



# **CLARENCE FIRE DISTRICT NO. 1**

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

Phone: (716) 759-8842 Fax: (716) 759-0641

**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, January 11, 2021** at 1830 hours. Commissioner 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 Rider-Work, President Jerry Roy, Dave Metzger, Jonathon Casillas, Mackenzie Rider-Work.

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

**MOTION** by LARKIN, second by DUDAS, to approve the December 14, 2020 regular meeting minutes with no corrections, motion carried.

**MOTION** by GASKE, second by LARKIN, to approve the January 4, 2021 Reorganizational meeting minutes with no corrections, motion carried.

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

- 1) Organization Meeting was held on January 4, 2021 with Matt Meister elected as Vice-Chairman. A sign-up list for janitor position will be posted with the possibility of the District Office taking over service.
- 2) A motion was passed to take no action upon members that were unable to meet their requirements in 2020 due to the COVID-19 pandemic. The Board of Directors' encourages members to make all their requirements for 2021.
- 3) A request is made to be able to host Company meetings moving forward under social distancing protocols.
- 4) Physicals from Occustar are scheduled on-site for February 17 and 23.
- 5) Commissioner Work discusses concern regarding lack of Sexual Harassment training for those not completing the OSHA training in 2020.

## **PRESIDENT'S REPORT:** By Jerry Roy

- 1) With current reopening plan, the Board approves the hosting of future meetings following appropriate social distancing protocols.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) Red Alert Training – A remote session training for personnel recording, LOSAP points accumulation, Work Orders, Inventory, and Apparatus will take place later this month. Treasurer Larkin, Secretary Mora, and Chief Hanford have all expressed interest in attending.

**SECRETARY'S REPORT (cont):**

- 3) 2020 LOSAP/Firefly Year End Reporting: Firefly CUP (Census Update Process) packet has been received including the roster report. Goal is to have completed by week of January 20<sup>th</sup> to begin thirty day posting period. The District Office has received 2020 Elected & Appointed Officers and Positions letters from President Roy and Chief Hanford to assign appropriate points to members. Upcoming 2021 entitlement members include Brian Gaske and David Bissonette to start on their respective birthdays.

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

**Board of Fire Commissioners reviewed the credit card statements from December 16, 2020 through January 10, 2021 in the amount of \$1,316.80 and found all to be in good order.**

- 1) Treasurer Larkin reports bills paid during last month were from check # 5688 - 5728, in the amount of \$18,912.69
- 2) Monthly Summary Report – Total cash assets were reviewed. DEC grant was received. RBC Wealth Management has seen improvement to make up for losses in earlier quarters. There is no update on the FEMA COVID-19 grant request that was submitted in the amount of \$7998.87.
- 3) Overdue Vendor Payments – The delays with USPS from the holiday season has resulted in late delivery of our vendor payments. The biggest concern is with United Refining which is issuing a finance charge as a result of the delayed payment. Treasurer Larkin seeks approval for sending a replacement check to avoid future finance charges.
- 4) Fleet Vendor Update – Mobil is requesting personal information to apply for District credit cards, which is a concern for Treasurer Larkin. United Refining is established with good service, tax exemption, and proper reporting. The issue of receipts can be solved with a simple note with date/time/amount to serve as proper documentation if a receipt cannot be provided by Qwik Fil.

**CHIEF'S REPORT:**

- 1) There were 44 total calls for the month of December as follows: 2 Fire, 22 EMS, 1 Hazardous Condition, 10 False Alarms, 3 Good Intent and 6 Service. Top responder for December was Brian Gaske with 32 calls. Top Responder for all of 2020 was Jerry Roy with 363 calls.
- 2) Chief Hanford thanks the District and all members for their time responding to calls, attending drills, and supporting our operation. Chief Hanford acknowledges Assistant Chief Ruth Rider-Work, Duty Captain Doug Larkin, and Christian Rider-Work for all their hard work and effort in making 2020 a successful year.
- 3) 2020 Statistics were reported to the Board: October was the busiest month of the year and Thursday was the busiest day of the week. On average, 13.27 firefighters attended all calls and 9.86 attended night calls.
- 4) In 2020, 38 Firematic and EMS drills have been conducted. We hosted and completed NYS FIRE training for HazMat modules 1-3 with a total of 12 certified techs with additional HazMat training planned for 2021.

