



# 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 regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, December 14, 2020** at 1905 hours. Chief Hanford led the Pledge of Allegiance.

## **ROLL CALL:**

Present: Commissioners Work, Dudas, Larkin, and Gaske. Treasurer Larkin.

Guests: Chief Brett Hanford, President Jerry Roy, Dave Metzger, Jonathon Casillas.

Absent: Commissioner Heim and Secretary Mora

Commissioner Work congratulates Commissioner Doug Larkin on his recent re-election and thanks Secretary Mora for her hard work in overseeing a successful District Election.

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

**MOTION** by LARKIN, second by DUDAS, to approve the November 9, 2020 regular meeting minutes with no corrections, motion carried.

**MOTION** by LARKIN, second by GASKE, to approve the November 23, 2020 Work Session meeting minutes with no corrections, motion carried.

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

- 1) Meeting was held on November 16, 2020 with attendance limited to ten people due to COVID-19 pandemic. \$10,000 was approved to purchase new coats for membership.
- 2) Possibility of a conflict with Elections due to COVID-19 restrictions. There are three open Board of Directors positions in 2021.
- 3) A motion was made to approve a requirement extension for probationary member Justin Filipski due to COVID-19.
- 4) Meeting was held on December 2, 2020 with attendance limited to ten people due to COVID-19 pandemic. A lengthy discussion occurred regarding how to address upcoming firematic elections due to concerns regarding COVID-19 restrictions on attendance. A formal election will be conducted for remaining offices and positions in the future once COVID-19 pandemic related restrictions are lifted and a normal election can be held. The Board of Directors determined that the Secretary to the BOD will cast ballots for all unopposed elected positions of Chief, 1<sup>st</sup> Assistant, 2<sup>nd</sup> Assistant and Fire Police Captain for 2021.

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

No report.

**SECRETARY'S REPORT:** Reported by Commissioner Work

- 1) In/Out Correspondence was reviewed.
- 2) 2020 District Election Update: Commissioner Larkin was re-elected to a five-year Commissioner term and the LOSAP referendum passed. Certificate of Canvass has been filed with the Town Clerk's office and Firefly Admin, Inc. regarding LOSAP changes.
- 3) 2020 Volunteer Firefighter Enhanced Cancer Benefit Program: First two of forms have been submitted. Final form is due on January 1<sup>st</sup>.
- 4) LOSAP/Firefly Year End Reporting: Two additional members will be eligible for 2021 Service Award payments.

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

**Board of Fire Commissioners reviewed the credit card statements from October 20, 2020 through October 23, 2020 in the amount of \$1,235.08 and found all to be in good order.**

- 1) Treasurer Larkin reports bills paid during last month were from check #5638- 5687, in the amount of \$42,669.21.
- 2) Monthly Summary Report – Total cash assets were reviewed. RBC Wealth Management has seen nice growth since the election. FEMA COVID-19 grant request has been submitted in the amount of \$7998.87.
- 3) Year End Budget Review - Final invoices for electric, copier, etc are outstanding. Treasurer Larkin seeks to balance all budget lines as of December 31, 2020 with a portion of unreserved fund balance to go to Equipment Reserve and balance to maintain General Fund until 2021 Property Revenues are received.

**CHIEF'S REPORT:**

- 1) There were 42 total calls for the month of November as follows: 2 Fire, 19 EMS, 2 Hazardous Condition, 10 False Alarms, 4 Good Intent and 5 Service. Top responder for November was Dave Metzger. Call volumes are increasing to pre-COVID levels including requests for our Hazardous Materials Team on mutual aid.
- 2) New member Joseph Garas has completed his initial on-boarding, issued his gear and is cleared to respond to the hall for calls. Dave Metzger has been assigned as his mentor.
- 3) The Santa Parade will take place on Saturday, December 19<sup>th</sup> starting at 11am. The parade will be similar to the Easter Parade. The plan is to take the fleet out driving throughout the District with the goal to spread some much needed holiday spirit to our community.

**COMMISSIONER WORK:**

- 1) Ambulance DMV Registration has been completed.

