



# **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, February 8, 2021** at 1830 hours. Commissioner Heim led the Pledge of Allegiance.

## **ROLL CALL:**

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

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

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

**MOTION** by LARKIN, second by GASKE, to approve the January 11, 2021 regular meeting minutes with no corrections, motion carried.

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

1) Meeting was held on January 18, 2021 and decision was made to begin researching new Fire Company attorney.

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

1) President Roy thanks the Board for approving the ability to host the past Company meeting and elections following appropriate social distancing protocols. Commissioner Work asks for any key job change requests be made to Secretary Mora.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) 2020 LOSAP/Firefly Year End Reporting - 2020 Service Award Point Accumulation Points roster has been posted as of January 22, 2021. Individualized sheets have been distributed to member mailboxes. Posting will end on February 21, 2021.
- 3) AFDSNY Scholarship Opportunity – High school seniors related to volunteer fireservice members may apply.
- 4) Updated Active Roster sheets were distributed with changes as of 1/29/21.
- 5) Office Supply Order Request - For office supplies from WB Mason including copy paper concern.

## **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 January and found all to be in good order.**

**TREASURER'S REPORT (cont.):**

**Board of Fire Commissioners reviewed the credit card statements from December 16, 2020 through January 16, 2021 in the amount of \$1,312.31 and found all to be in good order.**

- 1) Treasurer Larkin reports bills paid during last month were from check #5729 - 5768, in the amount of \$54,668.76.
- 2) 2020 Year End Review – District operated under budget over \$100,000.
- 3) RBC Wealth Management Annual Review – Annual rate of return is a concern and requests Commissioners to review data. Comparable departments are seeing double rates of returns.
- 4) Alpine Software Account Adjustments – The annual support will increase due to additional modules added.
- 5) New Apparatus Update – Rick Ganci has requested updated information on new apparatus purchase status for 2021.
- 6) East Hill Foundation Grant – Letter of Intent is due May 17, 2021 according to Treasurer Larkin's research.
- 7) Equipment Reserve Fund is reviewed.
- 8) United Refining Gas Credit Card Fraud – A fraudulent charge was found on the Chief's credit cards. The card has been cancelled and a new one has been ordered.
- 9) Treasurer Larkin seeks action for a lock and key for the Mezzanine District caged storage area to secure important documents.
- 10) Treasurer Larkin questions President Roy regarding FASNY dues and active membership number discrepancy.

**CHIEF'S REPORT:**

- 1) There were 31 total calls for the month of January as follows: 2 Fire, 16 EMS, 8 False Alarms, 1 Good Intent and 4 Service. Top responder for January was Jerry Roy with 26 calls.
- 2) Upcoming Drills Schedule – February Drills have been scheduled for Feb 9, 16, and 25. A work detail is also scheduled for February 27<sup>th</sup> at 9am with a District Inspection to follow.
- 3) Red Alert request – In order to begin using the Inventory module, Chief Hanford requests the purchase of a Microsoft Surface tablet with hard protective case.
- 4) Required Use of ePCR's – Information is being received slowly from NYSDOH regarding the change to electronic PCR usage. Chief Hanford is in the process of investigating the requirements and deadline for compliance.
- 5) Commissioner Larkin seeks more information regarding Chief Hanford's recent ambulance mutual aid company page.

**COMMISSIONER WORK:**

- 1) Engine 6 is in need of suspension repair at an approximate cost of \$2500-5000 per side. Ambulance will be out of service on Monday for NYS inspection.
- 2) Upcoming 8-hour OSHA training is to be held onsite on March 6, 2021.
- 3) COVID-19 Reopening Plan – A review of the current phase of the District reopening plan is conducted based on current data. No concerns are presented at this time.
- 4) Pinsky Conference will take place March 25-28, 2021 and reservations have been made and approved. Commissioners Work, Dudas, Gaske, Heim and Secretary Mora will be attending. Registration Forms are due to Treasurer Larkin.
- 5) Office Furniture - Assistant Chief's Office request for additional office chairs, lighting, 2-drawer locking file cabinet, small bookshelf, and adjustable height table to meet new needs.
- 6) Helmet shield needs to be ordered for new EMS Captain.
- 7) EMS Pandemic supplies need to be reordered to replenished.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER LARKIN:**

