



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

ROLL CALL:

Present: Commissioners Work, Dudas, Heim, Gaske, and Larkin. Treasurer Larkin and Secretary Mora.
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 HEIM, to approve the February 8, 2021 regular meeting minutes with no corrections, motion carried.

MOTION by DUDAS, second by LARKIN, to approve the February 26, 2021 work session minutes with no corrections, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) Meeting report: 3 members were appointed as janitors on a rotating schedule, a sign-up list for the vacant Vice President has been posted. The Board is beginning to discuss the need to update the current Company website.

PRESIDENT'S REPORT: By Jerry Roy

No report.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) 2020 LOSAP/Firefly Year End Reporting Update: No change requests were received during the 30-day posting period. However, there was discovery of misappropriated training points issued to one member from an invalid certificate. A resolution approval vote is required tonight and the approved report will be posted again for 30 days. Participant statements will be updated and reflected in April payments with backpay.

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 February and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from January 20, 2021 – February 19, 2021 in the amount of \$2,060.86 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #5769 - 5798, in the amount of \$37,397.01

TREASURER'S REPORT (cont.):

- 2) Treasurer Larkin presents the Gui's Lumber/Ace Hardware Statement for February 2021 statement including 8 invoices in the amount of \$401.58.
- 3) AUD Update has been filed with NYS and our independent auditor.
- 4) 2021 Independent Audit Update: Jim Toner of Allied CPA's PC has completed the on-site audit and is awaiting Mark Butler's letter. Treasurer Larkin mentions the District's contract with Allied concludes in 2021 and recommends utilizing their services again.
- 5) Capital One Account – The District office has attempted to close the account on several occasions without resolve. The reason is due to the fact that the former Treasurer's name is the primary on the account. Treasurer Larkin recommends seeking Mark Butler's assistance.
- 6) Recruit NY is schedule for April 24 & 25,2021 and can take place via a Virtual or Traditional Open House. There is a current Budget Line of \$2,500 for this event.
- 7) Treasurer Larkin recommends a change to the district's payroll processing service to a local company, Next HR Solutions for improved customer service. The set-up fee will be \$100.00.
- 8) Cell Phone Stipend Forms have been distributed for 2021 and need to be returned.
- 9) Monthly Summary Report was reviewed. 2021 Property tax revenue has been received. RBC Wealth Management investment needs to be reviewed. FEMA COVID-19 grant has been updated to receive 75% of approved expenses under the Biden administration.

CHIEF'S REPORT:

- 1) There were 24 total calls for the month of February as follows: 1 Fire, 12 EMS, 3 Hazardous Conditions, 2 False Alarms, 2 Good Intent and 4 Service. Top responder for January was Brian Gaske with 22 calls. Chief Hanford applauds the efforts on a small dry fire call and the mutual-aid fire with Harris Hill.
- 2) Upcoming Drills for March and April are posted. A Hazardous Material outreach training with Town Line will take place on March 22, 2021.
- 3) Red Alert Update: The Surface tablet has been set up with Red Alert access however the scanner is not compatible. Barcodes need to be sourced to use for inventory. Alpine Software is working on the ID programming and layout design. Chief Hanford thanks Secretary Mora for taking new member photos to use on the ID cards.
- 4) Amherst/Clarence Fire Chiefs participated in Zoom meeting regarding new ePCR mandate and the EOS software platform.
- 5) Chief Hanford has agreed to be added to Pembroke's mutual aid plan in Genesee County.
- 6) Preliminary plans are in place to conduct an Easter Parade similar to last year's. Chief Hanford would like to make this an annual event.
- 7) CaseMate made a generous donation to the Clarence Fire Company of dual filtered masks which were customized with firefighter's roster number.

CHIEF'S REPORT (cont.):

- 8) The FEMA grant was submitted on February 12, 2021 with no status update at this time.
- 9) Chief Hanford thanks the District for sponsoring the takeout dinner for all Active Firefighters on February 27th in lieu of an installation banquet. The final invoice from Kennedy's Cove is pending.

COMMISSIONER WORK:

- 1) Commissioner Work discusses the topic of requesting vaccination records of members and employees to maintain in personnel files.
- 2) Ambulance #8 and Haz-Mat #7-1 Repairs: Replacement batteries were necessary for Ambulance #8 from Interstate Battery. Preventive maintenance and NYS Inspections were completed on Ambulance #8 and the Haz-Mat #7-1 truck at Basil Ford Truck Center. An emergency replacement of the onboard electric charging unit and exterior Auto Eject electrical port on Rescue #7 was completed by Churchville Fire Equipment.
- 3) In-house Physical Exams were completed by Occustar with a great turnout.
- 4) District Meeting protocol is reviewed. As a reminder, Commissioner Work requests all Board members adhere to agenda deadlines and requests for motions in advance, when appropriate.
- 5) Purchase Deadline for May Meeting – Due to the upcoming ASFDNY conference, the deadline for purchases will be April 30th.
- 6) Cooper Tire Recall notifications will be received by March 25th.
- 7) Ladder Truck #6 Repairs: Work was completed by Fry Heavy Duty however bill will be from Churchville.
- 8) 2020 LOSAP Final Report and resolution is presented for the Board's approval and submission to Firefly Admin, Inc.
- 9) Verizon Connect continues to malfunction on #8. It will be reinstalled later this month.
- 10) Chief's Truck #9: Inspection and necessary repairs was recently completed at APEX Automotive.
- 11) OSHA Training: 34 members were present with 22 Clarence Fire District members in attendance.
- 12) A request for EMS disposables and durable EMS training equipment from Emergency Medical Products to restock supplies and become self-sufficient when hosting CPR training.
- 13) Hosting an EMT Course on-site in August is in the discussion stage.

COMMISSIONER HEIM:

- 1) Reimbursement for FASNY dues need to be approved tonight.

COMMISSIONER LARKIN:

- 1) Medical Leave updates: Firefighter Mark Zuchlewski has been cleared to return from Medical Leave on February 25, 2021 for exterior status only. Vincent Beil has been cleared to return from Medical Leave on February 24, 2021.
- 2) Chief Hanford has requested a new alert receiver with two-tone decoder and programmable timed-relay including lights from SAIA Communications for placement throughout the building to visually signify when a call occurs to members.
- 3) Inspection Dinner policy needs updating to reflect costs covered by the District including all active and active life members. In addition, Explorer wording needs to be removed.
- 4) Physical Fitness policy needs updating to include active members that have completed all new member drills. In addition, Explorer wording needs to be removed.

COMMISSIONER DUDAS:

- 1) District Office Computer Upgrades: Treasurer Larkin is requesting a laptop with docking station to be able to work from home when necessary to replace her current desktop. Adobe editable software is needed for both computers in the District Office. Commissioner Dudas is going to research with Kevin Haskill from Network Services the best options for replacing both District computers with docking stations.

COMMISSIONER GASKE:

- 1) The quarterly fire sprinkler inspections were completed by Davis-Ulmer Sprinkler Co. There is one smoke detector that is malfunctioning in the banquet room.
- 2) Recent weather has caused a few roof leaks in the building over the truck bay and banquet room. Building Manager Paul Meyer is aware of the needed repairs.
- 3) The District has notified Cintas to cancel service and the keyfob has been deactivated however they are not returning our calls. New invoices have been received and are not being paid.
- 4) The food in the kitchen's food pantry is all expired and needs to be discarded.

PUBLIC COMMENTS:

No comments.

OLD BUSINESS:

On November 9th and 23rd of 2020, the Board of Fire Commissioners interviewed and approved candidates interested in running for firematic office for 2021 and a list of the approved candidates was provided to the Fire Company. The Fire Company Board of Directors held a special meeting on December 2, 2020 and acknowledged that due to attendance restrictions resulting from the ongoing COVID-19 pandemic, the annual Fire Company elections were not able to be held on December 10th, 2020 as scheduled. A special Fire Company election was held after the February 3rd Fire Company meeting. At that election, Benjamin Hanford was elected as the EMS Captain for the 2021 calendar year.

MOTION by WORK, second by LARKIN, to approve Ben Hanford as EMS Captain for remainder of 2021 calendar year effective on February 23, 2021, motion carried.

MOTION by WORK, second by LARKIN, to pay the bill from Interstate All Battery Center in the sum of \$893.66, which is from the replacement batteries necessary for Ambulance #8, as well as batteries needed for the floor scrubber used in the facility, motion carried.

MOTION by WORK, second by GASKE, to resolve the bill from Churchville Fire Equipment in the sum of \$1,323.20, which is from the emergency replacement of the onboard electric charging unit and exterior Auto Eject electrical port on Rescue #7, motion carried.

MOTION by WORK, second by HEIM, to approve necessary preventive maintenance and NYSI on Ambulance #8 and the Haz-Mat #7-1 truck at Basil Ford Truck Center in the sum of \$235.04. Said charges were placed on Commissioner Work's district charge card, motion carried.

MOTION by WORK, second by DUDAS, to resolve the bill with Churchville Fire Equipment in the sum of \$325.00 for the January 2021 inspection and preventative maintenance of the apparatus, motion carried.

MOTION by WORK, second by LARKIN, to approve the necessary repairs on the Chief #9 truck at APEX Automotive in the sum of \$2,592.22. Said response vehicle needed brakes, tires, oil change, etc., motion carried.

MOTION by WORK, second by DUDAS, to amend the motion of February 8, 2021 whereas the Board approved the expenditure of up to \$500.00 for the purchase of food for the onsite OSHA training held on March 6, 2021. This amendment approves an additional expenditure of \$102.95. The total food expenditure for this training was \$602.95, which equates to roughly \$17.73 per person for breakfast and lunch, motion carried.