**COMMISSIONER WORK (cont.):**

- 2) New Member/Occustar Update – Joseph Garas has been cleared. Michael Canfield and Nate Vilardo are in need of medical clearance.
- 3) Verizon Connect – Fleet Monitoring pilot program on the 9-2 Assistant Chief vehicle, as well as the Ambulance #8. The Fire District intends to pilot this software to discern if it would be advantageous to incorporate all of the district vehicles and apparatus in fleet monitoring in the future. There is a \$45.90/month cost per vehicle for this service, which is based on Sourcewell Group Pricing. The cost of the hardware, software, and professional installation are included in the per/month pricing.
- 4) 2020 OSHA Non-Completers – There were many OSHA training sessions cancelled due to Governor Cuomo's Executive Orders and social distancing restrictions, limitations, and guidelines. Postponement needed due to COVID-19 pandemic with a need to extend OSHA training requirement. Identified active firefighters must complete their required OSHA training for 2021 before June 30, 2021.
- 5) Fleet Fueling – Continued issues with Kwik Fil and a possible change may be necessary with other vendors.
- 6) Attorney Retainer 2021 - \$3500 retainer fee is requested for upcoming year.
- 7) Thruway Tolls – NYS no longer has manned toll booths to collect cash toll payments. Chiefs Trucks may need to be addressed in the future.
- 8) Pinsky Conference – Hotel rooms are being held for March 2021 dates.
- 9) COVID-19 Reopening Plan – A review of the current phase of the District reopening plan is conducted based on current data. Western New York region currently has a higher COVID-19 positive percentage than across the state and we anticipate future outbreaks. As a result, Phase 3 is deemed appropriate at this time.

**COMMISSIONER HEIM:**

Absent.

**COMMISSIONER LARKIN:**

- 1) The District Pistol Locker Form is reviewed and includes District recordkeeping of permit holders.
- 2) SAIA Portable Radios – 4 Motorola APX6000XE portable radios with necessary accessories are needed for Chiefs trucks.
- 3) Snow Guards for HVAC Diakin Unit – required to prevent snow from getting inside unit to avoid future damage.

**COMMISSIONER DUDAS:**

- 1) Laptop/Toughbook for portable inventory module – research needed for durable and specifications required.

**COMMISSIONER GASKE:**

- 1) Tri-R Mechanical Semi-Annual Inspection – completed recently throughout the building.
- 2) Semi-Annual Kitchen Hood Inspection has been completed by All State Fire.

**COMMISSIONER GASKE (cont.):**

- 3) WB Mason Order – District office disinfecting wipes and supplies have been depleted and needed to be reordered.
- 4) Wind Damage report – missing shingles need to be purchased and replaced.

**PUBLIC COMMENTS:**

None.

**OLD BUSINESS:**

**MOTION** by WORK, second by LARKIN, to purchase pre-mixed fuel for district-owned equipment and small engines from Woodcutters Headquarters Inc for the cost of \$127.98, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve the bill from APEX Automotive in the sum of \$141.91 for the regular service, maintenance, and oil change on the 9-2 Assistant Chief truck, motion carried.

**MOTION** by WORK, second by GASKE, to resolve the bill from Churchville Fire Equipment in the sum of \$498.80 for the emergency repairs to Truck 6 to replace the damaged Auto-Eject for the electrical landline, motion carried.

**MOTION** by WORK, second by LARKIN, to pay the bills from Bee Publications in the sums of \$61.60 and \$100.36 for the required publications for the annual fire district election and LOSAP referendum vote, motion carried.

**MOTION** by WORK, second by DUDAS, to approve the purchase of refreshments for the fire district election inspectors and poll workers from Mazia's at the cost of \$29.00. Said purchase was placed on Commissioner Work's district charge card on 12/9/20, motion carried.

**MOTION** by WORK, second by GASKE, to resolve the bill from Occustar in the sum of \$958.00 for firefighter physicals and the previously approved OSHA training sessions hosted by the Fire District, motion carried.

**MOTION** by WORK, second by DUDAS, to authorize the emergency repairs to Engine 1; however, the associated invoice from Churchville Fire Equipment was not received at the time of the meeting and the Board authorizes the Treasurer to resolve the invoice upon receipt, motion carried.

**MOTION** by LARKIN, second by WORK, to approve quote from Saia Communications, Inc. for the purchase of 4 Motorola APX6000XE portable radios with necessary accessories in the amount of \$18,971.92.00 plus any applicable shipping and handling charges. Saia Communications, Inc. is a single source provider in WNY for Motorola and this quote is under state bid, motion carried.

