



# 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  
Mark Heim  
Brian Gaske

**Treasurer**  
Sandra J. Larkin

**Secretary**  
Kristi Mora

The organizational meeting of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on **January 3, 2022** at 10355 Main St., Clarence, NY 14031. Meeting called to order by Secretary Mora at 18:30 hours. The Pledge of Allegiance was led by Chairman Work.

## **ROLL CALL:**

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

Absent:

Guests: Assistant Chief 9-2 Christian Rider-Work, Dave Metzger, Madeline Hanford, and Ron Tyx, Sr.

Oath of Office for newly re-elected Commissioner Gaske was administered by Secretary Mora.

## **2022 ORGANIZATIONAL MEETING:**

### **Personnel:**

**MOTION** by LARKIN, second by HEIM to appoint Commissioner Work as Chairman of the Board of Fire Commissioners for the year 2022. All in favor, motion carried.

Chairman Work took over the remainder of the meeting.

**MOTION** by WORK, second by GASKE, to appoint Commissioner Larkin as Vice-Chairman of the Board of Fire Commissioners for the year 2022. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to enter into Executive Session for the purpose of discussing the employment history of particular individuals, specifically for matters leading to appointment, employment, and promotion. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to enter into Executive Session at 1834 hrs. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to return to Regular Session at 1853 hrs. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to appoint Kristi Mora as Fire District Secretary and Records Management Officer at an hourly rate of \$35.75 for the year 2022. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to appoint Sandra Larkin as Fire District Treasurer at an hourly rate of \$35.75 for the year 2022. Motion carried. Commissioner Larkin Abstention.

Oath of Office for District Secretary Kristi Mora and District Treasurer Sandra Larkin administered by Chairman Work.

**MOTION** by WORK, second by DUDAS, to appoint Paul Meyer, Jr. as Fire District Building Maintenance Manager for the year 2022 at an annual salary of \$4,800.00 (\$400/month) based on 3.5 hours per week. Additional authorized maintenance work performed beyond the normal job duties shall be at the rate of \$30.00 per hour. All in favor, motion carried.

On November 20<sup>th</sup> and 29<sup>th</sup> of 2021, the Board of Fire Commissioners interviewed and approved candidates interested in running for firematic office for 2022. A list of the approved candidates was provided to the Fire Company. The Fire Company held their annual election on December 16, 2021. The results of the elections were as follows: Chief (Brett Hanford), 1<sup>st</sup> Assistant Chief (Ruth Rider-Work), 2<sup>nd</sup> Assistant Chief (Christian Rider-Work), EMS Captain (Daniel Beil) and Fire Police Captain (Alan Herrscher Sr). Since these candidates were pre-approved by the Fire District, it is unnecessary to reapprove them. There are some vacancies that exist, which the Chief may or may not appoint personnel for.

**MOTION** by LARKIN, second by DUDAS, to approve the Chief's recommendations for truck officers for 2022:

Engine 1: Paul Blonski

Engine 2: Colin Arndt

Rescue 5: Patrick Thompson

Ladder 6: Nathan Work & Mackenzie Rider-Work

Rescue 7: Brian Gaske

Haz-Mat 7-1: Madeline Hanford & Benjamin Hanford

Ambulance 8: Daniel Beil

SR1 & SR2: Marshall Helms

Motion Carried. Commissioners Gaske & Work Abstention

**MOTION** by GASKE, second by WORK, to approve the Chief's recommendation to appoint Doug Larkin as a Duty Captain (9-5) for 2022. Motion Carried. Commissioner Larkin Abstention.

**MOTION** by HEIM, second by LARKIN, to approve the Chief's recommendations for Firematic Lieutenants for 2022: Colin Arndt, Benjamin Hanford, & Mackenzie Rider-Work. All in favor, motion carried.

