



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, February 14, 2022** at 1830 hours.

ROLL CALL:

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

Absent: Commissioner Dudas

Guests: Chief Brett Hanford, Assistant Chief Christian Rider-Work, Board of Director Chairman Dave Metzger, Victor Miller, and Mark Zuchlewski.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HEIM, second by LARKIN, to approve the January 10, 2022 regular meeting minutes with no corrections. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to approve the January 15, 2022 work session minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) Eric Olson has been appointed as the Secretary of the Board.
- 2) Life Member Sexual Harassment training has been scheduled for Saturday and all life members were notified via local mailing.
- 3) Installation Dinner has been rescheduled for Saturday, March 26, 2022.

PRESIDENT'S REPORT:

Absent.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) LOSAP/Firefly Year End Reporting Update – Annual Roster Points report was posted on January 26, 2022 along with the Individualized summary sheets placed in member mailboxes. Posting will remain for 30 days ending on February 25, 2022. Any issues must be made in writing by member to District Secretary during the 30-day period.
- 3) Special Election Update – Election inspectors are available for Tuesday, February 22, 2022 between 4-9pm. Ballot template was received and approved from the Erie County Board of Elections. Public notice has been published in Clarence Bee, on District website, Town of Clarence's website, and posted in Town Clerk's office.
- 4) Housekeeping Update – Due to other time-sensitive projects since the New Year taking priority over the last several weeks, I will now have the time to return to unfinished projects including filing projects, ID cards, etc.

TREASURER'S REPORT:

Commissioner Heim reviewed the bank statements and found all to be in good order.

TREASURER'S REPORT (cont.):

Commissioner Work reviewed the Chief's vehicle reports for January and found all to be in good order. Board of Fire Commissioners reviewed the credit card statements from December 20, 2021 to January 19, 2022 at \$700.81 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #6265 - 6305, in the amount of \$70,047.16.
- 2) Monthly Summary Report was reviewed.
- 3) USPS Issues – The slow delivery of mail has greatly impacted the timely arrival of bills to our vendors. Treasurer Larkin is seeking to resolve issues by utilizing online bill pay for certain accounts that require timely payment. This will require adoption of a new policy for future transactions.
- 4) AUD/ Year-End Closing Update – NYS has granted an extension to file by April 1, 2022.
- 5) Rescue 5 Bond – Bond closing is scheduled for March 15, 2022 with a 15-year bond payout at a 2.156% interest rate. Treasurer Larkin seeks Board input on prepayment options to receive discounted cost savings. Bond Payments begins in March 2023.
- 6) Credit Card Updates – A District credit card was compromised for fraudulent activity and has been replaced.

CHIEF HANFORD:

- 1) There were 32 total calls for the month of January as follows: 22 EMS, 5 False Alarms, 2 Good Intent, and 3 Service. Top responder for January was Maddie Hanford with 28 calls.
- 2) No update on the AFG grant that was submitted in December.
- 3) Drill schedule has been posted in the hallway.
- 4) Chief Hanford will be out of town next week with 9-1 and 9-2 stepping up to cover his absence.
- 5) Mechanical issues were reported with the Chief's truck and will require several days in the repair shop.
- 6) ePCR Update - ESO and Alpine Software are completing additional programming to update the CAD interface.
- 7) Live burn drills at Town Line will be scheduled in May.
- 8) Update regarding the traffic concern at the Clarence Middle School – Informal conversations have taken place with school officials. Chief Hanford recommends sending a formal written communication to address the issue further.

COMMISSIONER WORK:

- 1) 100 Year Anniversary – Vinyl window graphics designs have been approved to commemorate the 100 year anniversary of the Fire District and to assist with the ongoing recruitment efforts of new firefighters for bay doors to be placed on inside of doors.
- 2) Ongoing Pandemic & Response - Chairman Work reviews the current status of the ongoing pandemic response with the Chief and members of the Board. Masks are still required for all EMS calls. No changes, modifications, or adjustments were discussed or necessary at this time.
- 3) 2022 Chevrolet Tahoes – Letter of Intent and purchase order was sent to secure purchase. Motions will be presented tonight for accessories and lighting.
- 4) WEX Fueling – USPS issues have caused payment delays which have resulted in approval of online payment to avoid potential account shutoff.
- 5) Physician Response Vehicle – Dr. Josh Lynch, the District's new medical director, has proposed a joint purchase of a response vehicle for his use to respond to calls.
- 6) EMS Disposable Order for disposables and hard goods to replenish expired items.
- 7) Pierce Heavy Rescue Contract & Referendum Vote – Contract signed in order to secure 2021 price.
- 8) Surplus Gear and Equipment – A detailed spreadsheet of outdated gear and equipment is presented for approval.

