



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 Board of Fire Commissioners' Work Session meeting was called to order by Chairman Work on **Monday, May 10, 2021** at 1800 hours.

Anthony Hill of Firefly Admin, Inc presented an overview of the 2020 LOSAP program via Zoom.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, May 10, 2021** at 1830 hours. Mark 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, Dave Metzger, Jonathon Casillas, Mackenzie Rider-Work, and Victor Miller.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by GASKE, to approve the April 12, 2021 regular meeting minutes with no corrections, motion carried.

MOTION by LARKIN, second by HEIM, to approve the April 27, 2021 joint work session meeting minutes with no corrections, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) Meeting report: The joint meeting was successful and work needs to continue. Sexual harassment training options are being researched for future implementation.

PRESIDENT'S REPORT:

No report.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Red Alert Modules Update: Barcode samples were ordered for inventory module. Secretary Mora seeks input on the design of the ID card templates.
- 3) AFDSNY Conference Learning Points were shared with the Board.

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 April and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from March 20 to April 13, 2021 in the amount of \$5,534.38 and found all to be in good order.

TREASURER'S REPORT (cont.):

- 1) Treasurer Larkin reports bills paid during last month were from check #5872 - 5912, in the amount of \$57,899.84.
- 2) Treasurer Larkin presents the Vendors' Monthly Report for April 2021 as a statement review.
- 3) Monthly Summary Report was reviewed. M & T Account interest rates continue to be very low.
- 4) District Office/Conference Room Furniture Purchase Quote from Eaton Office Supply was presented with detailed renderings.
- 5) District 100-Year Anniversary - May 9, 1922 was the first organizational meeting and Commissioners were appointed.

CHIEF HANFORD:

- 1) There were 33 total calls for the month of April as follows: 2 Fire, 22 EMS, 4 False Alarms, 2 Good Intent, and 3 Service. Top responder for April was Dave Metzger and Al Herrscher with 24 calls.
- 2) Assistant Chief Ruth Rider-Work, Assistant Christian Rider-Work, and Duty Captain Doug Larkin for their coverage and assistance during Chief Hanford's vacation.
- 3) Chief Hanford thanks the crew efforts on recent calls including: Newstead's structure fire, a recent call to assist the NYSP, and a HazMat call on UB Campus. The Level A suits damaged will be replaced by UB
- 4) Recruit NY event was successfully held on Sunday, April 25th with two applications received from interested members of the community.
- 5) Memorial Day Parade is scheduled for Monday, May 31st as normal with our Clarence Fire Company ceremony starting at 9:30am with Cub Scout Pack #93.
- 6) Purchase requests: 6 Minitor Pagers are needed to replace obsolete equipment and distribute to new members. 7 magnet-mounted LED blue lights to replace current sun-faded lights for Fire Police members.
- 7) Red Alert Update: Assistance is needed to setup truck checkouts on the Surface tablets.
- 8) New York State ePCR mandate update: Chief Hanford is investigating a joint purchase with three local companies in order to benefit from significant bundle discount. Initial cost would be \$2160.63 with a \$1565.63 recurring annual cost. In addition, a new module from Alpine Software would be required at a cost \$1895.00 with a \$310.00 recurring annual cost. Additional tablets needed for the ePCR is estimated between \$8000-\$10,000.
- 9) NYS Hazardous Materials modules 4 & 5 Update: Tentatively scheduled for late June or early July along with the HazMat Incident Command Course.

COMMISSIONER WORK:

- 1) District Apparel Order is going to be researched by Commissioner Heim with a new apparel company.

COMMISSIONER WORK (cont.):

- 2) Turnout Gear Order – A \$1,200 Discount has been applied to order.
- 3) Amkus Tools & Pumps – Commissioner Work thanks President Roy and Dave Metzger for assisting. The Portable Hydraulic pump is the oldest in service but works great.
- 4) Physical Update – One firefighter member and one fire police member are still in the process and should be current this week.
- 5) AFDSNY Conference was a worthwhile program to attend with next year’s dates already published.
- 6) Legalization of Marijuana Update – Attorney Mark Butler’s legal brief and proposed policy has been distributed for Commissioner review. A future discussion needs to be held at an upcoming work session.
- 7) Sutphen 100’ Aerial Mount Demonstration will take place on May 19th at 7pm.

COMMISSIONER HEIM:

No report.

COMMISSIONER LARKIN:

- 1) Update on Portable Radios – SAIA has received 4 Portables radios and should be arriving soon.
- 2) Accident & Health Insurance Policy– Policy renewal date was April 29, 2021.

