



# **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, August 9, 2021** at 1832 hours.

## **ROLL CALL:**

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

Absent: Commissioner Dudas

Guests: Chief Brett Hanford, Assistant Chief Ruth Rider-Work, Chairman Dave Metzger, Mark Zuchlewski, and Ken Beil.

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

**MOTION** by LARKIN, second by GASKE, to approve the July 12, 2021 work session and regular meeting minutes with no corrections. All in favor, motion carried.

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

- 1) Chairman Metzger seeks an update on the projector system for the banquet room.
- 2) Inquired if Board was aware of Jerry Roy's resignation from membership and as President.

## **PRESIDENT'S REPORT:** No report.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) Work Order request form – Has been placed on the door of the Building Manager, Paul Meyer to assist in communication and repair needs.
- 3) AFDSNY course inquiry – The State Association of Fire Districts is interested in hosting courses at Clarence Fire District No. 1 in the near future to include western and upstate districts.
- 4) District Carpet Cleaning has been scheduled for Tuesday, August 31 to include the District Office, Conference Room, and Building mats for \$300. Other areas, including the Dayroom will be quoted.
- 5) Office Supplies Budget – Secretary Mora requests the Board to review options for future purchases.

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

**Board of Fire Commissioners reviewed the credit card statements from June 20, 2021 to July 19, 2021 at \$963.34 and found all to be in good order.**

- 1) Treasurer Larkin reports bills paid during last month were from check #6012 - 6037, in the amount of \$12,526.74.

**TREASURER’S REPORT (cont.):**

- 2) Monthly Summary Report was reviewed. Unclassified revenue was deposited in savings account in the amount of \$154.61 from Visa Rewards account. Foreign fire insurance was deposited in the amount of \$24,556.18. M&T Account interest rates continue to be very low.
- 3) 2022 Budget Update – Treasurer Larkin seeks any final budget requests to be included as she prepares next year’s annual budget.
- 4) LOSAP Update - With local departments seeking to increase the LOSAP program from 30 to 40 years of service, Treasurer Larkin presents data from Firefly with potential costs should Clarence Fire District consider the change.
- 5) 100 Year Anniversary Update – Commissioner Work seeks Board input on how to properly budget for the upcoming anniversary taking place in 2022.

**CHIEF HANFORD:**

- 1) There were 44 total calls for the month of July as follows: 1 Fire, 22 EMS, 8 False Alarms, 4 Good Intent, 2 Hazardous Condition, and 7 Service. Top responder for June was Walt Buechi with 31 calls.
- 2) Chief Hanford acknowledges Assistant Chief Christian Rider-Work, Duty Captain Doug Larkin, and Past Chief Jeff Schlabach for covering the Chief’s positions during the FDIC Conference.
- 3) Annual Driver’s Recertification will be conducted over the next two months.
- 4) No further update on the NYS Hazardous Materials modules 4 & 5 schedule.
- 5) New York State ePCR Mandate Update - Chief Hodges of Clarence Center will be taking the lead for the 4 Fire Departments that will be jointly purchasing the software.
- 6) Plans for a recruitment tent are in development for the upcoming Clarence Center Labor Day Fair for the companies under the Clarence/Newstead Chief’s Association.
- 7) Discussion for Executive Session – Chief Hanford informs the Board that 2 firefighters have been suspended as a result of their misconduct on Fire District property during a recent Fire Company event.

**COMMISSIONER WORK:**

- 1) 100 Year District Anniversary Budget Line needs to be addressed for 2022 budget.
- 2) 2021 & 2022 FDIC Conferences – Chairman Work was pleased with this year’s presentations and instructors. 4 rollover credits have been issued at a total value of \$4,100 for use at an upcoming conference due to COVID-19 pandemic cancellations.
- 3) Dollar General SEQRA – Planning Board meeting notification was received with very short notification.
- 4) LOSAP Mortality Table Resolution - adopts a specific set of Actuarial Equivalence Assumptions for consistency in determining the annual contribution.
- 5) Upcoming EMT course is requesting meal purchase for attendees.

**COMMISSIONER WORK (cont.):**

- 6) East Hill Grant Update – Decision is typically announced in October.
- 7) Treasurer Larkin seeks a Purchase Orders for all orders in excess of \$999 in order to have a legal agreement with vendor to lock in pricing at time of purchase.
- 8) Non-Affiliated Car Traffic through parking lot has increased. Board agrees to close driveway gate to reduce outside traffic.
- 9) Building-wide Office Supply Order combines needs for both Firematic and District offices.
- 10) District office & conference room carpet cleaning is needed prior to arrival of new furniture.
- 11) General municipal law piggybacking has been extended through 2023 for state bid contracts.
- 12) Minimum Qualifications for Chief and Assistance Chief have been made into law.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER LARKIN:**

- 1) Red Alert ID Card module – Commissioner Larkin seeks a new direction with producing ID cards due to vendor support, timely customer service, and progress with Red Alert. Treasurer Mora presents two online ID card design software options with timely production, less cost, and responsive customer service/support.

**COMMISSIONER DUDAS:**

Absent.

**COMMISSIONER GASKE:**

- 1) Building Updates – 3<sup>rd</sup> quarter sprinkler inspection was completed by Davis Ulmar, window cleaning will be scheduled for the first week of September, and requests for cooler room concrete bids will be issued.

**PUBLIC COMMENTS:**

No comments.

**OLD BUSINESS:**

**MOTION** by WORK, second by LARKIN, to approve the pavilion use request submitted by Brian Gaske for July 30, 2021 from 3:00 PM - 10:00 PM. The event anticipates 100 attendees, there will not be a caterer and no alcohol will be sold or consumed. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to purchase 56 cases of bottled water for firefighter health and safety from Coca-Cola Northeast at a cost of \$500.64. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase 237.5 gallons of diesel fuel from NOCO Energy Corp for a cost of \$740.43. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve the bill from APEX Automotive in the sum of \$143.65, which represents the necessary oil and filter change for the #9 Chief Vehicle. All in favor, motion carried.

