



# 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  
Michael Dudas

**Treasurer**  
Sandra J. Larkin

**Secretary**  
Kristi Mora

The Public Hearing for Clarence Fire District No. 1 2020 Budget was called to order by Chairman Work on Tuesday, October 20, 2020 at 1800 hours.

## PUBLIC HEARING FOR 2020 BUDGET

Chairman Work stated that this is a public hearing regarding the 2021 proposed budget. In accordance with New York State Town Law, all Fire Districts must, prior to the adoption of their budget, hold a public hearing. The budget hearing must be held in such a manner to maximize participation in the budget process. The purpose of this hearing is to discuss the contents of the budget. The Board of Fire Commissioners in accordance with legal requirements has adopted their proposed budget on September 22, 2020, which is 21 days prior to this budget hearing.

The Secretary of the Fire District will file an Affidavit with the District:

- 1) Stating the notice of this public hearing was published and posted at least 5 days before the hearing date as follows:
  - a) The official newspaper for the Fire District (The Clarence Bee);
  - b) The official signboard of the Town of Clarence, where the Fire District is located;
  - c) On the Fire District's website and signboard.

The notice of public hearing specified the time, date and place where this public hearing would be held. Upon its adoption, the Fire District Secretary also made available for inspection and copying of the proposed budget to any interested person at the Town Clerk's Office and the Clarence Fire District No. 1 during office hours.

The purpose of this public hearing is to allow any member of the public to make comments on the budget. Any person may be heard in favor of, or against, the preliminary budget or any item in it. Please note that this is only a proposed budget until the Board of Fire Commissioners adopts the final budget.

The Fire District Treasurer made presentation regarding the preliminary budget to the Board of Fire Commissioners. This budget must be adopted no later than November 4 and submitted to the Town Budget officer by November 7.

## PUBLIC COMMENTS

*Chairman Work: The public comments period begins. I will now ask any person present wishing to be heard on this proposed budget to come forward so that that person may be heard in favor of, or against, the proposed budget or any item in it. I request that if you wish to address the Board on the proposed budget, raise your hand to be recognized. Clearly state your name and address for the record. Please limit your comments to five (5) minutes. Please direct all your questions to the Board or the Treasurer. This is not a question and answer session. Your question will not be answered when asked. The board is looking for your opinion on the budget or any part of it, whether favorable or not. Please tell us what you are in favor of regarding this budget or what you are against. You may ask questions, but this Board and the treasurer will not answer any questions, until the conclusion of the public comments period.*

There were no public comments made regarding the Fire District's proposed 2021 budget. No questions were raised from the Commissioners or any others in attendance.

Chairman Work concluded the budget hearing at 1830 hours.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, October 20, 2020** at 1837 hours. The Pledge of Allegiance was led by three members of the "Arrow of Light Scouts" from Cub Scouts Pack and Troop 93.

**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, Cub Scouts Pack and Troop 93 members and family, Erie County Legislator Ed Rath

**CUB SCOUTS PACK & TROOP 93 AWARD PRESENTATION:**

- 1) Erie County Legislator Ed Rath presented to Chief Hanford and the Clarence Fire District No. 1 for their dedication and service to our community during the COVID-19 pandemic.
- 2) Commissioner Work and Chief Hanford recognized Cub Scouts Pack & Troop 93 members and leaders for their heartwarming and inspirational artwork displayed at Clarence Fire District No. 1 during the COVID-19 pandemic. Certificates were presented to individual Scouts and a fire hall tour followed.
- 3) As a special surprise, Chief Hanford was presented with a Spark Plug Award from the Boy Scouts of America. The award honors Chief Hanford as an integral part of the community working behind the scenes during COVID-19 and making opportunities and experiences for the next generation of scouts.

**APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by HEIM, second by LARKIN, to approve the September 14, 2020 regular meeting minutes with no corrections, motion carried.

**MOTION** by DUDAS, second by HEIM, to approve the September 22, 2020 work session minutes with no corrections, motion carried.

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

- 1) Monthly Meeting Update: Matt Meister was approved to Life Status.
- 2) Vic Miller was recognized for his hard work completing the photo project.
- 3) The 2021 Budget is currently being worked on.
- 4) Jarrod Saxton – Military Leave and LOSAP points were discussed.