COMMISSIONER DUDAS:

- 1) Several businesses have been recommended for the installation of the Banquet Room Projector and Security Monitor System.

COMMISSIONER GASKE:

- 1) Amherst Alarm various door repairs have been completed and all doors now function properly.
- 2) Inspections Update: Kitchen Hood inspection should be completed twice-yearly and will be scheduled accordingly. Building fire extinguishers have been inspected on-site.
- 3) Orkin extermination service has resumed including the pavilion area and train play area. Commissioner Gaske asks members to report any concerns.
- 4) CAM services – Additional damage to the blacktop occurred this winter. The landscape repairs from plow damage was completed by Country Garden & Gifts.
- 5) Cleaning Service Companies for the building are under review.
- 6) Workout room – Members have been reminded of proper use privileges including clean footwear and sign-in protocol. Budget Blinds has repaired one set of blinds but needs to return for additional set.
- 7) Train & Monster Truck Playground – Area is in need of a detailed cleaning, staining, and sealing. It is determined through discussion that the Company is responsible for these tasks.

PUBLIC COMMENTS:

Victor Miller requests assistance with a preface or letter for the 100-Year Company Yearbook. The purpose is to share the functions and benefits of Clarence Fire District No. 1.

OLD BUSINESS:

MOTION by GASKE, second by WORK, to pay Hector's Hardware in the amount of \$35.94 for vehicle maintenance supplies. All in favor, motion carried.

MOTION by LARKIN, second by WORK, to accept a new Accident and Health policy with VFIS at a cost of \$1742.00. Commissioners Work, Larkin, Heim, and Dudas voted in favor; Commissioner Gaske voted against. Motion carried.

MOTION by WORK, second by LARKIN, to resolve the bill from Occustar Inc in the sum of \$572.00 for 2021 physicals for 4 additional active firefighters. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to purchase 56 cases of bottled water for firefighter health and safety purposes from Coca-Cola Beverages Northeast in the sum of \$500.64. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to amend the Lion Turnout gear motion of the April 12th business meeting. The total cost of this purchase was reduced by \$1,200.00 for a new total purchase price of \$18,034.80. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to resolve the invoice with Absolute CPR in the sum of \$152.50 for CPR & First Aid Training for 5 active firefighters. All in favor, motion carried.

MOTION by WORK second by DUDAS, to reimburse firefighter Brian Gaske the sum of \$21.85 for mileage accrued while attending an offsite EVOC training. Commissioners Work, Larkin, Heim, and Dudas voted in favor; Commissioner Gaske abstains. Motion carried.

MOTION by WORK, second by HEIM, to resolve the bill with Allied CPA's, PC in the sum of \$3,000.00 for the 2020 Annual Audit. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the bills (invoice # 2908770, 2915241, 2915831, 2918705) from Dival Fire Safety Equipment in the sum of \$1,218.67, which is for annual inspection of fire extinguishers, extinguisher repairs, and the quarterly test of the breathing air compressor. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by LARKIN, to pay bills, check #5872 - 5912, in the amount of \$57,899.84. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize the Chief to contract with First Due Services, LLC for annual hose testing and inspection for 2021. The quoted cost of said services is \$0.25 per ft., with hard suction testing at \$20.00 per length. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to reimburse Mackenzie Rider-Work for mileage reimbursement while attending Firefighter 2 training in the amount of \$110.31. Commissioners Larkin, Gaske, Heim, and Dudas voted in favor; Commissioner Work abstains. Motion carried.

NEW BUSINESS (cont.):

MOTION by LARKIN, second by HEIM, to purchase 6 pagers at a cost of \$2369.70 from SAIA Communications. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to purchase 7 blue lights for Fire Police through 10-75 Emergency Lighting at a cost of \$1,740.48. All in favor, motion carried.

MOTION by GASKE, second by DUDAS, to pay Orkin in the amount of \$137.00 for exterminating for the month of April. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to pay Gui's Lumber/Ace Hardware in the amount of \$175.12 as listed on the Vendor Monthly statement for various building and maintenance supplies. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Gaske will be attending the Board of Directors meeting on May 17, 2021. The next Regular District meeting is on Monday, June 14, 2021 at 6:30pm.

1. Commissioner Work shares the information on the District's 100-Year Anniversary to be held on May 20, 1922.
2. Commissioner Work reads a letter written to Assemblyman Norris to nominate Chief Brett Hanford, Assistant Chief Ruth Rider-Work, and Duty Captain Doug Larkin as Hometown Heroes Program. It is announced they were selected as a result of their efforts during the COVID-19 pandemic.

MOTION by WORK, second by HEIM, to adjourn the meeting at 2012 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

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