



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 Special Work Session of Board of Fire Commissioners was called to order by Chairman Work on **Monday, July 12, 2021** at 1800 hours. Tom Waters, Chris Hugar, and Carol Stymiest of Wilmington Trust presented investment solutions including a customized plan for portfolio development to meet the needs of the District's LOSAP program.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, July 12, 2021** at 1851 hours. Chief Hanford led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Commissioner Dudas

Guests: Chief Brett Hanford, President Jerry Roy, Chairman Dave Metzger, and Jonathon Casillas. Tom Waters, Chris Hugar, and Carol Stymiest of Wilmington Trust. Josh Heim of M&T Bank.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by HEIM, to approve the June 14, 2021 regular meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

1) Sexual harassment training programs are being researched using the Town of Clarence's format as a possible template.

PRESIDENT'S REPORT: By Jerry Roy.

1) President Roy announces his upcoming move to Florida in the coming weeks and thanks the Board of Fire Commissioners for their cooperation.

SECRETARY'S REPORT:

1) In/Out Correspondence was reviewed.

2) ID card design work continues due to inconsistent Alpine Software customer service.

3) Group life beneficiary forms have been distributed to active member mailboxes. Members are required to update and return original form in the District mailbox.

4) 2nd Quarter Red Alert reports were distributed for Commissioner review.

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 June and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from May 20, 2021 to June 19, 2021 at zero balance and found all to be in good order.

TREASURER'S REPORT (cont.):

- 1) Treasurer Larkin reports bills paid during last month were from check #5961 - 6011, in the amount of \$62,869.95.
- 2) Vendors' Monthly Report for June 2021 was reviewed.
- 3) 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.
- 4) District Office/Conference Room Furniture Purchase Update – Delivery is expected late August. Furniture surplus report is distributed for Board review.
- 5) 2022 Budget process has started.
- 6) East Hill Foundation Grant application needs to be submitted by 8/2/21.

CHIEF HANFORD:

- 1) There were 32 total calls for the month of June as follows: 1 Fire, 17 EMS, 7 False Alarms, 3 Good Intent, 2 Hazardous Condition, and 2 Service. Top responder for June was Jerry Roy with 23 calls.
- 2) Chief Hanford has posted attendance report for first six months of the year on the bulletin board for member review.
- 3) 7 magnet-mounted LED blue lights have been distributed to the Fire Police.
- 4) No further update on the NYS Hazardous Materials modules 4 & 5 schedule.
- 5) We will be co-hosting a BEFO/FF-1 class with Harris Hill and Clarence Center starting on July 14th.
- 6) Brothers of Mercy has given us permission to use the house located at 4610 Ransom Road for Training/Demolition purposes. The Town's Building Department confirmed all asbestos has been removed and the demolition permit has been issued.
- 7) A Silent Call recently requesting a generator be placed at the intersection of Main and Gunnville during a power outage. Chief Hanford requests more input from District on our ability to place generator at a signal during future outages. The District is not interested in providing non-emergent traffic control at this time.
- 8) FDIC Conference Update – Assistant Chief Ruth Rider-Work will be attending August 1-7, 2021 and current 9-2 will cover during her absence. Duty Captain Doug Larkin will be 9-2. Chief Hanford will be attending August 4-7, 2021 and Assistant Chief Christian Rider-Work will be acting Chief during the absence.
- 9) New York State ePCR mandate - Chief Hanford inquires about any District decisions regarding program. Commissioner Work remains hesitant about making such a large purchase regarding an unfunded mandate from New York State based on past experiences.

COMMISSIONER WORK:

- 1) FDIC Conference Update – 2 rooms were cancelled due to date changes. The District incurred a \$200 cancellation fee. There is a growing concern over price gouging occurring in Indianapolis during FDIC. Airfare credits have expired from 2020.
- 2) Coolers for Chief's Office - Firematic officers have requested the purchase of large igloo coolers to be used for drills and trainings.
- 3) District Apparel Order – Commission Heim will be presenting apparel options on his agenda.
- 4) Brothers of Mercy Training House – The process is reviewed for future structure donations.
- 5) Non-Affiliated Car Traffic through parking lot has increased. Board agrees to close driveway gate to reduce outside traffic.
- 6) Building-wide Office Supply Order combines needs for both Firematic and District offices.
- 7) District office & conference room carpet cleaning is needed prior to arrival of new furniture.
- 8) General municipal law piggybacking has been extended through 2023 for state bid contracts.
- 9) Minimum Qualifications for Chief and Assistance Chief have been made into law.

COMMISSIONER HEIM:

- 1) District Apparel Purchase – 3 shirt options are presented to Board for Commissioners and staff.

COMMISSIONER LARKIN:

- 1) Update on Portable Radios – all have been received and are in service.