**MOTION** by DUDAS, second by LARKIN, to approve the Chief's recommendations for Firematic Safety Officers for 2022: David Baumler & Kenneth Beil. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to appoint Cleanscapes, LLC of East Amherst, NY as the janitorial service for 2022 for a cost of \$980 per month, based on quotes received in December of 2017. Note, the Board decided to utilize an outside service for janitorial services in 2017. The work to be performed is based on the janitorial job scope that was updated in December 2017 as a result of the expansion of the District facilities. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to approve the distribution of New York State Wage and Theft Prevention Act forms to current employees prior to February 1, 2022. Treasurer is responsible for providing such notice to any new employees at hire. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK to appoint the Pinsky Law Group as the Fire District Attorney for the year 2022 with no initial retainer requested. His hourly fee is \$270, to be billed monthly/quarterly. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to request the Fire Chief to provide the District with an updated roster of Active firefighters by the January 10, 2022 Fire District meeting so that the Board can adopt the roster and update insurance policies and any other documents for 2022. All in favor, motion carried.

**MOTION** by DUDAS, second by GASKE, that all active firefighters on the January 10, 2022 roster of the Clarence Fire Company, Inc., as well as any active firefighters added to the roster during 2022, be covered on the Clarence Fire District Group Life Insurance Policy, Disability Policy and VFBL Insurance plans. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to make Firefighter #97 inactive due to failure to complete the required annual OSHA training. All in favor, motion carried.

**Office:**

**MOTION** by GASKE, second by DUDAS that M&T Bank be designated as the official depository for the year 2022. Also, the Board of Fire Commissioners and the Fire District Treasurer may deem prudent that other financial institutions may be added as an official depository. The last evaluation of M&T Bank services to other financial institutions was made in 2012. There are currently no costs to the District for use of M&T Bank as the District's financial institution. Moody's Investors Service rates the outlook for the bank as stable at March 2017. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to designate the *Clarence Bee* as the official newspaper for the year 2022. The *Buffalo News* will be an alternate newspaper. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reaffirm the resolutions that established the Building and Equipment Reserves for purchases and replacements as defined by the established capital plans. All in favor, motion carried.

**MOTION** by DUDAS second by GASKE, to require Commissioner Heim or Commissioner Work to countersign all checks and wires issued by the Treasurer or Deputy Treasurer. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN to authorize the Fire District Secretary to order Firefighter ID cards from Instant Card as new members join and/or change positions or as the need arises with said purchase(s) to be reviewed and audited at the next BOFC meeting. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to allow the Fire District Secretary and/or Fire District Treasurer the ability to purchase required and necessary office supplies up to \$500.00 as needed, with said purchase(s) to be reviewed and audited at the next BOFC meeting. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, that the membership of all Commissioners, Secretary and Treasurer be continued in the Erie County Fire District Officers Association and the Association of Fire Districts of the State of New York. All in favor, motion carried.

**MOTION** by HEIM, second by DUDAS, that the Clarence Fire District Compensation Insurance cover all District employees and Fire Commissioners. All in favor, motion carried.

**MOTION** by DUDAS, second by GASKE, that all utilities, postage, freight charges and invoices with discounted terms may be paid prior to audit pursuant to Subdivision 176 of Town Law (4a). All such claims shall be presented at the next regular meeting for audit. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, that mileage reimbursement for Fire District official business will be at the IRS 2022 standard per mile rate (\$.585) for use of private vehicle. The IRS rate increased from the 2021 rate of \$.56. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, that the Treasurer is hereby authorized within 60 days after the end of the 2022 fiscal year to submit to the Board a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. All in favor, motion carried.

**MOTION** by LARKIN, second by GASKE, that the Treasurer and Deputy Treasurer be bonded for \$3 million. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to pay all registration fees for workshops, seminars, conferences and other lawful functions of the State of New York Fire District Officers, NYS Association of Fire Chiefs, Erie County Fire District Officers Association, FASNY and any other training session for any Commissioner, Secretary, Treasurer, Deputy Treasurer, Deputy Secretary, Chief, Firematic Officer or any firefighter selected by the Chief and approved by the Board of Fire Commissioners. All in favor, motion carried.

