CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, P.O. Box 340, Clarence, NY 14031

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**Board of Fire Commissioners Treasurer**

Nathan M. Work, Chairman Sandra J. Larkin

Douglas J. Larkin, Vice-Chairman

Michael Dudas

Brian Gaske **Secretary** Mark Heim Kristi Mora

The regular Board of Fire Commissioners’ meeting was called to order by Chairman Work on **Monday, April 12, 2021** at 1830 hours.

**ROLL CALL:**

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

Guests: Chief Brett Hanford, Assistant Chief Ruth Rider-Work, President Jerry Roy, Dave Metzger, Jonathon Casillas, Jim Schlabach, and Insurance Agent Tom Brady.

**APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by DUDAS, second by HEIM, to approve the March 8, 2021 regular meeting minutes with no corrections, motion carried.

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

1. Meeting report: Mark Zuchlewski has been appointed as Vice-President. 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. Pinksy Conference Learning Points were shared with the Board.
3. 2020 LOSAP/Firefly Annual Report was received. A work session with Anthony Hill of Firefly has been scheduled for next month’s meeting. Benefit statements were mailed to members. Five active members earned monthly payment increases and were sent letters. Upcoming new entitlements in 20201 include Brian Gaske and Dave Bissonette.
4. 1st Quarter Red Alert reports were distributed for the Board’s review.
5. Red Alert Modules Update – Inventory/Barcodes module is moving forward with a new Bluetooth scanner and samples of various barcodes arriving. ID card design is continuing for 3 different templates including Active, District, and Life Members.

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

**Board of Fire Commissioners reviewed the credit card statements from February 20, 2021 – March 19, 2021 in the amount of $189.85 and found all to be in good order.**

**Board of Fire Commissioners Meeting Page 2 of 7 April 12, 2021**

**TREASURER’S REPORT (cont.):**

1. Treasurer Larkin reportsbills paid during last month were from check #5810 - 5871, in the amount of $39,348.79.
2. Treasurer Larkin presents the Vendors’ Monthly Report for March 2021 as a statement review.
3. Monthly Summary Report was reviewed. M & T Account interest rates continue to be very low. Visa rewards points were converted to reward dollars. Equipment and Building reserves have been transferred for 2021.

**CHIEF HANFORD:**

1. There were 33 total calls for the month of March as follows: 2 Fire, 13 EMS, 5 Hazardous Conditions, 8 False Alarms, 2 Good Intent and 3 Service. Top responder for March was Brian Gaske with 24 calls. Chief Hanford thanks Assistance Chief Ruth Rider-Work and Duty Captain Doug Larkin for covering calls while he was on vacation.
2. Upcoming Drills for April and May are posted. A Joint Drill at Amherst Tower with Clarence Center for a live burn will take place on April 14th.
3. Recruit NY event will take place in the truck bays on Sunday, April 25th to welcome interested members of the community.
4. Chief Hanford thanks the District for the support of the Easter Truck Parade.
5. 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.
6. Nothing new to report regarding the New York State ePCR mandate.
7. NYS Hazardous Materials modules 4 & 5 have not been rescheduled at this time.
8. For this year’s installation dinner from Kennedy’s Cove, the District cost for takeout dinners is $3120.00.
9. Annual hose testing quote has been received by First Due Services and is recommended for future use.

**COMMISSIONER WORK:**

1. Physical Exams were completed on-site by Occustar with a great turnout. Four firefighters have not completed their physical including two fire police snowbirds, one is in the process of completing. Three members will need to be placed on the inactive list until completion.
2. District Reopening Plan – Currently the regulations are changing daily. Guidance from NYS is that gatherings are allowed to have 100 people inside and 200 people outside. Phase 4 of reopening plan opens pavilion, tours, community events, banquet rooms etc. Internal controls need to be in place to limit occupancy, promote social distancing, and wearing facemasks.

