



# **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, December 13, 2021** at 1832 hours. Chief Hanford led the Pledge of Allegiance.

## **ROLL CALL:**

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

Absent: Commissioner Gaske via conference call

Guests: Chief Brett Hanford, Assistant Chief Ruth Rider-Work, Assistant Chief Christian Rider-Work, Board of Director Chairman Dave Metzger & Jim Schlabach.

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

**MOTION** by LARKIN, second by WORK, to approve the November 8, 2021 regular meeting minutes with no corrections. All in favor, motion carried.

**MOTION** by DUDAS, second by HEIM, to approve the November 20, 2021 work session minutes with no corrections. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to approve the November 29, 2021 work session minutes with no corrections. All in favor, motion carried.

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

- 1) Additional picnic tables are requested by life member Jim Schlabach to complete joint purchase project.
- 2) Melissa Schreiber is the new Fire Company attorney and will be assisting with implementing a sexual harassment policy and program. Currently, they are researching how other districts conduct it.
- 3) Vic Miller is seeking a letter as an introduction to the company anniversary book. Commissioner Work responds seeking further direction on the intended audience and purpose of letter.

## **PRESIDENT'S REPORT:** By Ken Beil.

- 1) Installation Dinner invitations for guests are requested from Board of Fire Commissioners.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) 2021 District Election Deadlines – The Annual Election will be held on December 14, 2021 between 6:00-9:00pm. Masks and social distancing protocols will be required. Deadline for filing the Certificate of Results Canvass is Friday, December 17, 2021 with Town Clerk.
- 3) 2021 Volunteer Firefighter Enhanced Cancer Benefits Program – First two of three forms have been submitted, final form is due January 1, 2022.
- 4) LOSAP/Firefly Year End Reporting Forms have been received for the 2021 calendar year. In order to qualify, members must receive at least 50 points to receive credit.

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

**Board of Fire Commissioners reviewed the credit card statements from October 20, 2021 to November 19, 2021 at \$1,120.78 and found all to be in good order.**

- 1) Treasurer Larkin reports bills paid during last month were from check #6157 - 6213, in the amount of \$31,245.76.
- 2) Monthly Summary Report was reviewed. Treasurer Larkin reports six over-budget lines as year-end approaches. East Hill Foundation grant funds were received.
- 3) Preliminary Update for Long Term Financial Planning – A long-term plan for apparatus purchase needs to be completed, the District's current S&P rating is AA with current interest rates reviewed. Treasurer Larkin seeks to schedule a Work Session on 1/10/21 for future purchase on bond vs lease.
- 4) Christmas Parade invoices and bills are discussed for clarification on company vs district responsibility to pay. After discussion, Treasurer Larkin will return uncashed check to Company for parade expenses,

**CHIEF HANFORD:**

- 1) There were 26 total calls for the month of November as follows: 9 EMS, 3 Fires, 10 False Alarms, 2 Good Intent, and 2 Service. Top responder for November was Madeline Hanford with 19 calls.
- 2) Chief Hanford thanks everyone that participated in the Christmasville parade in Lancaster and Clarence Fire was awarded the best decorated ladder in the event.
- 3) ePCR Software Update – Onboard training has been completed with members including all EMT's. The go live date is scheduled for December 14. Further programming needs to be completed in the CAD interface. In the interim, firefighters will need to manually enter all of the pertinent call data. Once the interface is completed, all of the call data will be updated directly from dispatch.
- 4) The District's Annual Santa parade will take place on Saturday, December 18 between 1pm-4pm.
- 5) 2021 Call Summary – There were 411 service calls and 61 drills were offered to our firefighters with 1123 man hours given.

**COMMISSIONER WORK:**

- 1) 100 Year Anniversary – VSP graphic is working on a District crest and 100 year sign for bay doors.
- 2) Ongoing Pandemic & Response - Universal masking mandate for NYS has been issued.
- 3) Ambulance DMV Registration has been completed.
- 4) Update on Chief Response Vehicle Replacement – Inflation is driving increasing costs. Treasurer Larkin has budgeted \$225,000 for 2022.
- 5) Ground Ladders & Aerial were inspected on 11/14/21. All were cleaned, tested, and passed.
- 6) AFDSNY Conference will take place on May 5-7, 2022 at Turning Stone. Attendance and accommodations need to be submitted.
- 7) Pinsky Conference – Rooms have been arranged and Attendance needs to be confirmed soon.
- 8) Medline masks were ordered and need to be reimbursed.
- 9) Preventative Maintenance will resume in 2022.
- 10) Apparatus Updates – New seat is needed for #6 at a cost of approximately \$600-1000. The Auto charge in Engine 5 is not charging and will be replaced by Churchville.
- 11) Rescue project – Updated specs have been received and a rescue committee meeting is needed soon. A \$1.2 million price will be held through February 1<sup>st</sup>.

**COMMISSIONER WORK (CONT:):**

- 12) New York State CDL Licensing requirements are changing by February. All whom are interested in getting their CDL are encouraged to complete before February's changes.
- 13) 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 LARKIN:** No report.

**COMMISSIONER GASKE:**

- 1) Additional addendum to pest control services annually are needed due to rodent problem in building.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER DUDAS:**

- 1) Renewal of anti-virus protection for 10 computers is needed.
- 2) Best Buy quote has been received to be used as a specification for a sealed bid of Banquet room project.

**PUBLIC COMMENTS:**

Jim Schlabach, life member, is requesting the purchase of 4 additional picnic tables at a cost of \$600 each with cost to be divided equally between Company and District.