IT IS HEREBY RESOLVED, that the Board of Fire Commissioners, in accordance with General Municipal Law Section 77-b, has considered the needs of the Fire District and has approved attendance by Fire Commissioners, District Officers, District Employees and Chiefs at the following conventions, conferences and trainings: FDIC (Indianapolis, IN), Firehouse (Nashville, TN), New York State Association of Fire Chiefs, Vital Signs, New York State Fire Academy (Montour Falls, NY), National Fire Academy (Emmitsburg, MD), FASNY, Western New York Fire District Officers' Legislative Seminar (Batavia, NY), New York State Association of Fire Districts Spring and Fall Workshops, New York State Comptroller teleconferences, NYS Government Finance Officers Association, Fire Training Center Oakville, Canada and Niagara Regional Training (Niagara Falls, Canada).

IT IS FURTHER RESOLVED, that the Board of Fire Commissioners finds such attendance of personnel to relate to official business and to be in the public interest and directs that such travel be undertaken by such personnel at District expense in accordance with the travel expense policy of the District, and that District staff (or Board designee) is directed to make arrangements for travel and lodging utilizing a cost-effective and reasonable method of travel, and

IT IS FURTHER RESOLVED, that such personnel furnish proof to the Board of Fire Commissioners of attendance at such conferences and conventions in accordance with such proofs as provided by the organization sponsoring and conducting the conference. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to acknowledge that the Fire District has reviewed the Workplace Violence Policy and there were no written or verbal complaints for the 2021 calendar year. All in favor, motion carried.

**Contracts:**

**MOTION** by GASKE, second by DUDAS, to empower the Chairman, or in his absence the Vice-Chairman, to sign any contracts of the District on behalf of the District whenever such contracts are approved by at least three Board members at a Board meeting. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to approve Emerling, Floss, Murphy & Associates as the District's 2022 insurance agent; a review of the District's insurance benefits through this Insurance agent was conducted in 2021. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to approve Wilmington Trust as the District's 2022 Service Award Program Investment consultant. The Board of Fire Commissioners made action to move the Service Award Program to Wilmington Trust in September 2021 following a review of LOSAP investments managed by RBC Wealth Management. All in favor, motion carried.

**MOTION** by DUDAS, second by LARKIN, to approve Firefly Admin Inc. as the District's 2022 Service Award Program Actuary. The district evaluated the actuarial services as provided by Penflex in 2020 and the decision was made to contract with Firefly Admin Inc. effective August 1, 2020. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to approve Comerica as the District's 2022 Service Award Program paying agent. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to approve Occustar of Western New York, as the District's 2022 medical authority. The last evaluation of medical providers was made in 1997, but there have been numerous informal evaluations. All in favor, motion carried.

The Fire District entered into a 5-year contract with University Emergency Medical Services, aka UB/MD Emergency Medicine for a qualified physician (Dr. Joshua Lynch, DO, FACEP) to serve as the District's Medical Director on November 8, 2021, with a clause that allows the District to terminate the agreement at any time. The Fire District is in the first year of the five year contract. **MOTION** by LARKIN, second by GASKE, to continue the agreement with UB/MD for Medical Director Services. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to approve Network Services as the District's 2022 computer consultant. The last evaluation of computer consultants was made in 2005. All in favor, motion carried.

The Fire District is in the 1<sup>st</sup> year of a 5-year contract with Allied CPA's with a clause that allows the District to opt out at any time. **MOTION** by DUDAS, second by WORK, to continue the contract with Allied CPA's, PC. for audit services. All in favor, motion carried.

The Fire District is in the 2<sup>nd</sup> year of a 2-year contract for snowplowing service with CAM Services. The annual cost is \$13,500.00, and the contract expires March 31, 2022. Since their service has been satisfactory, no further action is required by the Board at this time; however, the Board will need to take action for snowplowing services beyond March 31, 2022.

**District:**

**MOTION** by GASKE, second by WORK, that the regular business meetings of Clarence Fire District No. 1 for the year 2022 will normally be held on the second Monday of each month at 18:30 hours, except as otherwise specified below. The Legal Notice will state that a Work Session may precede each meeting, beginning at 18:00 hours. The following meeting dates shall be published in the January 12<sup>th</sup>, 2022 edition of the *Clarence Bee*. All in favor, motion carried.