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

No report.

**SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) District Website Update: New Firefighter Links Page is presented to Board for their review.
- 3) District Election Update: Yvonne Work and Maureen Rider have agreed to return to work as Election Inspectors/Ballot Clerks on December 8, 2020 from 6-9pm at rate of \$35. Petitions for candidates interesting in running for one Commissioner position will be available in the District Office starting October 21, 2020. Petitions due on November 18, 2020 at 5:00pm.
- 4) Cancer Bill Deadlines – Forms have been received and are due starting December 1, 2020.
- 5) Office Supplies request is presented.
- 6) 3<sup>rd</sup> Quarter Red Alert Report is distributed for Board review.

**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 September and found all to be in good order. There were no credit card statements for review.**

- 1) Treasurer Larkin reports bills paid during last month were from check #5545 – 5601, in the amount of \$59,107.07
- 2) Monthly Summary Report – Total cash assets were reviewed with noted lower interest rate. Losap investments incurred a loss of approximately \$31,000. There are no updates on applied grants. FEMA COVID requires a detailed submission that needs to be completed with a possible 75% payback. Treasurer Larkin stated the budget lines are beginning to complete for year-end however there are surplus lines available to keep lines balanced.

**CHIEF'S REPORT:**

- 1) There were 43 total calls for the month of September as follows: 30 EMS, 3 Hazardous Condition, 9 False Alarms, and 1 Good Intent. Top responder for August was Walt Buechi with 33 calls. Call volume has returned to pre-COVID levels.
- 2) Drills – 37 drills will be hosted this year. There are 6 drills scheduled through year-end.
- 3) Driver Recertification Drills were conducted in September. Chief Hanford thanked Commissioner Work and Past Chief Marshall Helms for assisting in developing and conducting the Recertification Program. Chief Hanford submits the final list of recertified, approved Drivers and operators of District Apparatus. Drivers that were previously certified on SR1 and SR2 will continue to be certified. Off-Road vehicle Recertification program is being developed with a target completion in 2021.
- 4) Hazardous Materials Course Update: Module 1 has now been complete with Module 2-3 scheduled in coming month. Modules 4 and 5 will be in January 2021. Copies of the attendee's training certificates have been submitted to the District.
- 5) The annual pump tests were conducted last week on Engine 1, Engine 2 and Ladder 6.
- 6) Quarterly meter calibrations were completed last week including the annual calibrations for the CO meters. One CO meter failed and was replaced by Dival.
- 7) Hose Testing Update: Dival is no longer offering this service. First Due Services has been scheduled for November 10, 2020 pending tonight's approval.
- 8) Heavy Rescue Update: Work continues on the specifications for the new heavy rescue truck. All of our equipment has been weighed and submitted to Engineering for an updated drawing.
- 9) ISO rating review begins this week. An on-site meeting is scheduled for Friday, October 23.

**COMMISSIONER WORK:**

- 1) Workplace Violence Policy – A necessity that needs to be adopted as reflected in Labor Law 27-b.
- 2) Penflex – District historical data has been received in an encrypted thumbdrive. This finalizes the District's transition to Firefly as the LOSAP administrator.
- 3) FDIC Conference 2021 - Accommodations have been secured for Westin Hotel for April 19-23, 2021 in Indianapolis.
- 4) Annual Pump Testing –Repairs for engine 2 are required including emergency bulbs concerns.
- 5) Emergency repairs were needed on Engine 6, which were discovered at the time of the annual inspection.
- 6) Firearm and Handgun policy will be further discussed under New Business.
- 7) LOSAP amendments and resolution – Proposed LOSAP changes improve the program for members. 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. Proposed LOSAP changes require a resolution and mandatory referendum.
- 8) Candidates for Firematic Officers interviews – Dates need to be scheduled for upcoming interviews with candidates.
- 9) 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) Records Retention & Destruction Policy – This policy aligns with the newly adopted LGS-1, which replaces the current Records Retentions & Disposition policy.

**COMMISSIONER LARKIN:**

- 1) New members to approve: Michael Canfield and Nathan Villardo. All background checks returned negative.
- 2) 3 new portable radios for Chief vehicles are needed. Current ones are not functioning properly.
- 3) Squadron Pistol locker from Precision Locker has been ordered and shipped.