COMMISSIONER DUDAS: No report.

COMMISSIONER GASKE:

- 1) Building Updates - Kitchen Hood Range Inspection has been completed, new toilet paper holders have been installed, and the Pavilion bathroom door keyfob issue needs to be addressed.

PUBLIC COMMENTS:

No comments.

OLD BUSINESS:

MOTION by WORK, second by LARKIN, to resolve APEX Automotive invoices from 6/16/21 (#7392) and 6/25/21 (#7420) in the sum of \$207.55 for NYSI on the 9-1 truck, as well as oil change and tire rotation on 9-2 truck. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the invoice from Hurtubise Tire Inc. in the sum of \$205.50 for emergency tire repairs required on 6/19/21 on Truck #6. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the NAPA Auto Parts bill for \$6.99 for the replacement fuel cap for Ambulance #8. All in favor, motion carried.

OLD BUSINESS (cont.):

MOTION by WORK, second by HEIM, to resolve the invoice (#6038) from Occustar in the sum of \$294.00 for an Interior Firefighting physical for a new member. All in favor, motion carried.

MOTION by GASKE, second by WORK, to pay Gui's Lumber for June monthly bill in the amount of \$21.99. All in favor, motion carried.

NEW BUSINESS

MOTION by HEIM, second by WORK, to pay bills, check #5961 - 6011 in the amount of \$62,869.95. All in favor, motion carried.

MOTION by WORK, second by GASKE, to purchase office supplies from W.B. Mason at a cost of \$436.79, which includes necessary supplies and printer ink requested from firematic offices as well as the district office. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to purchase 2 x Igloo coolers from Amazon at a cost not to exceed \$250.00. Said coolers to be used exclusively for training purposes and at the discretion of the Fire Chief. All in favor, motion carried.

MOTION by WORK, second by HEIM, to purchase a molded plastic cover/cap for the back of Clarence SR-1 (Yamaha Rhino) from Don George's Sports Center at the discounted/liquidated cost of \$200.00. The original cost was \$286.99. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to surplus district owned furniture, filing cabinets, chairs, and equipment as presented to the board. Of note, the desks, office chairs, and several of the filing cabinets were donated to the Fire District in 2016. The surplussed furniture and equipment to be offered to the Fire Company for their use. All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize Commissioner Gaske to coordinate, schedule, and oversee the professional carpet cleaning of the Fire District Office and Conference Room before the new furniture and equipment is delivered at a cost not to exceed \$1,000.00. All in favor, motion carried.

MOTION by WORK, second by GASKE, to purchase 6 Elkhart Brass Chief XD Tip Water Nozzles, to be installed on Engine 2 from ElizaCo Inc. for the sum of \$4,982.00. In addition to being the lowest quote, ElizaCo is able to offer custom laser etching on each nozzle at no additional cost, which other vendors cannot offer at this time. All in favor, motion carried.

MOTION by LARKIN, second by WORK, to satisfy pay bill from Amazon Capital Services for Building Operations including 10 squeegees and 10 wooden handles in the amount of \$297.99. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to pay satisfy bill from Hardee Brothers Cleaning for alterations for member #42 in the amount of \$34.10. All in favor, motion carried.

MOTION by LARKIN, second by WORK, to purchase seven Essentials of Firefighter books for the upcoming BIFO/IFO class in the amount of \$577.50. All in favor, motion carried.

NEW BUSINESS (cont.):

MOTION by HEIM, second by GASKE, to purchase reimburse Mackenzie Rider-Work for NYS Apparatus – Pump Course Mileage in the amount of \$39.48. Commissioner Work abstains. Commissioner Gaske, Larkin, and Heim approve, motion carried.

MOTION by HEIM, second by WORK, to purchase apparel with custom embroidery for Commissioners, staff and elected Chief Officers not to exceed in the amount of \$2500.00. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Larkin will be attending the Board of Directors meeting on July 19, 2021.

The next Regular District meeting is on Monday, August 9, 2021 at 1830 hours.

1. Hometown Hero Ceremony will take place on July 13, 2021 at 1830 hours to honor Chief Hanford, Assistant Chief Ruth Rider-Work, and Duty Captain Doug Larkin.
2. Pierce Ascendant Mid-Mount 100' Aerial Demonstration will take place on July 14, 2021 at 1800 hours.

EXECUTIVE SESSION:

MOTION by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 2043 hours to discuss matters leading to the appointment and promotion of a particular person or persons. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to return to REGULAR SESSION at 2033 hours. No formal action was taken during Executive Session. All in favor, motion carried.

Based on past performance with RBC Wealth Management, **MOTION** by WORK, second by LARKIN to move LOSAP assets to Wilmington Trust, who will be our investment manager and custodian effective immediately. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to adjourn the meeting at 2035 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