2022 Regular Business Meetings

- Monday, February 14
- Monday, March 14
- Monday, April 11
- Monday May 9
- Monday, June 13
- Monday, July 11
- Monday, August 8
- Monday, September 12
- Monday, October 17 – 2023 Budget Hearing at 18:00 hours and Business Meeting at 18:30 hours
- Monday, November 14
- Monday, December 12

2023 Organizational Meeting: Monday, January 2, 2023

2023 Regular Business Meeting: Monday, January 9, 2023

**MOTION** by LARKIN, second by WORK, that all firefighters may use the wash bay for their own personal vehicle per the rules and regulations as set forth by the House Committee Chairman of the Board of Fire Commissioners. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to authorize the Equipment Committee Chairman, or in his absence, the Vice-Chairman of the Board, to authorize repairs to the apparatus and other firefighting equipment as deemed necessary to maintain the District-owned equipment in service ready condition. Said repairs are those that cannot wait for authorization by the entire Board. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. All in favor, motion carried.

**MOTION** by DUDAS second by LARKIN, to authorize the Commissioner in charge of buildings, or in his absence, the Chairman of the Board, to authorize emergency repairs to the building and related equipment as deemed necessary to maintain the District-owned structures. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize the continuation of the Erie County Mutual Aid Agreement and Clarence Fire District No. 1 Automatic Aid Agreement. All in favor, motion carried.

**MOTION** by GASKE, second by DUDAS, to approve the renewal of all established policies of Clarence Fire District No. 1 with no changes. All in favor, motion carried.

Pursuant to the successful December 14, 2021 referendum vote, **MOTION** by LARKIN, second by GASKE, to amend Article XV: *Service Award Plan Provisions* accordingly, i.e. #3 Monthly Benefit - Maximum of 50 years, this amendment went into effect January 1, 2022.

**MOTION** by HEIM, second by DUDAS, to approve the \$125 cost for Commissioner Gaske to attend the mandatory Commissioner training in 2022. Motion carried. Commissioner Gaske Abstention.

The New York Fire District Officer Guide suggests annual registration of the District's domain name. Being said, [clarencedistrict.org](http://clarencedistrict.org) was registered with GoDaddy.com on June 24, 2013 for a period of ten years. No action is required by the Board at this time.

**MOTION** by WORK, second by GASKE, to grant insurance coverage to any active Clarence Fire District No. 1 firefighter who may be injured while providing emergency services outside the bounds of Clarence Fire District No. 1 and prior to the arrival of an officer in command of the scene. This is in accordance with legislation signed into law by New York State Governor Cuomo on January 2, 2015. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to approve the following Board of Fire Commissioners Committee assignments for the year 2022:

Dudas	Technology, Inventory
Gaske	House, Building/Capital Improvement, ECFDOA Liaison
Heim	Safety, Audit, Training, Firematic Personnel w/ Larkin, Service Awards, Grants
Larkin	District Policies/District Rules and Regulations, Life Insurance, Communications and Alarms, Firematic Personnel w/ Heim
Work	Budget, Equipment, Physical Exams/Occustar, Office, OSHA, EMS, HazMat Liasion, Public Information Officer

Schedule of Fire Commissioner Attendance at 2022 Board of Directors meetings:

January 17	<b>Heim</b>	July 18	<b>Larkin</b>
February 21	<b>Larkin</b>	August 15	<b>Work</b>
March 21	<b>Work</b>	September 19	<b>Dudas</b>
April 18	<b>Dudas</b>	October 17	<b>None</b>
May 16	<b>Gaske</b>	November 21	<b>Larkin</b>
June 20	<b>Heim</b>	December 19	<b>Work</b>

**MOTION** by LARKIN, second by DUDAS, to approve Maura Conti as a new member pending results of physical exam and background checks. She was approved by the Fire Company. All in favor, motion carried.

**MOTION** by LARKIN, second by GASKE, to approve Alice Castellone as a new member pending results of physical exam and background checks. She was approved by the Fire Company. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to adjourn the meeting at 1943 hours. All in favor, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,  
Kristi Mora

Secretary

cc:  
Commissioners  
Chief  
Day Room  
Bulletin Board  
Website