



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 Board of Fire Commissioners' Work Session was called to order by Chairman Work on **Monday, January 10, 2022** at 1801 hours.

Treasurer Larkin discusses financial planning and payment options for current and future project purchases including an overview of fund balances and long-term debt. She recommends the Board prioritize replacement of equipment by creating an Apparatus Replacement Schedule Plan with a long term capital plan.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, January 10, 2022** at 1846 hours.

ROLL CALL:

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

Absent:

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

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by WORK, second by DUDAS, to approve the December 13, 2021 regular meeting minutes with no corrections. All in favor, motion carried.

MOTION by WORK, second by HEIM, to approve the January 3, 2022 reorganizational minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) For 2022, Board Chairman is Dave Metzger and Vice-Chair is Matt Meister.
- 2) Board is in discussion with Pinsky Law Group to rewrite Company by-laws.

PRESIDENT'S REPORT: By Ken Beil.

No report.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Open Meeting Law Changes were recently passed with new posting requirements for regular meeting and work session meeting minutes.
- 3) 2021 Volunteer Firefighter Enhanced Cancer Benefits Program – Final form was submitted.
- 4) LOSAP/Firefly Year End Reporting Update – Goal is to have summary sheets and roster report posted within two weeks. Roster report is required to be posted for thirty days. Upcoming Entitlements in 2022: Dave Baumler in October.

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 November 20, 2021 to December 19, 2021 at \$192.52 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #6214 - 6263, in the amount of \$47,472.17.
- 2) Monthly Summary Report was reviewed. Minor adjustments need to be done for final year-end budget.
- 3) 1099 Update – Coamerica will be distributing 1099 documents to members by January 31, 2022.

CHIEF HANFORD:

- 1) There were 53 total calls for the month of December as follows: 33 EMS, 5 Hazardous Condition, 6 False Alarms, 2 Good Intent, and 7 Service. Top responder for December was Colin Arndt with 36 calls.
- 2) Regarding weather-related calls, Chiefs may alert the company for a Standby to assist cover calls. This will give all firefighters an opportunity for calls.
- 3) ePCR Software Update – Several members are proficient with the software. Further programming needs to be completed in the CAD interface.
- 4) The District’s Annual Santa parade was another success. Chief Hanford thanks everyone that participated.
- 5) 2021 Call Statistics Summary – There were 439 total incidents with 13 fire calls and 239 EMS. Average response time was 2:09 minutes from dispatch to fire unit response. 2,912 hours of manpower used for incidents with 2205 manpower hours for training classes. August was the busiest month with 54 calls.

COMMISSIONER WORK:

- 1) Ongoing Pandemic & Response - Universal masking mandate for NYS has been issued. 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.
- 2) 100 Year Anniversary – VSP graphic is working on a District crest and 100 year sign for bay doors.
- 3) The 2022 FDIC conference is scheduled for April 25-30, 2022 with 6 members in attendance.
- 4) Attorney Mark Butler has returned \$587.50 in unused retainer fees for his 2021 services.
- 5) Installation Dinner has been postponed.
- 6) New fire helmet identification shields have been ordered from Conway Shields for firematic officers.
- 7) Fire Commissioner badges and wallets will be ordered to be distributed to current commissioners and returned to the Board at end of term.

COMMISSIONER LARKIN:

- 1) A few housekeeping items will need to be addressed in motions regarding minor policy updates

COMMISSIONER GASKE:

- 1) Building Updates: Amherst Alarm has been contacted to address issues with side door entry fob. Cleaner Carpets completed the carpet cleaning and tile cleaning in the Company side of building.

COMMISSIONER HEIM: No report.

COMMISSIONER DUDAS: No report.

PUBLIC COMMENTS:

Christian Rider-Work expresses his concern in case of emergency and the traffic issue along Greiner Road at the Clarence Middle School at start and end of school times.