**Board of Fire Commissioners Meeting Page 3 of 7 April 12, 2021**

**COMMISSIONER WORK (cont.):**

1. Pinsky Conference Report – limited course offerings due to COVID regulations. Certificates will be issued.
2. FDIC Conference – August 2-7, 2021 are the new dates.
3. Sewing Technologies – changes and modifications for uniforms were ordered for three members.
4. Capital One Account is now officially closed.
5. Titles for 2019 Chief Vehicles have been ordered by NYS Department of Motor Vehicles. Commissioner Work applauds the team effort of Commissioner Larkin, Treasurer Larkin, and Secretary Mora.
6. Easter Parade – Commissioner Work thanks Chief Hanford for organizing a positive community effort. Thank You Letters are requested for Jonathan Casillas as the Easter bunny and Moe Rider for cookie trays.
7. New York State ePCR mandate – December 13. 2021 is the target date for implementation.
8. District Apparel Order – no quotes have been received.
9. Legalization of Marijuana Update – Attorney Mark Butler has been contacted to review District policy. His office will be distributing a legal brief and policy for Commissioner review.
10. Assistant Chief 9-2, Christian Rider-Work is requesting a new Class A uniform.
11. EMS week is coming in May. Chief’s office is requesting the purchase of 6 Leatherman Skeletools for EMS captains.
12. District Office Furniture Budget needs to be updated to cover costs of new office furniture including 3 desks, filing cabinets, chairs and conference room tables.

**COMMISSIONER HEIM**:

No report.

**COMMISSIONER LARKIN**:

1. Commercial Insurance Renewal Quotes– ESIP’s renewal quote and a new quote from VFIS is presented.
2. Update on Portable Radios – SAIA reports the accessories are in and Motorola is awaiting return documentation of returned equipment. Portables should be arriving soon.
3. Alert Monitor update – Purchase approved last month has been backordered.
4. Gun Locker Procedure Update – Letters to life, active, and active life members are prepared to mail. Acknowledgement form will be signed at meeting with Commissioner Larkin prior to member’s approval.

**COMMISSIONER DUDAS**:

No report.

**Board of Fire Commissioners Meeting Page 4 of 7 April 12, 2021**

**COMMISSIONER GASKE**:

1. Country Garden & Gifts proposal has been submitted for lawn and garden maintenance work in 2021. Commissioner Gaske recommends approving the proposal for beautiful work at a reasonable price.
2. New Picnic tables were researched by Jim Schlabach with four vendor options. Uline has best price including delivery for a total of $6,854.40 for ten tables (5 red and 5 black) at a rate of $685.40 per table. District and Company to split cost. The Fire District will reimburse the Fire Company once the tables are delivered and installed.

**MOTION** by GASKE, second by HEIM, to pay Clarence Fire Company $3,427.20 towards the purchase of 5 red and picnic tables for the pavilion, motion carried.

1. Pavilion Rental Request has been submitted by Brian Gaske for use on July 25, 2021.
2. Town of Clarence Special Event Request has been received as a notice for the Memorial Day parade taking place on Monday, May 31st along Main Street.

**PUBLIC COMMENTS:**

No comments.

**OLD BUSINESS**:

**MOTION** by DUDAS, second by WORK, to pay Alpine Software in the sum of $1,100.00 for annual cloud hosting services, motion carried.

**MOTION** by DUDAS, second by GASKE, to pay Alpine Software in the sum of $55.00 for Office 365 basic annual contract, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve the bill from Nan Sewing & Alterations in the sum of $120.00 for the cost for attaching name tapes and Fire District patches to the newly acquired EMS jumpsuits, motion carried.

**MOTION** by WORK, second by DUDAS, to authorize the payment of $2,624.62 to Churchville Fire Equipment for the monthly inspection and repairs to the apparatus for the months of February and March 2021, as well as the emergency repairs to the rear suspension on Ladder 6, motion carried.

**MOTION** by WORK, second by HEIM, to approve the purchase of wiper blades for the 9 and 9-2 trucks from Autozone at a cost of $109.58, said charges were placed on Commissioner Work's district charge card, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve the bill from Occustar Inc., in the sum of $5,499.00 for the cost of the 2021 physicals conducted onsite at CFD, as well as the 3/6/21 OSHA training, also conducted onsite, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the payment of $21.00 to APEX Automotive for the NYSI on the 9-2 truck, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize the payment of $859.92 to NOCO Energy Corp. for the purchase of 300.4 Gal. of delivered diesel fuel, motion carried.

**Board of Fire Commissioners Meeting Page 5 of 7 April 12, 2021**

**OLD BUSINESS (cont.)**:

**MOTION** by WORK, second by DUDAS, to approve the payment of $2,286.25 to Dival Safety Equipment, which represents 5 invoices received in March of 2021 for repairs and inspections to SCBA masks and bottles,

as well as various fire extinguisher repairs, inspections, and replacements (Invoice numbers: 2892228, 2897453, 2899873, 2899873, 2902773) , motion carried.