COMMISSIONER WORK (cont.):

- 9) The compromised District Credit Card has been deactivated and replaced. No credit was required.
- 10) Updated Apparatus Drive and Operator list is presented for approval including a change in status for Colin Arndt, Benjamin Hanford, and Mackenzie Rider-Work.
- 11) OSHA Training will take place on Saturday, February 26, 2022 and a large attendance is expected.
- 12) The cost effectiveness of the Verizon cameras pilot program is discussed and will be discontinued.
- 13) AFDSNY candidates for regional representation are presented for voting purposes.
- 14) LOSAP Data Request – Firefighter #4 has expressed concern over missing calls due to District-enforced COVID quarantine. According to Anthony Hill of Firefly Admin, Inc., the law does not allow Fire Districts to issue individual’s LOSAP points due to a COVID quarantine. It would need to be a policy for all members, rather than one person.

COMMISSIONER LARKIN: No report

COMMISSIONER GASKE:

- 1) Banquet room request is presented by Travis Griner for a surprise birthday party to be held on Saturday, May 14, 2022.
- 2) Orkin rodent services have been started.

COMMISSIONER HEIM: No report.

COMMISSIONER DUDAS: Absent.

PUBLIC COMMENTS:

Further discussion regarding Firefighter #4 LOSAP points continues. Secretary Mora will schedule a follow-up meeting to review the member’s LOSAP points in detail.

OLD BUSINESS:

MOTION by GASKE, second by LARKIN, to pay Amherst Alarm in the amount of \$109.00 for repair service to the employee bay door. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to pay Dobmeier Janitor Supply Inc. in the amount of \$373.99 for supplies. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay Gui’s Lumber/Ace Hardware in the amount of \$132.92 for invoices # 732922 and #733131. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve the invoice from APEX Automotive for the required and necessary repairs to the brakes and oil change on the 9-2 response vehicle on 1/28/22 in the sum of \$1,795.43. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to pay the annual dues of \$150.00 to the Clarence Newstead Chiefs Association for the 2022 calendar year. All in favor, motion carried.

MOTION by HEIM, second by LARKIN, to pay the annual dues of \$100.00 to the Clarence Newstead Fire Police Association for the 2022 calendar year. All in favor, motion carried.

OLD BUSINESS (Cont.):

MOTION by HEIM, second by LARKIN, to resolve the invoices (#571339, 570660, 571655) from Bee Publications Inc for legal postings of 2022 meeting dates, bonding of a heavy rescue, and permissive Referendum to expend dollars from equipment reserve for new chief Response vehicles. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the invoice from Churchville Fire Equipment in the sum of \$375.00 for October 2021 fleet inspection and preventative maintenance. Of note, invoice was not received until recently due to an issue with the United States Post Office. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by HEIM, to pay bills, check #6265-6305, in the amount of \$70,047.16. All in favor, motion carried.

MOTION by WORK, second by GASKE, to approve the resolution to dispose of equipment determined as waste. All in favor, motion carried. {See resolution attachment. }

MOTION by HEIM, second by GASKE, to approve the following information regarding the Clarence Fire District No. 1 special election:

- 1) *It will be held on Tuesday, February 22, 2022 from 6:00 PM to 9:00 PM;*
- 2) *It is a mandatory referendum vote to authorize the financing of a heavy rescue and related equipment;*
- 3) *Notice of the election will be posted in the District's designated newspaper (Clarence Bee) on the date of January 26, 2022;*
- 4) *Fire District Secretary will request registration rolls of eligible registered voters as of November 23, 2021 from the Erie County Board of Elections,*
- 5) *Fire District Treasurer Sandra Larkin will serve as Election Chairperson, Maureen Rider of 9907 Grantham Court and Yvonne Work of 4646 Stonebridge Way will serve as Election*
- 6) *Inspectors/Ballot Clerks. All will be compensated at \$70 pursuant to Town Law, Section 175. Alternate Election Inspectors will be contacted when a list is provided by Erie County Elections in the event the appointed inspectors are unable to serve.*
- 6) *Election will be held in accordance with Clarence Fire District No. 1 Election policy.*
- 7) *In addition to the compensation as set forth in Town Law, the above-mentioned chairperson and election inspectors will be compensated \$100.00/each for the preparation of the polling place and register.*

Commissioner Work abstains. Commissioner Heim, Gaske, and Larkin approve, motion carried.

MOTION by WORK, second by HEIM, to enter into the proposed agreement with the Town of Clarence and/or the Clarence Center, Harris Hill, Swormsville, and East Amherst fire companies to conceptually and financially support the medical director's physician response vehicle, similar to the SMART response vehicles that were discontinued by Erie County. Roll call vote requested.

GASKE: no

HEIM: no

LARKIN: no

WORK: no

Motion defeated.