**COMMISSIONER DUDAS:**

- 1) Network Services Update: Transition is underway with the server, firewall, and printer install. The second phase with email transition will be scheduled soon. Twenty additional service hours will be needed to complete this work
- 2) Barcoding system for Red Alert (Alpine Software) – Upgrade to the current Red Alert system is presented and discussed due to the need for updated inventory procedures. The cost of this additional module is \$2,445 which includes module, hardware, and training. Treasurer Larkin and Secretary Mora are requesting additional training with Red Alert.

**COMMISSIONER GASKE:**

- 1) Parking Lot Update – Weather has delayed striping in back lot and pot holes still needs to be filled in.
- 2) Snow Bid proposals – CAM services & Braunscheidel Property Services proposals were received for a two-year contract with a new map for service area.
- 3) Two new shrubs have been installed and replaced in front of building.

**PUBLIC COMMENTS:**

No comments.

**OLD BUSINESS:**

**MOTION** by WORK, second by HEIM, to approve the emergency repairs that were required on Truck 6, which we identified at the time of the yearly inspection, from Churchville Fire Equipment at a cost of \$2,753.36, motion carried.

**MOTION** by WORK, second by LARKIN, to approve the payment to APEX Automotive for \$142.95, which was for the oil & filter change, and tire rotation for the #9 truck, motion carried.

**MOTION** by WORK, second by DUDAS, to pay Hardee Bro's Dry Cleaning the sum of \$53.65 for necessary adjustments and changes to Firefighter Zuchlewski's Class A Uniform as a result of his recent resignation from the position of Fire Captain C-1, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the purchase of food treats from the Dessert Deli at the cost of \$94.20 for the purpose of a recruitment and retention training event taking place on 10/20/20 at the Firehall, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize payment of \$1,342.34 to Dival Safety for the annual testing, calibration, and certification of CO meters, of which two batteries in the tracking system failed testing and needed to be replaced at the cost of \$92.34/each, which are included in the total dollar amount, motion carried.

**MOTION** by WORK, second by HEIM, to purchase a new ToxiRae III Gas Detection Meter from Dival Safety at a cost of \$236.47, motion carried.

**MOTION** by WORK, second by GAKE, to approve the payment to Sewing Technologies Uniform in the amount of \$634.00 for the purchase of velcro name strips to be attached to the new EMS jumpsuits that were ordered, motion carried.

**MOTION** by LARKIN, second by WORK, to submit the expense for our portion of the repairs to the HVAC unit to the Insurance carrier for reimbursement at a total price of \$1827.52, motion carried.

**MOTION** by DUDAS, second by WORK, to amend Network Services motion of September 14, 2020 from \$9,000 to \$9049.99, motion carried.

**MOTION** by LARKIN, second by DUDAS, to amend the Positive Promotions motion from \$372.50 to \$439.32, motion carried.

**MOTION** by WORK, second by DUDAS, to amend May, 11, 2020 for ElizaCo turnout gear order to include the setup fee of \$125.00 at the total cost of \$16,968.20, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by HEIM, to pay bills #5545-5601 in the amount of \$59,107.07, motion carried.

**MOTION** by WORK, second by GASKE, to enter into an agreement with First Due Services, LLC for the purpose of hose testing for the 2020 calendar year at a cost not to exceed \$3,000.00, motion carried.

**MOTION** by WORK, second by LARKIN, to compensate Hodgson Russ Attorneys the sum of \$4,432.00 for services related to the disbursement of Serial Bonds in 2020, motion carried.

**MOTION** by WORK, second by HEIM, to authorize Churchville Fire Equipment to replace the inoperable front brow light on Engine 2, as well as 3 bad 600 series LED emergency lights for a cost of \$2,286.16, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize Churchville Fire Equipment to rebuild the LDH valve on Engine 2 at the cost of \$400.00, motion carried.

**MOTION** by WORK, second by LARKIN, to adopt the Workplace Violence Policy as consisted with Labor Law § 27-b; 12 NYCRR 800.6, and upon the recommendation of Fire District Legal Counsel, motion carried.