**OLD BUSINESS (cont.):**

**MOTION** by WORK, second by GASKE, to resolve the (3) invoices (#2953147, 2953303, 2958316) from Dival Safety Equipment in the sum of \$1,262.62, which represents Rae LEL Sensor, calibration of the CAL gas meter, and the quarterly inspection and testing of the air compressor. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to amend the motion from the July 12, 2021 meeting which approved the purchase of (2) Igloo Coolers to be used for firematic purposes at the direction of the Fire Chief. The original motion authorized \$250.00; however, the total purchase price came to \$299.98, which represents a difference of \$49.98. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to approve RESOLUTION: Actuarial Equivalence Assumptions for LOSAP. All in favor, motion carried. (See attached resolution for roll call vote.)

**MOTION** by HEIM, second by LARKIN, to authorize Chief Hanford to enter into an agreement with Clarence Center Fire Department for the purchase of ESO software. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to pay Gui's Lumber for July monthly bill in the amount of \$36.56. All in favor, motion carried.

**MOTION** by LARKIN, second by GASKE, to reimburse Ruth Rider-Work in the sum of \$41.67 for food purchase expenses made during mutual aid commercial fire. Commissioner Work abstains. Commissioner Gaske, Larkin, and Heim approve, motion carried.

**NEW BUSINESS**

**MOTION** by WORK, second by HEIM, to pay bills, check #6012 - 6037 in the amount of \$12,526.74. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase necessary office supplies for the district and firematic offices from W.B. Mason at a cost of \$230.35. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the expenditure of up to \$600.00 for the purchase of supplies, materials, and meals for the upcoming EMT course to be held and hosted at CFD No.1. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to enter into a new agreement with instacard.net for the purchase of new ID cards not to exceed \$1000.00. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to approve per diem expenses for Brett Hanford attending FDIC in the amount of \$224.00. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to approve mileage and per diem expenses for Nathan Work attending FDIC in the amount of \$973.90. Commissioner Work abstains. Commissioner Gaske, Larkin, and Heim approve, motion carried.

**MOTION** by HEIM, second by LARKIN, to approve per diem expenses for Ruth Rider-Work attending FDIC in the amount of \$392.00. Commissioner Work abstains. Commissioner Gaske, Larkin, and Heim approve, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Work will be attending the Board of Directors meeting on August 16, 2021.

The next Regular District meeting is on Monday, September 13, 2021 at 1830 hours.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 2015 hours to discuss discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or remove of a particular person or corporation. All in favor, motion carried.

Commissioner Work recused himself and left the Conference Room for a portion of the executive session that could be considered a conflict of interest.

**MOTION** by WORK, second by LARKIN, to return to REGULAR SESSION at 2142 hours. No formal action was taken during Executive Session. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to hold a work session in include the individuals involved in an incident on Fire District property. The firefighters currently on suspension will continue pending further investigation. Commissioner Work abstains. Commissioner Gaske, Larkin, and Heim approve, motion carried.

**MOTION** by WORK, second by GASKE, to adjourn the meeting at 2146 hours. All in favor, 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 adopting actuarial equivalence assumptions for the LOSAP*

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

WHEREAS, the annual contribution due to the Trust Fund is calculated by the actuary retained by the Board of Fire Commissioners, which is currently Firefly Admin Inc.;

WHEREAS, the actuary uses certain assumptions in the calculations; namely, an assumed investment rate of return and a mortality assumption;

WHEREAS, past administrative practice has been that the actuarial assumptions used when calculating lump-sum benefits payable at death and disability are the same as the assumptions used to calculate the annual cost of the LOSAP;

WHEREAS, when the actuary determines that a change in one or more of the actuarial assumptions is necessary, these changes then impact the calculation of lump-sum benefits, which can cause delays and other undesired consequences in the calculation and distribution of benefits;

WHEREAS, there is no requirement in the General Municipal Law that mandates how actuarial equivalent benefits are to be calculated, but just that different forms of payment are to be actuarially equivalent;

WHEREAS, it is generally a common administrative practice in the administration of defined benefit plans for a sponsor to adopt a specific set of Actuarial Equivalence Assumptions so that conversion between different forms of payment can be consistent and uniform regardless of changes in other factors that might require the change in actuarial assumptions for determining the annual contribution;

WHEREAS, Firefly Admin Inc. is recommending that the Board adopt static Actuarial Equivalence Assumptions; and

WHEREAS, the Board desires to facilitate consistent and timely administration and payment of benefits owed to participants and their beneficiaries; NOW, THEREFORE BE IT

RESOLVED, that the Board of Fire Commissioners hereby adopts the following Actuarial Equivalence Assumptions effective January 1, 2021 for the calculation of any benefit that is to be calculated on an actuarial equivalent basis:

- Interest rate: 5.00%
- Pre-entitlement age mortality table: None
- Post-entitlement age mortality table: RP-2014 Healthy Annuitant Male, no projection

BE IT FURTHER RESOLVED, that a copy of this resolution shall be attached to the LOSAP Plan Document and provided to Firefly Admin Inc. for the future administration of the LOSAP effective January 1, 2021.

Whereupon the matter was put to a vote, the results being:

Commissioner Gaske	Aye
Commissioner Larkin	Aye
Commissioner Heim	Aye
Commissioner Work	Aye
Commissioner Dudas	Absent

The resolution was thereupon declared duly adopted. Dated: August 9, 2021