**MOTION** by LARKIN, second by WORK, to approve the use of District Pistol Locker Form as presented, motion carried.

**NEW BUSINESS:**

**MOTION** by GASKE, second by LARKIN, to pay All State Fire & Security in the amount of \$223.40 to perform the annual kitchen hood inspection on November 23, 2020, motion carried.

**MOTION** by GASKE second by DUDAS, to pay Tri-R Mechanical in the amount of \$652.00 to perform the quarterly maintenance inspection on December 11, 2020, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay WB Mason Inc. in the amount of \$65.16 for the purchase of 6 containers of sanitizing wipes, motion carried.

**MOTION** by LARKIN, second by GASKE, to pay Tri-R Mechanical in the amount of \$2,064.00 for the purchase and installation of Snow Guards on Diakin Unit, motion carried.

**MOTION** by WORK, second by DUDAS, to pay bills, check #5638 - 5687, in the amount of \$42,669.21, motion carried. Commissioner Larkin abstained.

**MOTION** by WORK, second by GASKE, to authorize Treasurer Larkin to balance all budget lines as of December 31, 2020 with a portion of unreserved fund balance to go to Equipment Reserve and balance to maintain General Fund until 2021 Property Revenues are received, motion carried. Commissioner Larkin abstained.

**MOTION** by WORK, second by DUDAS, to pay Mark Butler, Esq. the sum of \$3,500.00 for his requested retainer fee for legal services going forward, motion carried.

**MOTION** by WORK, second by GASKE, to purchase hand tool mounts from Performance Advantage Company (PAC) Tools at a cost not to exceed \$1,000.00, motion carried.

**MOTION** by WORK, second by DUDAS, to purchase office supplies from W.B. Mason at a cost not to exceed \$225.00, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize the partnership with Verizon Connect for the installation of fleet monitoring software on the 9-2 Assistant Chief vehicle, as well as the Ambulance #8. The Fire District intends to pilot this software to discern if it would be advantageous to incorporate all of the district vehicles and apparatus in fleet monitoring in the future. There is a \$45.90/month cost per vehicle for this service, which is based on Sourcewell Group Pricing. The cost of the hardware, software, and professional installation are included in the per/month pricing, motion carried.

**MOTION** by WORK, second by GASKE, to purchase a helmet shield for Firefighter Benjamin Hanford from Conway Shields at a cost not to exceed \$75.00, motion carried.

**MOTION** by WORK, second by LARKIN, to surplus an obsolete beige 4 drawer file cabinet/safe w/ insulated concrete due to continued malfunction. Brand and serial number are unknown, motion carried.

**MOTION** by WORK, second by LARKIN, Consistent with the *OSHA Safety and Health Standards and Training Policy*, and in response to the ongoing COVID-19 emergency, the Fire District moves to postpone the annual OSHA training requirement for active firefighters who were unable to complete their training. There were many OSHA training sessions cancelled due to Governor Cuomo's Executive Orders and social distancing restrictions, limitations, and guidelines. These identified active firefighters must complete their required OSHA training for 2021 before June 30, 2021, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase a White Firefighting helmet for the incoming 9-2 Assistant Chief Christian Rider-Work, as well as some miscellaneous hand tools for the 9-2 vehicle from First Out Rescue Equipment at a cost not exceed \$1,000.00, motion carried.

**MOTION** by WORK, second by GASKE, to pay the United States Postal Service the sum of \$326.00 for the use of the Post Office box for the 2021 calendar year, motion carried.

**MOTION** by WORK, second by DUDAS, to pay the 2021 annual dues of \$175.00 to the New York State Association of Fire Chiefs, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase tax software for the preparation of the 1099 forms for the 2020 fiscal year from FS Realtax Tools at a cost not to exceed \$125.00, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Gaske will be attending the Board of Directors meeting on December 21, 2020.

The Annual Organizational Meeting will take place on January 4, 2021 at 6:30pm.

The next Regular District meeting is on Monday, January 11, 2021 at 6:30pm.

**MOTION** by WORK, second by GASKE, to adjourn the meeting at 7:33pm, motion carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

Kristi Mora, District Secretary

cc: Chief, Commissioners, Day Room Bulletin Board, Website