**CHIEF’S REPORT (cont.):**

- 5) New firefighter Michael Canfield has completed his initial on boarding and his gear has been issued. Mike is cleared to respond to the hall for calls. Ken Beil has been assigned as his mentor.
- 6) Trucks will be out of District on Wednesday on January 13, 2021 for wake at Millgrove for Firefighter/EMT Becky Eleczko.
- 7) Appointed officers for 2021 are announced as follows:

Doug Larkin	Duty Captain 9-5
Jamie Dussing	Fire Lieutenant
Marshall Helms	Fire Lieutenant
Nathan Work	Fire Lieutenant
Ben Hanford	EMS Lieutenant
Dave Baumler	Safety Officer
Ken Beil	Safety Officer
Paul Blonski	Engine 1
Jamie Dussing	Engine 2
Nathan Work	Ladder 6
Mackenzie Rider-Work	Ladder 6
Ken Beil	Rescue 5
Vinny Beil	Rescue 5
Ben Hanford	Ambulance 8
Patrick Thompson	Rescue 7
Madeline Hanford	Rescue 7-1 & Spill Trailer
Marshall Helms	SR1, SR2, & Trailers

- 8) Commissioner Work applauds Chief Hanford regarding the Christmas Parade and all his hard work and efforts to make it happen for our community.

**COMMISSIONER WORK:**

- 1) FDIC Conference has been postponed to August 19-23, 2021.
- 2) Engine 1 repairs have been completed.
- 3) Verizon Connect System will be installed on the Ambulance and 9-2 truck on January 19<sup>th</sup> at 3:30pm.
- 4) Rescue 7 repairs - Emergency repairs were required on December 28, 2020 while in for annual NYSI, it was determined that the ABS Sensors and steering box needed to be replaced.
- 5) 9-1 Truck Maintenance - While in for routine maintenance, emergency repairs were required on January 8, 2021. It was determined that the truck's brakes and rotors were in disrepair at only 16,000 miles.
- 6) OSHA letter has been sent to members that did not complete their requirement in 2020.
- 7) Ambulance Repairs – Right side lights have been out and has been traced to the circuit board. There is no warranty on this repair.

**COMMISSIONER WORK (cont.):**

- 8) Commissioner Work discusses whether a Truck Inspection needs to be held in lieu of a Banquet for 2021.
- 9) 2021 Board Action Plan is suggested to be drafted and published as a guideline for the Board.
- 10) COVID-19 Reopening Plan – A review of the current phase of the District reopening plan is conducted based on current data. Western New York region currently has a higher COVID-19 positive percentage than across the state and we anticipate future outbreaks. As a result, Phase 3 is deemed appropriate at this time.

**COMMISSIONER HEIM:**

- 1) G&G Municipal Consulting and Grant Writing company is recommended for 2021 to assist with receiving new grants.

**COMMISSIONER LARKIN:**

- 1) SAIA Portable Radios – A discounted rate has been negotiated and our order has been updated with the 32% discount over state bid.
- 2) Cell phone policy – Needs to be updated to include Building manager for a cell phone stipend.
- 3) District Employee ID card is suggested for use to be included on the COVID vaccine as an emergency service employee. The current ID card system is outdated and obsolete and in need of replacement.
- 4) Pistol Permit Locker Update – The master lock, lockers and keys are ready to go. Commissioner Work will be composing a letter for members.

**COMMISSIONER DUDAS:**

- 1) Commissioner Gaske asks for an update on the Building Manager’s computer, phone line and work order project for his office to improve communication and updates on projects.

**COMMISSIONER GASKE:**

- 1) Cleaning Service – Concerns and options will be research in coming year to improve current rates and service.
- 2) Key project is a huge undertaking and will take time to organize and identify keys.
- 3) Truck Room table idea was suggested by members to encourage firefighter conversation and camaraderie before and after a call.

**PUBLIC COMMENTS:**

None.

**OLD BUSINESS:**

**MOTION** by WORK, second by GASKE, to resolve the bill from Lincoln Archives Inc., in the sum of \$250.00 for the on-site document shredding and certified destruction of fire district paper and hardcopy records that are no longer required to be retained. Said certified destruction took place on January 8, 2021, motion carried.

