



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 Special Work Session of Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, June 14, 2021** at 1801 hours.

A full review of investment performance is presented by Dave Rogers of RBC Wealth Management with input by Anthony Hill of Firefly Admin, Inc.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, June 14, 2021** at 1838 hours. Michael Dudas 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, and Jonathon Casillas.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by GASKE, to approve the May 10, 2021 regular meeting minutes with no corrections, motion carried.

BOARD OF DIRECTORS' REPORT: No report.

PRESIDENT'S REPORT: No report.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) ID card design work continues due to inconsistent Alpine Software customer service. A template of the Company ID card is presented for review.
- 3) Metalcraft ID Barcodes quote was reviewed for purchase to utilize the Inventory Module of Red Alert.
- 4) Takeform has been contacted for new District Office entry signage to match current ones from the building renovation project.

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 May and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from April 20, 2021 to May 19, 2021 in the amount of \$3,961.34 and found all to be in good order.

TREASURER'S REPORT (cont.):

- 1) Treasurer Larkin reports bills paid during last month were from check #5913 - 5960, in the amount of \$140,037.27, including the wire transfer of Bond Principal and Interest payment.
- 2) Vendors' Monthly Report for May 2021 was reviewed.
- 3) Monthly Summary Report was reviewed. M & T Account interest rates continue to be minimal.
- 4) COVID/DR-4480 Status Update – Our application is in the Consolidated Resource Center for processing. The center is currently overwhelmed due to eligibility changes. The supervisor has been made aware of our application date of November 2020.
- 5) Final review of the updated District Office/Conference Room Furniture Purchase Quote from Eaton Office Supply was discussed in detail.
- 6) Uline Picnic Table purchase error was discussed. Treasurer Larkin has contacted Uline with the corrections on the order and the Clarence Fire District account. The Clarence Fire Company is also responsible for placing the purchase order under their account. A motion amendment is necessary to reflect updated bill.
- 7) 2020 Budget Line expenses in 2021 – All 2020 purchase orders have cleared. Budget line adjustments are recommended.

CHIEF HANFORD:

- 1) There were 29 total calls for the month of April as follows: 1 Fire, 16 EMS, 8 False Alarms, 1 Hazardous Condition, and 3 Service. Top responder for May was Al Herrscher with 25 calls.
- 2) Chief Hanford thanks Assistant Chief Ruth Rider-Work, Assistant Christian Rider-Work, and Duty Captain Doug Larkin for their coverage and assistance during his absence due to a funeral.
- 3) Chief Hanford thanks everyone that attended the work detail to clean the trucks and truck bay in preparation for Memorial Day parade and service. Our Memorial Day service was well received and led by Jim Schlabach, with Cub Scouts pack #93 participating this year.
- 4) Purchase update: New portable radios need to be programmed. 7 magnet-mounted LED blue lights have been received and need to be inventoried before distribution to the Fire Police.
- 5) Red Alert Update: Truck checkout sheets are set up on the Surface tablets. An Officer's training will be scheduled soon to start implementing.
- 6) No further update on the NYS Hazardous Materials modules 4 & 5 schedule.
- 7) We will be co-hosting a BEFO/FF-1 class with Harris Hill and Clarence Center starting on July 14th. The tentative schedule is presented to the Board.
- 8) Chief Hanford informs the Board of his upcoming vacation from June 19-June 26. Assistant Chief Ruth Rider-Work will be acting Chief.
- 9) A Pavilion request is submitted for a Chief's Association Summer Picnic on Thurs July 15, 2021.

CHIEF HANFORD (cont.):

- 10) New York State ePCR mandate cost breakdown is presented with the initial purchase as well as recurring annual costs. Initial cost includes the purchase of 5 tablets with accessories, 5 Verizon air cards, ESO software, and a new module from Alpine Software. For organizations opting out of the ePCR program, the EMT Rapid Recertification will not be allowed. At this point, Commissioner Work is apprehensive of making such a large purchase regarding an unfunded mandate from New York State based on past experiences.
- 11) Chief Hanford inquires about a new member's status.

COMMISSIONER WORK:

- 1) Legalization of Marijuana Law Policy Discussion needs to be reviewed by the Board in the near future.
- 2) East Hill Grant has been submitted by Assistant Chief Ruth Rider-Work.
- 3) District Apparel Order – No quote has been received. Sanco Sales will be sending samples.
- 4) 100 Year Anniversary Follow-Up: Attorney Mark Butler shares his legal opinion on the authorized activity of the Fire District for the 100 Year celebration.
- 5) Update on Heavy Rescue Replacement Project – The vertical exhaust continues to be an issue with the manufacturers due to the EPA law.
- 6) Chief Vehicle Replacement discussion needs to be planned for this fall to maintain resale value of our current Tahoes. New vehicles are on back order due to high demand and limited supply.
- 7) District Furniture project – Commissioner Work thanks Treasurer Larkin and Secretary Mora for their work on the project to update the office and conference spaces. Budget lines are discussed to fund the purchase. Furniture delivery is anticipated for mid-August.