NEW BUSINESS (cont.):

MOTION by WORK, second by GASKE, to update the Apparatus Driver and Operator list effective immediately with a change in status for Colin Arndt, Benjamin Hanford, and Mackenzie Rider-Work. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to accept the project proposal from VSP Graphic Group and authorize the expenditure of \$1,850.00 for the application of vinyl window graphics to commemorate the 100 year anniversary of the Fire District and to assist with the ongoing recruitment efforts of new firefighters. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to authorize the expenditure of a cost not to exceed \$750.00 for the purchase of food for the 8-hour OSHA training being held at CFD No.1 on Saturday, February 26, 2022. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize the purchase of 6 sets of Lion V-Force firefighter turnout gear from Witmer Public Safety Group, "The Fire Store," at a cost not to exceed \$19,530.48. Of note, the district had an informal 3 year agreement with ElizaCo Inc. to purchase turnout gear at a drastically discounted rate and far below the NYS Contract Pricing price (2020 List Price, less 40%). In December of 2021, ElizaCo was sold to the Witmer Public Safety Group, aka The Fire Store. This is the 3rd and final year of the informal agreement. New York State Contract PC 67938, Award Number 23054. All in favor, motion carried.

MOTION by HEIM, second by WORK, to authorize the expenditure of \$85.00 to Allied CPA's PC for the completion of vendor 1099's and 1096's for 2021 calendar year. All in favor, motion carried.

MOTION by HEIM, second by LARKIN, to pay the Alpine Software Corporation in the amount of \$1,100.00 for the REDNMX Cloud Hosting Services for the 2022-2023 calendar year. All in favor, motion carried.

MOTION by LARKIN, second by GASKE, to pay SAIA Communications in a sum not to exceed \$400.00 for the four spare batteries for portable radios. All in favor, motion carried.

MOTION by LARKIN, second by WORK, to pay the pro-rated VFBL insurance premium for January 1st to July 1st, 2022 in the amount of \$14,767.09.

MOTION by LARKIN, second by WORK, to pay the pro-rated Workers Compensation insurance premium for January 1st to July 1st, 2022 in the amount of \$336.40.

MOTION by WORK, second by HEIM, to authorize the project proposal from VSP Graphic Group for the vinyl graphic and identification of the new 2022 Chevrolet Tahoe - Chief response vehicles in the sum of \$8,985.00 w/ two written quotes provided. Streamline Designs also bid the project; however there was a concern with their ability to match the uniformity of the new trucks with the current fleet. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to authorize the purchase, delivery, and install of (3) three tactical command and storage boxes in the 2022 Chevrolet Tahoe - Chief Response vehicles from Mobile Storage Solutions, LLC at a cost of \$6,075.00. All in favor, motion carried.

NEW BUSINESS (cont.):

MOTION by WORK, second by GASKE, to authorize the purchase of EMS Statpacks and sling bags from Emergency Medical Products at a cost of \$1,893.68. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to purchase EMS Disposable supplies and products (defibrillator pads, albuterol, glucose strips, sterile water, epi pens) from Emergency Medical Products at a cost of \$1,999.81. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to authorize the purchase of new Motorola mobile radios for the chief response vehicles from Saia Communications Inc., at a cost of \$8,339.55. Saia Communication is the sole source Motorola provider and the quoted pricing reflects NYS Contract Pricing: Contract #PT68722. Of note, the Chief explored the possibility of changing to Kenwood mobile radios; however, it was determined that Motorola was still best for CFD No.1. All in favor, motion carried.

MOTION by HEIM, second by LARKIN, to authorize payment of \$83.00 to Suburban Oxygen Supply for air bottle refills. All in favor, motion carried.

MOTION by WORK, second by GASKE, to accept the quote from 10-75 Emergency Vehicles for the installation of emergency lights and sirens, speaker boxes, and center command consoles on the 2022 Chevrolet Tahoe - chief response vehicles in the per/truck sum of \$16,920.38 or a total of \$50,761.14. 10-75 Emergency Vehicles is the sole source provider of the 10-75 electrical system and Blueprint software to synchronize with other apparatus in the fleet. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to purchase the required and necessary mobile communication antennas for the 2022 Chevrolet Tahoe - Chief Response vehicles from Saia Communications at a cost of \$647.52. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the bill from Occustar Inc. in the sum of \$400.00 for (2) two firefighter physicals. All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize the Building Manager to purchase required automotive relays for the Ambulance from Amazon at a cost not to exceed \$50.00. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay Tri-R Mechanical Services in the amount of \$1,881.50 for maintenance inspection of the boiler & HVAC systems. All in favor, motion carried.

MOTION by GASKE, second by WORK, to pay Amherst Alarm, Inc. in the amount of \$425.00 for the annual contract for fire alarm test and inspection. All in favor, motion carried.

MOTION by GASKE, second by WORK, to approve the expenditure of \$1000.00 for the light maintenance project in the truck bay. All in favor, motion carried.

MOTION by GASKE, second by WORK, to approve the banquet room request by Travis Griner on May 14, 2022 starting at 12pm with alcohol served. All in favor, motion carried.

MOTION by HEIM, second by WORK, to cover necessary expenses for the Erie County Fire District Association installation banquet on March 19, 2022 for all commissioners, staff, and chief office personnel to attend. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Larkin will be attending the Board of Directors meeting on February 21, 2022.

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

Special District Election will be held on Tuesday, February 22, 2022 from 1800 to 2100 hours.

MOTION by WORK, second by HEIM, to adjourn the meeting at 2024 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