- 1) A new SAIA Alert Monitor for the PA system is being researched for next month's meeting. Portable radios should be arriving soon.
- 2) Commissioner Larkin requests an update regarding the Pistol Permit Policy letter from Commissioner Work.
- 3) Commissioner Work seeks input and review regarding the fitness center's availability to new members.

**COMMISSIONER DUDAS:**

- 1) Alpine Software Red NMX Update – Photo ID card system module quote is reviewed for approval. Inventory module and Barcoding system will require an electronic tablet to utilize system remotely.
- 2) President Roy seeks other options to improve the television channels received in the dayroom.

**COMMISSIONER GASKE:**

- 1) Roof shingles need to be special ordered from the past wind damage.
- 2) Ring doorbell – Subscription service is suggested to monitor front door entry. All deliveries would be conducted through District office.
- 3) Tri-R Mechanical – The snow shields have not been installed.

**PUBLIC COMMENTS:**

Dave Metzger wants to develop a plan together with the Board for a Dayroom remodeling project. Commissioner Work recommends a Work Session to start the conversation.

**OLD BUSINESS:**

**MOTION** by GASKE, second by LARKIN, to pay Kinsley power systems \$560 for the annual generator inspection that took place on January 12, 2021, motion carried.

**MOTION** by DUDAS, second by HEIM, to pay Network Services in the amount of \$720.00 for the Office 365 Business Basic Annual service for twelve accounts, motion carried.

**MOTION** by HEIM, second by LARKIN, to pay mileage reimbursement to Mackenzie Rider-Work for NYS EMT Courses in the amount of \$446.42, motion carried. Commissioner Work abstains.

**MOTION** by HEIM, second by GASKE, to pay for 2021 Annual Membership dues to Clarence-Newstead Fire Chief's Association in the amount of \$150.00, motion carried.

**MOTION** by HEIM, second by LARKIN, to amend motion of September 14, 2020 in the increased adjustment amount of \$29.95 for a new total of \$604.30 for Madeline Hanford's Class A uniform, motion carried.

**MOTION** by HEIM, second by DUDAS, to pay mileage reimbursement to Charlie Ferguson for NYS EMT/CPR Courses in the amount of \$188.29, motion carried.

**MOTION** by LARKIN, second by HEIM, to pay FDM Preferred Insurance Co, Inc. for VFBL Insurance Policy for 2021 in the amount of \$31,035.00, motion carried.

**MOTION** by LARKIN, second by HEIM, to pay FDM Preferred Insurance Co, Inc. for Worker's Compensation Policy for 2021 in the amount of \$964.00, motion carried.

**MOTION** by LARKIN, second by HEIM, to pay 1<sup>st</sup> Responder Newspaper for department bundle newspaper subscription in the amount of \$85.00, motion carried.

**MOTION** by LARKIN, second by DUDAS, to reimburse Ruth Rider-Work in the amount of \$15.98 for binders for the Chiefs' office, motion carried. Commissioner Work abstains.

**MOTION** by LARKIN, second by HEIM, to pay Interstate Battery for battery packs for Fire Police lights and road cones in the amount of \$60.12, motion carried.

**MOTION** by GASKE, second by HEIM, to pay Dobmeier janitor supply \$335.58 for building and janitorial supplies, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay Ace Hardware \$29.98 for two bags of ice melt at \$14.99 each, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay Ace Hardware \$23.98 for 2 gallons of simple green at \$11.99 each, motion carried.

**MOTION** by GASKE, second by WORK, to pay Dash's Market \$36.05 for six Clorox spray disinfecting cans at \$5.99 each, motion carried.