**OLD BUSINESS:**

**MOTION** by WORK, second by DUDAS, to resolve the bill from Mistras Group Inc in the sum of \$1,705.80 for the ground ladder testing and Ladder Truck inspection that was completed on 11/14/21. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve the bill from Churchville Fire Equipment in the sum of \$571.85 for the recommended repairs to the Ladder Truck as a result of the annual inspection. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to pay Occustar the sum of \$245.00 for the New FF Physical and SCBA Fit test for Cameron Tiutiunyk. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the invoice from Gianni Mazia's in the sum of \$116.47 for food for the Christmasville Parade Work Detail on 11/27/21. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve the invoice from APEX Automotive in the sum of \$143.65 for the oil change, tire rotation, and preventative maintenance on the #9 Chief vehicle. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to pay the (4) Invoices (#732152, 732122, 732342, 732346) from Gui's Lumber in the sum of \$360.90, with a detailed report of the purchases presented and reviewed by the board. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the bill from Sewing Technology Uniform in the sum of \$87.90 for required and necessary changes to FF's Class A Uniforms. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by WORK, second by DUDAS, to purchase miscellaneous and assorted sized batteries for the Building Manager from Interstate Battery in the sum of \$229.50. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to purchase two RAE rechargeable Ion batteries from Dival Safety Equipment in the sum of \$457.84. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve the bill from Suburban Oxygen Supply in the sum of \$165.90 for the filling and inspection of oxygen bottles. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the bills from Bee Publications Inc. in the sum of \$246.24 for the required legal posting of the annual Fire District Election being held on December 14, 2021. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve the bill from W.B. Mason in the sum of \$151.17 for the purchase of necessary office supplies for the district and firematic offices. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to reimburse Commissioner Work the sum of \$92.95 for the purchase of EMS Disposable Face Masks from Medline Medical, which were placed on his personal charge card. Said face masks were previously back-ordered and when Commissioner Work received notification that they were available he did not have his Fire District credit card on his person. Commissioner Work is not seeking to be reimbursed for tax he paid with this order. Commissioner Work abstains, motion carried.

**MOTION** by LARKIN, second by WORK, to purchase Christmas decorations at Michael's in the sum of \$76.06. All in favor, motion carried.

**MOTION** by LARKIN, second by DUDAS, to reimburse Christian Rider-Work in the sum of \$87.50 for CDL license reimbursement. Commissioner Work abstains, motion carried.

**MOTION** by LARKIN, second by HEIM, to renew dues and membership with Erie County Fire District Association for 2022 in the sum of \$250.00. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by HEIM, to pay bills, check #6157 - 6213, in the amount of \$31,245.76. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to continue the Fire District's annual membership in the Association of Fire Districts of the State of New York (AFDSNY) for the 2022 calendar year and to authorize the payment of the association fee of \$500.00. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to pay the United States Postal Service the sum of \$388.00 for the annual rental of Post Office Box #340. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the payment of \$100.00 to Firefly Admin Inc. for the verification and commencement of LOSAP payments to David Bissonette. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to purchase office supplies in the sum of \$73.44 from WB Mason. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by WORK, second by HEIM, to accept the proposal from Orkin Commercial Services for Integrated Pest Management programming at the annual cost of \$1,210.00. This plan will replace and supersede the Fire District's seasonal pest control and management plan. All in favor, motion carried.

**MOTION** by LARKIN, second by DUDAS, to purchase food for election workers not to exceed \$100. Commissioner Work abstains, motion carried.

**MOTION** by LARKIN, second by DUDAS, to approve banquet room request from Nathan Work for January 29, 2021 for Clarence Wrestling Club Meat Raffle with 150 guests. Commissioner Work abstains, motion carried.

**MOTION** by LARKIN, second by WORK, to accept Enhanced Cancer Coverage to cover all cancers with Emerling Agency at an annual cost of \$5,004.52. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to accept Emerling VFBL Insurance Coverage at an annual rate of \$34,132.00 to be pro-rated to July 1<sup>st</sup>, 2022. All in favor, motion carried.

**MOTION** by LARKIN, second by DUDAS, to accept Emerling Workers Compensation Insurance Coverage at an annual rate of \$755.00. All in favor, motion carried.

**MOTION** by DUDAS, second by LARKIN, to approve Network Services anti-virus program for 10 computers for 3 year renewal at a rate of \$514.80. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to expend \$1,782.00 for a joint purchase of four picnic tables for pavilion to finalize project with Fire Company to be compensated upon receipt of tables & receipt of paid in full invoice. Commissioner Larkin opposes. Commissioners Work, Gaske, Heim, Dudas in favor, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Work will be attending the Board of Directors meeting on December 20, 2021.

The next Regular District meeting is on Monday, January 10, 2022 at 1830 hours.

The 2021 Annual District Election will take place on Tuesday, December 14, 2021 between 1800-2100 hours.

Annual Organizational Meeting will be held on Monday, January 3, 2022 at 1830 hours.

- 1) Clarence Bee mentioned our election and District history in the latest edition.
- 2) Work session for financial planning and purchases discussion will be held on Monday, January 10, 2022 at 1800 hours.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by DUDAS, to ENTER INTO EXECUTIVE SESSION at 2033 hours to discuss matters pertaining to the appointment, employment, promotion, demotion, discipline, suspension, or dismissal of a firefighter. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to return to REGULAR SESSION at 2107 hours. No formal action was taken during Executive Session. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to approve the resolution for acquisition of fire apparatus. (See attachment for roll call vote.)

**MOTION** by LARKIN, second by DUDAS, to adjourn the meeting at 2114 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