**MOTION** by WORK, second by DUDAS, to approve the Driver and Operator list, as recommended by Chief Hanford, to be posted on November 1, 2020 and be valid for a period of 12 months per existing district policy. Any changes to the Driver and Operator list during that time period will be discussed and reviewed with the Board of Fire Commissioners, motion carried.

**MOTION** by LARKIN, second by HEIM, to approve two new members; Nathan Villardo and Michael Canfield. All background checks came back and have been approved by the Fire Company, motion carried.

**MOTION** by LARKIN, second by GASKE, for renewal of the 5-year license for private radio channels from SAIA Communications at a cost of \$200, motion carried.

**MOTION** by WORK, second by DUDAS, to adopt the following resolution of the Clarence Fire District No. 1 to amend the length of the Service Award Program, motion carried. (See attached resolution with roll call vote.)

**MOTION** by WORK, second by DUDAS, to purchase necessary office supplies from WB Mason at a cost not to exceed \$100.00, motion carried.

**MOTION** by DUDAS, second by GASKE, to purchase a twenty-hour block of support from Network Services, LLC at a cost of \$2,300.00, motion carried.

**MOTION** by DUDAS, second by GASKE, to purchase the Red NMX software from Alpine Software which includes the module, hardware, installation, and training at a cost of \$2445.00, motion carried.

**MOTION** by DUDAS, second by HEIM, to replace current Acceptable Use policy and update with the Computer/Acceptable Use Policy as discussed, motion carried.

**MOTION** by GASKE, second by WORK, to purchase new shrubs from Country Garden & Gifts at a cost of \$30.00, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay NYS Department of Conservation in the amount of \$330.00 for the annual septic tank fee, motion carried.

**MOTION** by GASKE, second by HEIM, to accept the two-year Snow Removal contract proposal from CAM Services at annual cost of \$13,500.00, motion carried.

**MOTION** by LARKIN, second by GASKE, Tri-R Mechanical for technical assistance on the HVAC Unit at a cost of \$746.00, motion carried.

**MOTION** by LARKIN, second by HEIM, to purchase three new rolls of First Class USPS stamps at a cost of \$165.00, motion carried.

**MOTION** by LARKIN, second by DUDAS, to purchase assorted batteries from Interstate Batteries in the amount of \$109.14, motion carried.

**MOTION** to approve the Record Retention and Destruction Policy in accordance with newly adopted Retention and Disposition Schedule for New York Local Government Records (LGS-1) as presented in replacement of the current Record Retention and Disposition policy.

*Commissioner Heim raised the motion to approve, Commissioner Larkin seconded the motion, and upon roll call the vote of the Board was as follows:*

*Chairman Work: Aye  
Commissioner Dudas: Aye  
Commissioner Heim: Aye  
Commissioner Gaske: Aye  
Commissioner Larkin: Aye*

*The motion was thereupon duly declared to have been adopted.*

**MOTION** by WORK, second by LARKIN, to approve RESOLUTION: APPROVE FINAL BUDGET FOR 2021 WITHIN REAL PROPERTY TAX LEVY LIMIT:

*WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No.1 must adopt a proposed budget for 2021 and estimate of fund balances in preparation for the annual fire district budget hearing and did so in preparation for the budget hearing, and*

*WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No.1 held the annual fire district budget hearing on notice to the public on October 20, 2020, and WHEREAS, the Board has considered the proposed budget and comments received on the proposed budget on October 20, 2020 at said budget hearing, and*

*NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners hereby approves the Final Budget for the Clarence Fire District No.1 for 2021 attached hereto and made a part hereof in the amount of \$985,199.00.*

(See attached resolution with roll call vote.)

**MOTION** to approve the following information regarding the Clarence Fire District No. 1 election:

- 1) *It will be held on Tuesday, December 8, 2020 from 6:00 PM to 9:00 PM;*
- 2) *It is for one Commissioner five-year term commencing January 1, 2021 through December 31, 2025;*
- 3) *Notice of the election will be posted in the District's designated newspaper (Clarence Bee) between the dates of November 4 and 12, 2020;*
- 4) *Fire District Secretary will request registration rolls of eligible registered voters as of November 16, 2020 from the Erie County Board of Elections,*
- 5) *Fire District Secretary Kristi Mora will serve as Election Chairperson, Maureen Rider of 9907 Grantham Court and Yvonne Work of 4646 Stonebridge Way will serve as Election Inspectors/Ballot Clerks. All will be compensated at \$35 pursuant to Town Law, Section 175. Alternate Election Inspectors will be contacted when a list is provided by Erie County Elections in the event the appointed inspectors are unable to serve.*
- 6) *Election will be held in accordance with Clarence Fire District No. 1 Election policy.*
- 7) *In addition to the compensation as set forth in Town Law, the above-mentioned chairperson and election inspectors will be compensated \$100.00/each for the preparation of the polling place and register.*