COMMISSIONER HEIM: No report.

COMMISSIONER LARKIN:

- 1) New member, Quinton Burke has been approved by the Clarence Fire Company and will be presented under New Business for Board approval tonight.
- 2) Group Life Insurance Renewal Quote – Policy renewal date is June 21, 2021 for 45 active members. New policy with VFIS will save District over \$1000 annually.
- 3) Annual Central Alarm bill has been received. Commissioner Larkin will place a call to determine if this service needs to remain active.
- 4) Coolers for drills and trainings have been requested for purchase by the Chief's office.
- 5) Update on Portable Radios project is near complete with SAIA Communications.

COMMISSIONER DUDAS:

1) A quote is presented for the Banquet Room Projector and Security Monitor System.

COMMISSIONER GASKE: No report.

PUBLIC COMMENTS:

Chief Hanford comments on the positive addition of new Pavilion picnic tables.

OLD BUSINESS:

MOTION by GASKE, second by WORK, to amend motion made on April 12, 2021 to pay the Clarence Fire Company in the amount of \$3427.20 to a new cost of \$3288.47 for purchase of five picnic tables. All in favor, motion carried.

MOTION by GASKE, second by WORK, to pay bill Davis Ulmer Sprinkler Co., Inc in the amount of \$200.00 for the quarterly inspection of Fire Sprinkler System. All in favor, motion carried.

MOTION by GASKE, second by DUDAS, to pay Amherst Alarm, Inc. in the amount of \$991.97 for emergency repair and maintenance on building doors. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to purchase refreshments for EMS training in the amount of \$26.63. Commissioners Larkin, Gaske, Heim, and Dudas voted in favor; Commissioner Work abstains. Motion carried.

MOTION by DUDAS, second by LARKIN, to pay Online Media in the amount of \$53.85 for Website Support. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay the bill from Suburban Oxygen Supply Inc in the sum of \$109.00 for the refilling of several portable oxygen tanks. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay the invoices from Occustar Inc in the sum of \$297.00 for three Non-SCBA Firefighting physicals. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the invoice from Fire & Rescue Products in the sum of \$2,142.32 for the annual maintenance, inspection, and emergency repairs required for the AMKUS extrication tools and hydraulic pumps. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to reimburse Firefighter Colin Arndt the sum of \$66.32 for mileage accrued on his personal vehicle while participating in a NYS Pump Operators Course (4/13/21 - 5/6/21). All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the bill from Absolute CPR in the sum of \$233.00 for CPR training held at Clarence Fire District on May 15, 2021. All in favor, motion carried.

MOTION by GASKE, second by WORK, to pay Gui's Lumber/Ace Hardware in the amount of \$26.76 based on the May Vendor Statement. All in favor, motion carried.

OLD BUSINESS (CONT.):

MOTION by WORK, second by HEIM, to resolve the bill from Sewing Technology Uniform in the sum of \$117.90 for alterations and repairs required on Firefighter Ryan Gaske's dress uniforms. All in favor, motion carried.

NEW BUSINESS

MOTION by HEIM, second by WORK, to approve Zach Braunscheidel for travel in his personal vehicle for EVOC to Wrights Corners from May 26- June 13, 2021 for a total of \$115.30. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to approve Quinten Burke as an active member pending approval of all background checks. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to approve the Group Life Renewal Policy with Emerling, Floss, Murphy, & Associates in the amount of \$7,745.76 plus any additional adjustments due to new membership. Commissioners Work, Larkin, and Dudas voted in favor; Commissioners Gaske and Heim opposed. Motion carried.

MOTION by LARKIN, second by HEIM, to pay the Town of Clarence in the amount of \$2,200.62 for the annual Central Alarm charge pending my investigation on if this service is continued. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay bills, check #5913-5960 in the amount of \$140,037.27, which includes wire transfer of the Bond principal and interest payment. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to order #1000 district checks from Deluxe at a cost of \$422.16. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to accept the proposal from Eaton Office Supply for the office and conference room furniture in the sum of \$22,555.24 which including the delivery and installation, with the only exception being the shipping of refrigeration unit, which is undetermined at the time of the motion due to the ongoing pandemic. The quoted items are from NYS Contract Order Pricing (PC68432). All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to pay Metalcraft in the amount of \$285.05 plus any applicable shipping charges for 500 inventory barcodes. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Heim will be attending the Board of Directors meeting on June 21, 2021.
The next Regular District meeting is on Monday, July 12, 2021 at 6:30pm.

1. A special work session is tentatively scheduled for July 12, 2021 at 6pm.
2. Secretary Mora informs the Board of her upcoming vacation scheduled for the week of June 27th.

MOTION by WORK, second by GASKE, to adjourn the meeting at 2054 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

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