



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, September 13, 2021** at 1830 hours. Commissioner Larkin led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Commissioner Heim

Guests: Chief Brett Hanford, President Ken Beil, Board of Director Chairman Dave Metzger.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by GASKE, to approve the August 9, 2021 regular meeting minutes with no corrections. All in favor, motion carried.

MOTION by LARKIN, second by GASKE, to approve the August 16, 2021 work session meeting minutes with no corrections. Commissioner Work abstains. Commissioner Larkin, Dudas, and Gaske in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) Chairman Metzger reports the A/V projector system for the banquet room will be handled by Secretary & Treasurer.
- 2) Commissioner Work requests further information on the introductory letter to be included in the 100th Anniversary Book for the Fire Company.
- 3) District Office Surplus of desks, chairs, and file cabinets are available for disbursement from the banquet room.

PRESIDENT'S REPORT: By Ken Beil.

- 1) Installation dinner will take place on January 15, 2022.
- 2) President Beil has found inaccurate member records for years of active service and seeks any input from the District and members.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed including the presentation of responses for the Request for Proposal for Professional Auditing Services.
- 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 Update – The State Association of Fire Districts is reviewing the availability of course instructions to schedule an upcoming training date to be held at Clarence Fire District No. 1 to include western and upstate NY districts.
- 4) Office Supplies Budget – Secretary Mora requests an office purchase to include desk organization, storage, and supply replenishments.

SECRETARY'S REPORT (cont.):

- 5) District Carpet Cleaning – An additional quote was received to complete the dayroom, firematic offices, and tile floors for \$600. The recommendation is to have the building floors and carpets cleaned twice annually for proper maintenance.
- 6) ID Card Update – Secretary Mora presents new examples of Active Member Identification Cards utilizing the new online card company. Several active members will need an updated photo for the new card.
- 7) 2022 Budget Deadlines – Secretary Mora reports the filing deadline of September 28, 2021 for posting the Proposed Budget on the District website, sign billboard and Clarence Bee. A copy of the Proposed Budget needs to be provided to the Clarence Town Clerk for public inspection.
- 8) 2021 District Election Preparation – There was a legal change for the upcoming 2021 election regarding compensation for all election officials. An increase was approved for the Chair of the Election and Election Inspectors from \$35 to \$70 for their service from 6-9pm.
- 9) Commissioner Work requests Secretary Mora post the upcoming OSHA classes for the remainder of the year.

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 August and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from July 20, 2021 to August 19, 2021 at \$3,361.23 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #6038 - 6070, in the amount of \$22,580.57. Additionally, the 2021 LOSAP Contribution was paid in the amount of \$117,836.00.
- 2) Monthly Summary Report was reviewed. Wilmington Trust fund transfer was completed. Outstanding grants are pending including FAG, DEC, & FEMA grants.
- 3) Treasurer Larkin requests Board approval to adjust budget lines as presented for upcoming purchases and furniture purchase. An estimate is presented from Theater Connection WNY for an upgraded banquet room A/V system including projector, screen, and speakers. An itemized quote is requested for further review.
- 4) Wilmington Trust asset allocation options are presented. Treasurer Larkin recommends the Growth & Income investment strategy with a slightly higher risk profile.
- 5) 2022 Proposed Budget – Treasurer Larkin presents the proposed budget with an itemized addendum. With local departments seeking to increase the LOSAP program from 30 to 40 years of service, Treasurer Larkin presents potential budget adjustments should Clarence Fire District consider the program change similar to other local companies. A new contingency line is added to next year's budget to allow for mid-year adjustments.
- 6) Request for Proposal for Professional Auditing Services Response – Treasurer Larkin recommends Allied CPA for a five-year contract based on the excellent past service.

CHIEF HANFORD:

- 1) There were 54 total calls for the month of August as follows: 29 EMS, 14 False Alarms, 3 Good Intent, 4 Hazardous Condition, and 3 Service. Top responder for August was Walt Buechi and Al Herrscher with 41 calls.
- 2) Chief Hanford acknowledges Chairman Work for his assistance in coordinating the driver recertification drills. Over 4 separate drills, 22 firefighters were tested to be recertified or newly certified. Chief Hanford submits the official Certified Drivers and Operators list to the District for 2021 to be in effective immediately upon Board approval.
- 3) New York State ePCR Mandate Update - Chief Hanford requests approval tonight for the purchase of 5 tablets, cases, and mounts as submitted.
- 4) The Fire Company is hosting its annual golf outing this Saturday, September 18. Clarence Center has been placed on automatic dispatch from 10am to 6pm for all calls due to many of our members participating in this event.
- 5) Training House Donation Update – A permission letter from the homeowner has been submitted to the District for the donated house structure at 5021 Kraus Road. A copy of the District’s insurance has been provided to the owner and the demolition permit has been issued by the Town of Clarence. Chief Hanford reports he has conducted a walkthrough with the owner last Tuesday. Training Drills have been scheduled for September 14th, 21st, and 25th.
- 6) Clarence Fire Company Open House is tentatively scheduled for Saturday, October 16, 2021.

COMMISSIONER WORK:

- 1) East Hill Grant Update – Site visit is scheduled for Tuesday, September 14th at 10am.
- 2) An Election Inspector pay increase has been approved from \$35 to \$70 for the District Election effective August 2, 2021.
- 3) 100 Year District Anniversary ideas are presented for future discussion and planning including lawn signs, window signage, anniversary shirts, and dinner celebration.
- 4) Budget Hearing Legislative Change – The required Budget Hearing date has been changed to take place during to the third week of October moving forward. The law previously establishes that the budget hearing take place on the third Tuesday in October.
- 5) 2021 District Election Update - Attorney Butler’s client advisory for the annual Fire District Election process is shared with a step-by-step checklist.
- 6) Ongoing Pandemic & Response Update – Chairman Work reviews the current status of the ongoing pandemic response with the Chief and members of the Board. No changes, modifications, or adjustments were discussed or necessary at this time.