*Commissioner Work raised the motion to approve, Commissioner Dudas seconded the motion, and upon roll call the vote of the Board was as follows:*

*Chairman Work: Abstain  
Commissioner Dudas: Aye  
Commissioner Heim: Aye  
Commissioner Gaske: Aye  
Commissioner Larkin: Aye*

*The motion was thereupon duly declared to have been adopted.*

**MOTION** to approve the following resolution adopting the form of the nominating petition for election of the Fire District Commissioner:

*RESOLVED, that the Clarence Fire District No. 1 Board of Fire Commissioners adopt, as its official nominating petition, the attached form to be used by all candidates for the office of Fire District Commissioner, and it is further*

*RESOLVED, that only registered electors of the Clarence Fire District No. 1 may obtain signatures on the form and in the manner as set forth in the nominating petitions, and it is further*

*RESOLVED, that the signature of the witness to the signers of the nominating petition must be notarized in the form and in the manner as set forth in the nominating petitions, and it is further*

*RESOLVED, that signatures of all signers of the nominating petitions must be dated between October 21 and November 18, 2020 (the date petitions are required to be filed with the Secretary), and it is further*

*RESOLVED, that the Secretary of the Clarence Fire District No. 1 shall make the nominating petitions available to any interested party no earlier than October 21, 2020, and it is further*

*RESOLVED, that in the event a special election for the position of Fire District Commissioner is required, The signatures of all signers of nominating petitions must be dated no earlier than 70 days preceding the date of the special election and the date the petitions are required to be filed with the Fire District Secretary, and*

*The Clarence Fire District No. 1 Secretary shall make the nominating petitions available to any interested party no earlier than 75 days before the date of the Special Election of the Fire District Commissioners.*



Commissioner Work raised the motion to approve, Commissioner Dudas seconded the motion, and upon roll call the vote of the Board was as follows:

- Chairman Work: Aye
- Commissioner Dudas: Aye
- Commissioner Heim: Aye
- Commissioner Gaske: Aye
- Commissioner Larkin: Aye

The motion was thereupon duly declared to have been adopted. Board recommends that candidates use masks and practice social distancing as they approach potential voters and request their support at the polls in December.

**MOTION** by HEIM, second by LARKIN, to pay \$3000.00 to Firefly Admin, Inc as a retainer for services rendered during the period of August 1, 2020 through September 30, 2021, motion carried.

**MOTION** by WORK, second by LARKIN, to approve bill to Apex Automotive for wiper blades in the amount of \$72.08, motion carried.

**MOTION** by WORK, second by LARKIN, to amend Article 1: of the Rules and Regulations to delete number 9, which states: *No Fire Company member, Fire District Commissioner, Fire District Employee, or contractor shall possess a firearm or weapon while on Fire District Business.* The remaining articles to be numerically revised as a result of this deletion, motion carried.

**MOTION** by WORK, second by LARKIN, to adopt the Handgun and Firearm policy as presented, which will take effect once the district is able to install the lockbox, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by LARKIN, to enter into Executive Session at 2029 hours to discuss matters related to pending, proposed, and current litigation; including, but not limited to the recent subpoena of two firefighters, motion carried.

**MOTION** by WORK, second by LARKIN, to end the Executive Session at 2035 hours, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Larkin will be attending the Board of Directors meeting on October 19, 2020.

The next Regular District meeting is November 9, 2020 at 6:30 pm.

- 1) A new Ring Doorbell has been installed in District foyer and is currently under video surveillance.
- 2) Officer Candidate Interviews will take place on September 9<sup>th</sup>, 23<sup>rd</sup> and 28<sup>th</sup>.

**MOTION** by WORK, second by HEIM, to adjourn the meeting at 1849, motion carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

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