**MOTION** by GASKE, second by DUDAS, to pay Gui’s Lumber/Ace Lumber in the sum of $86.18 for supplies purchased on the provided monthly summary sheet, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by HEIM, to pay bills, check #5810 - 5871, in the amount of $39,348.79, motion carried.

**MOTION** by WORK, second by LARKIN, to approve the purchase of a replacement EMS name tape, chaplain badges and hardware, and a Class A name plate from Sewing Technologies for a cost not to exceed $400.00, motion carried.

**MOTION** by WORK, second by DUDAS, to approve the attendance of Chief Brett Hanford, Assistant Chief 9-1 Ruth Rider-Work, and Commissioner Work at the FDIC International Conference to be held in Indianapolis, Indiana, August 2 -7, 2021, motion carried. Commissioner Work abstains.

**MOTION** by WORK, second by GASKE, to purchase 10 x Laerdal Coaxial Vacuum Connectors for the existing Laerdal suction units for a cost of $23.85, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize the payment of $150.00 to the New York State Department of Motor Vehicles for the fees associated with obtaining titles for the 3 x 2019 Chevrolet Tahoe chief vehicles, motion carried.

**MOTION** by WORK, second by LARKIN, to make the following firefighters inactive due to failure to complete their yearly physical by April 1, 2021: Mike Burkhardt, Travis Griner Jr., & Jim Laczkowski. This motion also authorizes that these firefighters be immediately reverted back to an active status upon submission and acceptance of the necessary and appropriate physical documentation, motion carried.

**MOTION** by WORK, second by HEIM, to purchase 1000 x #9 envelopes from Print King at a cost of $152.89, motion carried.

**MOTION** by WORK, second by DUDAS, to approve Assistant Chief 9-2 Christian Rider-Work to be fitted for a Class A Uniform and a white Class B shirt from Sewing Technologies at a cost not to exceed $900.00, motion carried. Commissioner Work abstains.

**MOTION** by WORK, second by DUDAS, to purchase 6 sets of Lion V-Force structural firefighting turnout gear from ElizaCo Inc for a cost of $19,234.80. This cost represents New York State Contract pricing (PC 67938, Award Number 23054, Group 40061). Said turnout gear to match the turnout gear spec reviewed by the board in 2019, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the payment of $440.00 to Sean Hucko, CPA, LLC for consultation hours related to the district's 2021 AUD, motion carried.

**Board of Fire Commissioners Meeting Page 6 of 7 April 12, 2021**

**NEW BUSINESS (cont.):**

**MOTION** by WORK, second by DUDAS, to purchase 6 Leatherman Skeletools from Amazon at a cost not to exceed $500.00, motion carried.

**MOTION** by LARKIN, second by HEIM, to pay $100 to Clarence-Newstead Fire Police Association 2021 dues, motion carried.

**MOTION** by LARKIN, second by DUDAS, to accept VFIS Commercial insurance for the $500 deductible portable equipment quote and $500 deductible automobile quote at a cost of $32,789.02 including any additional costs incurred through inspections, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay $3600 for the May through October season to Country Garden & Gifts for lawn and garden maintenance, motion carried.

**MOTION** by HEIM, second by WORK, to pay 2021 dues for Erie County Fire District Officers Association in the amount of $250.00, motion carried.

**MOTION** by HEIM, second by LARKIN, to pay Firefly Admin, Inc. in the amount of $2,798.65 for the details listed in the vendor report list, motion carried.

**MOTION** by DUDAS, second by WORK, to pay Network Services in the amount of $4,200.00 for an additional 40 hour services block, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner ­­­­Dudas will be attending the Board of Directors meeting on April 19, 2021.

The next Regular District meeting is on Monday, May 10, 2021 at 6:30pm.

1. A work session will be held on May 10, 2021 at 6:00pm with Anthony Hill of Firefly Admin, Inc.
2. A joint work session with Board of Directors will be held on Tuesday, April 27, 2021 at 6:30pm in the dayroom.
3. Friday, April 30th is the deadline for motions and requests regarding the next Board of Fire Commissioners monthly meeting.
4. Secretary Mora informs the Board of her limited availability during her business event from April 16-25.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 1955 hours to discuss 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 2033 hours, motion carried. No formal action was taken during Executive Session.

**MOTION** by WORK, second by LARKIN, to adjourn the meeting at 2035 hours, motion carried.

**Board of Fire Commissioners Meeting Page 7 of 7 April 12, 2021**

*All motions were unanimously carried unless otherwise noted.*

Attest,

Kristi Mora, District Secretary

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