, to accept work from DWC Mechanical in the amount \$298.00 after power issues with new Aeon Unit, motion carried.

MOTION by DUDAS, second by LARKIN, to purchase a Two-Year Renewal of SSL Security Certificate from Network Services in the amount of \$225.96, motion carried.

MOTION by LARKIN, second by HEIM, to approve the purchase of 5 Stanley High Velocity Blower fans from Amazon Capital Services in the amount of \$477.49, motion carried.

MOTION by LARKIN, second by WORK, to Tri-R Mechanical Services in the amount of \$311.00 for site inspection service for burned condenser unit, motion carried.

MOTION by WORK, second by LARKIN, to pay Churchville Fire Equipment in the amount of \$9,465.65 for annual maintenance, NYS inspections, and repairs to Engine #1, Engine #2 and Heavy Rescue #5, motion carried.

MOTION by WORK, second by DUDAS, to resolve the balance due to Don George's Sports Center in the amount of \$386.90 for new battery and annual maintenance on SR-1 and SR-2, motion carried.

MOTION by LARKIN, second by GASKE, to reimburse Mackenzie Rider-Work in the amount of \$173.65 for mileage for the NYS EVOC Course he took, motion carried. Commissioner Work abstains.

MOTION by LARKIN, second by HEIM, to reimburse Christian Rider-Work in the amount of \$177.52 for mileage for the NYS Aerial Ops EVOC Course he took, motion carried. Commissioner Work abstains.

MOTION by LARKIN, second by WORK, to purchase office supplies not to exceed \$75.00 to WB Mason, motion carried.

NEW BUSINESS:

MOTION by WORK, second by GASKE, that it is RESOLVED, by the Board of Fire Commissioners of Clarence Fire District No. 1 that the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion carried.

MOTION by WORK, second by LARKIN, to pay Sewing Technology Uniform the sum of \$574.35 for a Class A Uniform for a female firefighter and a Class B shirt for Chief Hanford, motion carried.

MOTION by WORK, second by HEIM, to approve the 2021 Budget as proposed and presented and in the amount of \$1,000,568.00, motion carried.

MOTION by WORK, second by GASKE, to approve District Employees, Firematic Officers, and Commissioners to attend the Human Resource Law conference conducted by the Pinsky Law Firm on October 14, 2020, motion carried.

MOTION by WORK, second by DUDAS, to pay bills, check # 5500 - 5542, in the amount of \$16,690.20, motion carried.

MOTION by WORK, second by LARKIN, to purchase EMS Disposable supplies in response to the COVID-19 pandemic from Emergency Medical Products for a cost not to exceed \$1,000.00, motion carried.

MOTION by WORK, second by LARKIN, to purchase 2 adult and 3 pediatric Littman stethoscopes from Amazon at a cost not to exceed \$475.00

MOTION by LARKIN, second by GASKE, to approve Joseph Garas as a new member; all background checks are in and he has been approved by the Fire Company, motion carried.

MOTION by DUDAS, second by WORK, to not exceed \$9,000 to Network Services for a new terminal server, firewall, color laser printer and a cloud email service with Microsoft 365 Basic, motion carried.

MOTION by WORK, second by LARKIN, to purchase 250 x File of Life Magnet/Cards from Positive Promotions at a cost of \$372.50, motion carried.

MOTION by WORK, second by DUDAS, to purchase additional parking signs for the Fire Company President and Vice President from VSP Graphic Group to be installed on the exterior of the building at a cost not to exceed \$500.00, motion carried.

MOTION by GASKE, second by LARKIN, to purchase a security device for the foyer of the District Office not exceed \$200.00, motion carried.

MOTION by HEIM, second by DUDAS, to approve the revisions to Article XV of the Service Award Plan Provisions with the appropriate changes, motion carried.

MOTION by GASKE, second by LARKIN, to accept the proposal by Thomann Asphalt for sealcoating and striping of the parking lot for \$16,363.60, motion carried.

MOTION by LARKIN, second by WORK, to approve the following Firearms Policy for the Clarence Fire District No. 1:

1. Only Fire District members who hold a valid pistol permit and/or are a law enforcement officer shall be allowed to carry a handgun on Fire District property. Fire District would require a copy of said permit and any update or renewals thereof;
2. Firearms will be locked in the member's lock box when inside the building;
3. Only Chief Officers and Fire Police shall be allowed to carry firearms at any emergency scene;
4. Long guns such as rifles and shotguns are not allowed on Fire District property unless secured in a personal vehicle or authorized by the Fire District.

Motion carried. {Redacted in subsequent motions.}

MOTION by WORK, second by LARKIN, to redact Clarence Fire District Rules and Regulations, Article 9 of the Article 1 general rules stating that “No Fire Company member, Fire District Commissioner, Fire District employee or contractor shall possess a firearm or weapon while on Fire District property, on Fire District apparatus, or while on Fire District business” effective immediately, motion carried.

MOTION by LARKIN, second by WORK, to adopt Firearms Policy as presented pending the Installation of Fire District lockbox. Membership to be notified upon installation, motion carried.

After further discussion, the Board determined a Work Session is required to further review all aspects of a more comprehensive Firearms Policy.

MOTION by LARKIN, second by WORK, to rescind approved Firearms Policy as presented, motion carried

MOTION by LARKIN, second by WORK, after some discussion, it was determined a work session will be held in the future to discuss this policy so a motion was made to retract the previously approved Firearms Policy, motion carried.

MOTION by WORK, second by LARKIN, to redact the changes made to the Article 1 general rules whereas Article 9 was deleted, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Work will be attending the Board of Directors meeting on September 21, 2020.

The 2021 Budget Public Hearing will take place on Tuesday, October 20, 2020 at 6:00pm.

The next Regular District meeting is also on Tuesday, October 20, 2020 at 6:30 pm.

- 1) A Work Session is scheduled for September 22, 2020 at 6pm to further discuss a Firearms Policy.
- 2) A special ceremony for the local Cub Scout Troop is planned for Tuesday, October 20,2020 at 6:30pm to honor their organization.

MOTION by WORK, second by GASKE, to adjourn the meeting at 9:17pm in honor and in remembrance of John Love and John Yousey, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

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