COMMISSIONER HEIM:

Absent.

COMMISSIONER LARKIN:

1) Updated ePCR Initiative Proposal was presented from CDW-G for 5 Samsung Galaxy tablets, mounts, and accessories. An additional Red Alert module will need to be purchased.

COMMISSIONER DUDAS:

No report.

COMMISSIONER GASKE:

1) Building Updates – Blue Shark window cleaning was completed and is recommended to be a twice yearly service.

PUBLIC COMMENTS:

President Ken Beil inquires about the change in LOSAP status as compared to other local fire companies.

OLD BUSINESS:

MOTION by WORK, second by LARKIN, to resolve the invoice from Dival Safety Equipment for the emergency repairs to the breathing air compressor in the sum of \$281.25. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to pay the bill from APEX Automotive in the sum of \$153.29 for the regular maintenance (Lube, Oil, Filter, Tire Rotation) on the 9-1 vehicle. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the bill from Sewing Technologies Uniform in the sum of \$150.80, which includes uniform dress shirts, uniform name tags, and required alterations. All in favor, motion carried.

MOTION by GASKE, second by WORK, to pay Amherst Alarm, Inc. in the amount of \$259.25 for repairs pavilion restroom module and kitchen door module. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay Davis – Ulmer Sprinkler in the amount of \$200.00 for the quarterly inspection performed on 07/30/2021. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay All State Fire & Security in the amount of \$264.05 for the semi-annual hood inspection completed on 06/24/2021. All in favor, motion carried.

MOTION by GASKE, second by DUDAS, to pay Blue Shark Window Cleaning in the amount of \$1000.00 for annual window cleaning of interior and exterior windows. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay Dobmeier Janitor Supply in the amount of \$130.08 for Janitorial Supplies. All in favor, motion carried.

MOTION by GASKE, second by DUDAS, to pay Gui's Lumber & Home Center in the amount of \$171.89 per monthly Vendor's Report. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to reimburse Dan Beil in the amount of \$ 202.05 for mileage for a Firefighter 2 class completed with appropriate documentation. All in favor, motion carried.

NEW BUSINESS

MOTION by WORK, second by DUDAS, to pay bills, check #6038 - 6070 in the amount of \$22,580.57. All in favor, motion carried.

MOTION by WORK, second by GASKE, to adopt the proposed budget for 2022 as presented this evening by Treasurer Larkin. The annual budget hearing is scheduled for 18:00 on Tuesday, October 19th, 2021. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to approve the purchase of district office supplies, including 2022 desk calendars and breakroom supplies from W.B. Mason not to exceed \$400.00. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to authorize the Fire Chief to conduct fire drills and training at 5021 Kraus Road. Said residence is being demolished in the near future and the owner (Brett Rawdin) has authorized firematic training to be conducted in and around the property. Of note, the asbestos has been abated, the property does not have any such historical designation, and has been inspected by the Town's fire inspector and deemed safe for training. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize the expenditure of up to \$750.00 to purchase 5 x Littmann stethoscopes from Allheart, to be issued to firefighters taking their New York State EMT coursework. All in favor, motion carried.

MOTION by WORK, second by DUDAS, a new edition (14) of the EMT book (Emergency Care) has been released and NYS has aligned its curriculum and assessment based on this new edition. As such, motion to authorize the purchase of 6 copies of this textbook at a cost not to exceed \$1,200.00 from a vendor TBD. Of note, there is a national shortage of the textbook currently and it is undetermined when copies will become available for purchase. With a current EMT class taking place, the need for the curriculum is urgent. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to approve the budget line reclassifications as recommended by Treasurer Larkin in her report at the 9/13/2021 meeting. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to approve new member Cameron Tiutiunnyk as approved at the last Fire Company meeting. All in favor, motion carried.

MOTION by LARKIN, second by WORK, to award Allied CPA, PC for a 5 year quote for independent auditing services at a rate of \$4500.00 with an additional \$100.00 year increment for next four years. All in favor, motion carried.

MOTION by LARKIN, second by GASKE, to approve the purchase of CDW-G quote not to exceed \$8000.00 for the purchase of 5 (five) tablets and accessories for the ePCR project. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to approve \$600.00 payment to Cleaner Carpets for additional carpet cleaning services of dayroom, boardroom, 2 firematic offices, and tile floor cleaning. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to approve the Red Alert module in the amount of \$1800.00 All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 2102 hours to discuss matters leading to the possible appointment, employment, promotion, demotion, discipline, suspension, dismissal, or remove of a particular person or corporation. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to return to REGULAR SESSION at 2206 hours. No formal action was taken during Executive Session. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to add Victor Miller, Brian Gaske, Christian Rider-Work, Colin Arndt, Paul Meyer Jr, and Zach Braunscheidel to the current approved list of Drivers and Operators, effective immediately. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Dudas will be attending the Board of Directors meeting on September 20, 2021.

The next Regular District meeting is on Tuesday, October 19, 2021 at 1830 hours.

The 2021 Budget Public Hearing will take place on Tuesday, October 19, 2021 at 1800 hours.

MOTION by GASKE, second by DUDAS, to adjourn the meeting at 2211 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