MOTION by GASKE, second by LARKIN, pay Davis Ulmer Sprinkler in the sum of \$200.00 for the quarterly inspection of fire sprinklers, motion carried.

MOTION by GASKE, second by WORK, to resolve the bill with Gui's Lumber in the sum of \$401.58 for the monthly chargers per report, motion carried.

NEW BUSINESS:

MOTION by WORK, second by LARKIN, to pay bills, check #5769 - 5798, in the amount of \$37,397.01, motion carried.

MOTION by WORK, second by GASKE, to accept the 2020 Certified LOSAP Points as presented, motion carried. (See attached resolution.)

MOTION by WORK, second by DUDAS, based on the recommendation from Treasurer Larkin to switch the district's payroll processing service to Next HR Solutions and expend the \$100.00 for the set up cost associated with this change, motion carried.

MOTION by WORK, second by GASKE, to expend up to \$2,500.00 on the purchase of EMS disposables and durable EMS training equipment from Emergency Medical Products, motion carried.

MOTION by LARKIN, second by DUDAS, to approve Anthony Obermyer as a new member pending his physical exam; all background checks are in and he has been approved by the Fire Company, motion carried.

MOTION by LARKIN, second by GASKE, to send letter to Attorney Mark Butler Esq., to cancel the Capital One credit card account, motion carried.

MOTION by LARKIN, second by HEIM, to purchase an alert receiver with two-tone decoder and programmable timed-relay including necessary equipment and supplies such as lights and wiring in the amount not to exceed \$900.00 from SAIA Communications, motion carried.

MOTION by LARKIN, second by HEIM, to amend the Inspection Dinner Costs Policy to include all active and active life Clarence Fire Company members and remove Explorer portion, motion carried.

MOTION by LARKIN, second by HEIM, to amend the Physical Fitness Room Policy under Guidelines Section A, to include “after completing all new member drills” and remove point 2 regarding the Explorer post. Effective for new members moving forward on March 8, 2021, motion carried.

MOTION by HEIM, second by LARKIN, to reimburse Clarence Fire Company for the 2021 FASNY dues for active and active live members at a rate of \$10 each, in the amount of \$440.00, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 2029 hours to discuss matters related to the employment of a particular person or persons as well as matters pertaining to the medical record of a particular person or persons, motion carried.

MOTION by WORK, second by LARKIN, to return to REGULAR SESSION at 2151 hours, motion carried. No formal action was taken during Executive Session.

MOTION by WORK, second by LARKIN, to appoint Kristi Mora as the Fire District webmaster to be included in the Fire District Secretary duties with a pay adjustment of \$8.00 per hour effective March 9, 2020 at a new hourly rate to be \$35.50 per hour, motion carried.

MOTION by WORK, second by LARKIN, to place an information letter in the personnel file of Firefighter Daniel Beil clarifying he did not successfully complete the NYS Pump Operators Course in 2020 given the fact that Niagara County erroneously reported his completion to NYS OFDC and issued a certificate of completion on October 4, 2020, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Work will be attending the Board of Directors meeting on March 15, 2021. The next Regular District meeting is on Monday, April 12, 2021 at 6:30pm.

MOTION by WORK, second by GASKE, to adjourn the meeting at 2154 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

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



CLARENCE FIRE DISTRICT NO. 1
RESOLUTION OF THE CLARENCE FIRE DISTRICT
NO. 1 TO APPROVE THE 2020 CERTIFIED LOSAP
POINTS.

In the matter of approving the 2020 certified points

WHEREAS, the Fire District is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the Clarence Fire Company in accordance with Article 11-A of the New York State General Municipal Law (GML); and

WHEREAS, as required by GML § 219-a(2)(c), the Clarence Fire Company has submitted the attached list, certified under oath, of active members of the Fire Company, indicating those volunteers who earned at least fifty points during 2020 to qualify for service credit; and

WHEREAS, the certification made by the Fire Company includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Fire District to be in effect during calendar year 2020, and to the best of knowledge, is a true and accurate reflection of the activities performed by the active members; and

WHEREAS, GML § 219-a(2)(d) requires the Board of Fire Commissioners (Board) to review and approve the attached list as posted for thirty days; and

WHEREAS, the Board has completed its review of the attached list; NOW, THEREFORE BE IT

RESOLVED, that the Board of Fire Commissioners approves the attached list of volunteer firefighters of the Clarence Fire Company and the points earned by these firefighters during calendar year 2020; and be it further

RESOLVED, that a copy of this adopted resolution and the attached list shall be returned to the Fire Company for posting for a minimum of thirty days.

Commissioner Work raised the motion to approve, Commissioner Gaske 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 resolution was thereupon duly declared to have been adopted.

Dated:
Clarence, New York
March 8, 2021

Kristi Mora
Secretary
Clarence Fire District No. 1