OLD BUSINESS:

MOTION by WORK, second by DUDAS, to resolve the invoice from Napa Auto Parts in the sum of \$173.99 for the two batteries required for the HazMat 7-1 truck, which were purchased and installed on 12/17/21. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve the invoice from APEX Automotive for the emergency tire repairs required on the 9-1 truck on 12/18/21 in the sum of \$105.53. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay the two invoices from APEX Automotive in the sum of \$1,855.86, less any tax charged, for the new tires required for the 9 & 9-1 vehicles. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay the invoice from APEX Automotive in the sum of \$10.00 for the NYSI required on the Rescue 7 truck. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to pay the invoices from Churchville Fire Equipment (Invoices #195929, #195930) in the sum of \$2,281.24, which represent the repairs to the electrical charging unit in Rescue 5 and the pressure sensor required on Engine 2. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to authorize Chairman Work to purchase supplies and materials for the district's presentation/speech at the upcoming Installation Dinner from FedEx Kinkos in the sum of \$119.98, with said purchase to be placed on Commissioner Work's district charge card. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the bill from Dival Safety Equipment in the sum of \$269.63 for the quarterly inspection and service of the air compressor. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay the bill from NOCO Energy Corp in the amount of \$615.98 for the 185.5 gallons of diesel fuel that was delivered on 1/1/22. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the invoice from Occustar Workplace Compliance in the sum of \$695.00 for OSHA Training held at CFD on 11/29/21 and 12/6/21. All in favor, motion carried.

MOTION by GASKE, second by WORK, to pay the invoice to Gui's Lumber in the amount of \$161.24 for the invoices detailed on the monthly vendor report. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay Amazon Capital Services in the amount of \$118.76 for 4 – 4'x6' outdoor American flags. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to pay Grainger in the amount of \$88.40 for 40 – T5 bulbs. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to amend Article XV, Number 14 regarding Commencement of Benefits Payments to be updated to reflect previously approved changes to state “the month following the entitlement age,” instead of “January 1st. All in favor, motion carried.

OLD BUSINESS (Cont.):

MOTION by LARKIN, second by WORK, to delete District policy entitled, LOSAP/NYS POLITICAL SUBDIVISION EMPLOYEES POLICY as it is obsolete. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by HEIM, to pay bills, check #6214-6236, in the amount of \$47,472.17. All in favor, motion carried.

MOTION by WORK, second by DUDAS to approve the following firefighters to attend the FDIC International Conference in Indianapolis, Indiana from April 25 - 30, 2022: Daniel Beil, Madeline Hanford, Christian Rider-Work, Mackenzie Rider-Work, Ruth Rider-Work, and Nathan Work. Chairman Work abstained. Commissioners Dudas, Heim, Gaske, and Larkin approve. Motion carried.

MOTION by WORK, second by LARKIN, to purchase fire helmet identification shields for the firematic officers from Conway Shields at a cost of \$346.02. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to authorize the purchase of a Class A Uniform from Sewing Technology Uniform for firefighters: Joe Garas, Mike Canfield, and Quinten Burke pending his 1 year Fire Company re-vote. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay the 2022 retainer to Firefly Admin. Inc in the amount of \$3,200.00. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay \$432.82 to Firefly Admin Inc. for (Nov-Jan) Period Payments, postage, and annual fees. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to purchase Fire Commissioner badges from Badge & Wallet at a cost not to exceed \$1,500.00. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to purchase 8 pairs of Fire Police boots from Dival Safety at a cost of \$861.52. All in favor, motion carried.

MOTION by LARKIN, second by WORK, to purchase a 5-pack of lighted 28" collapsible cones for Fire Police from Dival Safety in the amount of \$193.06. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to purchase 3 Essentials of Firefighting Textbooks, 7th Edition from IFSTA Bookstore in the amount of \$234.81. All in favor, motion carried.

MOTION by LARKIN, second by GASKE, to reimburse Ben Hanford for mileage in attending Fire Officer 1 training in the amount of \$279.93. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to pay the group manager fee for our Worker's Compensation insurance policy in the amount of \$2,217.80 to Fleury Insurance. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to remit payment to Emerling, Floss, Murphy, and Associates Agency for the Cancer Bill insurance in the amount of \$5,452.00. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Heim will be attending the Board of Directors meeting on January 17, 2022.

The next Regular District meeting is on Monday, February 14, 2022 at 1830 hours.

Financial Planning Work Session is on Saturday, January 10, 2022 at 0900 hours.

MOTION by WORK, second by GASKE, to adjourn the meeting at 2001 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