**MOTION** by GASKE, second by WORK, to pay Ace Hardware \$52.96 for cleaning supplies for the apparatus room, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve the bill from Ace Hardware in the sum of \$19.98, which was for two circuit breakers for Rescue 5, motion carried.

**MOTION** by WORK, second by DUDAS, to pay the bills from Dival Safety Equipment dated 1/20/21 and 1/22/21 in the sum of \$408.00, which was for hydrotesting of 12 SCBA bottles, as well as some replacement O-rings, motion carried.

**MOTION** by WORK, second by GASKE, to resolve the bill from Dival Safety Equipment in the sum of \$1,270.02 for the Calplus Meter Calibration and replacement of two sensors for the new MultiRae meters, motion carried.

**MOTION** by WORK, second by LARKIN, to pay the bill from Occustar in the sum of \$188.00 for the new member/firefighter physical for Mike Canfield, motion carried.

**MOTION** by WORK, second by LARKIN, to pay the bill from Bee Publication for \$49.88 for the legally required posting of the 2021 Board of Fire Commissioner monthly meeting dates in the Clarence Bee, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the bill from Interstate Battery in the sum of \$429.30 for the purchase of a battery charger for the AED units, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by DUDAS, to pay bills, check #5729 - 5768, in the amount of \$54,668.76, motion carried.

**MOTION** by WORK, second by HEIM, to reimburse the Town of Clarence via Town Clerk Nancy Metzger a sum of \$8.25 for the 2021 water debt, motion carried.

**MOTION** by WORK, second by DUDAS, to authorize the expenditure of up to \$500.00 for the purchase of food and refreshments for the upcoming 8-hour OSHA training hosted by CFD and held onsite on March 6, 2021, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase miscellaneous office supplies from WB Mason at a cost not to exceed \$500.00. Said purchases will take place over the course of the next couple of weeks as newly elected and appointed firematic officers take office and as a more thorough inventory of office supplies is conducted, motion carried.

**MOTION** by WORK, second by GASKE, to purchase 4 x required firefighter helmet shields that are consistent with the existing call signs and command structure from Conway Shields at a cost of \$384.57, which includes shipping and handling, motion carried.

**MOTION** by WORK, second by DUDAS, to purchase some furniture for the Assistant Chief's Office from Office Depot at a cost not to exceed \$1,289.93. Said purchase to include office chairs, lighting, 2-drawer locking file cabinet, small bookshelf, and adjustable height table, motion carried.

**MOTION** by WORK, second by HEIM, to purchase EMS disposables necessary for the department's response to the ongoing COVID-19 pandemic from Emergency Medical Products at a cost not to exceed \$2,000.00, motion carried.

**MOTION** by DUDAS, second by LARKIN, to pay Alpine Software in the amount of \$4190.00 for the RedNMX personal photo ID car system and training, motion carried.

**MOTION** by DUDAS, second by LARKIN, to purchase from Best Buy in the amount not to exceed \$800.00, a touchscreen Microsoft Surface with protective case, motion carried.

**MOTION** by LARKIN, second by WORK, to pay Potter, Harris & Scherer for Disability/Cancer Insurance Renewal Policy in the amount of \$4333.00, motion carried.

**MOTION** by LARKIN, second by GASKE, to pay James Publishing for the New Edition of the New York Fire District Officers Guide, version 23 at a 50% savings with updated COVID information in the amount of \$118.31, motion carried.

**MOTION** by LARKIN, second by GASKE, to pay Print King for purchase of 500 purchase order forms in the amount of \$193.40, motion carried.

**MOTION** by GASKE, second by DUDAS, to pay Amherst Alarm \$425.00 for the 2021 annual test and inspection, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Larkin will be attending the Board of Directors meeting on February 15, 2021. The next Regular District meeting is on Monday, March 8, 2021 at 6:30pm.

Inspections will be held at 10:30am on Saturday, February 27<sup>th</sup>. A few work sessions need to be scheduled to work on several upcoming projects.

**MOTION** by WORK, second by HEIM, to adjourn the meeting at 2018 hours, motion carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

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