**MOTION** by WORK, second by LARKIN, to approve the payment of \$996.31 to Basil Truck Service for the emergency repairs that were required on Rescue #7 on December 28, 2020. While in for annual NYSI, it was determined that the ABS Sensors and steering box needed to be replaced. Said charges were placed on Commissioner Work’s district charge card, motion carried.

**MOTION** by WORK, second by LARKIN, to approve the payment of \$1,583.95 to APEX Automotive for the emergency repairs that were required on the 9-1 Assistant Chief truck on January 8, 2021. While in for routine maintenance, it was determined that the truck's brakes and rotors were in disrepair, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve the bill in the sum of \$128.52 with Dival Safety Equipment for SCBA Flow & Hydrotesting, as well as the associated repairs, motion carried.

**MOTION** by WORK, second by GASKE, to resolve the bill in the sum of \$267.50 with Dival Safety Equipment for quarterly air compressor inspection, testing, and service, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize the purchase of car wash supplies from Gui's Lumber for the purpose of keeping the apparatus cleaned in the sum of \$29.94, motion carried.

**MOTION** by LARKIN, second by DUDAS, to pay \$44.95 for the annual subscription renewal as requested by Assistant Chief Ruth-Rider Work for the Fire Engineering magazine, motion carried.

**MOTION** by HEIM, second by WORK, to pay Firefly Admin, Inc in the amount of \$300.00 for the verification and startup benefit for new participants; Ken Beil, Scott Symington, and Robert Stanley, motion carried.

**MOTION** by HEIM, second by LARKIN, to pay Firefly Admin, Inc in the amount of \$398.35 for the annual fee including postage and periodic payment fees, motion carried.

**MOTION** by GASKE second by LARKIN, to pay Grainger in the amount of \$58.44 for purchase of new motor for ceiling unit in cooler area, motion carried.

**MOTION** by GASKE, second by LARKIN, to pay Tri-R Mechanical in the amount of \$652.00 to perform the quarterly maintenance inspection, motion carried.

**MOTION** by GASKE, second by LARKIN, to purchase Clorox Wipes in the amount of \$26.91 from Gui's Lumber, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by DUDAS, to sign contract with G&G Municipal Consulting and Grant Writing for grant writing services for Chief's office at rate of \$1500 or \$750 plus 2.5% of the total grant amount. If the grant is awarded, FEMA will reimburse up to \$1500 for grant writing fees if paid within 90 days of the application submission, motion carried.

**MOTION** by WORK, second by DUDAS, to pay bills, check # 5688 - 5728, in the amount of \$18,912.69, motion carried.

**MOTION** by WORK, second by GASKE, to approve the attendance of interested Fire Commissioners, Fire District Employees, and Firematic Officers at the Pinsky Fire & EMS Law & Management Conference in Verona, New York from March 25-28, 2021, motion carried.

**MOTION** by WORK, second by LARKIN, to approve the attendance of interested Fire Commissioners, Fire District Employees, and Firematic Officers at the Association of Fire District of the State of New York (AFDSNY) Annual Meeting and Conference in Verona, New York from May 5 - 8, 2021, motion carried.

**MOTION** by WORK, second by HEIM, to purchase business cards for any new firematic officers and/or update any existing business cards with applicable and necessary changes from 3G Grafix at a cost not to exceed \$150.00, motion carried.

**MOTION** by WORK, second by DUDAS, to purchase door signage/labels from Goodrich Printing to represent the 2021 changes of firematic and administrative positions at a cost not to exceed \$75.00, motion carried.

**MOTION** by LARKIN, second by WORK, to add to the Cell Phone Policy under section 3B to include building manager, motion carried.

**MOTION** by LARKIN, second by DUDAS, to pay for Red Alert Training from Alpine Software for inventory, personnel, and apparatus modules, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Heim will be attending the Board of Directors meeting on January 18, 2021.

The next Regular District meeting is on Monday, February 8, 2021 at 6:30pm.

Commissioner Heim presents an Inspection and Dinner idea to Board for consideration in lieu of an Installation Banquet due to COVID pandemic limitations.

**MOTION** by HEIM, second by WORK, to approve Clarence Fire District No. 1 to cover cost of all active members, employees, and guests for an Inspection dinner, motion carried.

**MOTION** by WORK, second by LARKIN to adjourn the meeting at 2015 hours, motion carried.

*All motions were unanimously carried unless otherwise noted.*

Attest,

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