



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 regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, April 11, 2022** at 1830 hours.

ROLL CALL:

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

Absent: Commissioner Dudas, Chief Hanford

Guests: Board of Director Chairman Dave Metzger, Assistant Chief Ruth Rider-Work, Assistant Chief Christian Rider-Work, Mackenzie Rider-Work.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by HEIM, to approve the March 14, 2022 regular meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) Life Member Sexual Harassment training is near completion.
- 2) Company has approved hiring Pinsky Law Group to rewrite Bylaws.

PRESIDENT'S REPORT: Absent.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Learning Points were shared by Secretary Mora from her recent attendance at the Pinsky Law Conference.
- 3) Member Identification cards update – Life member card design was presented. Secretary Mora seeks input on timeline for 2022 active member cards.
- 4) 1st Quarter NFIRS report has been submitted to Red Alert.
- 5) LOSAP Annual Report has been received and distributed to all Commissioners for review. Annual statements will be distributed to members in the coming week.

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 March and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from February 20, 2022 to March 19, 2022 at \$3,250.40 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check # 6338 – 6401, in the amount of \$43,067.43
- 2) 2023 Rescue 5 Project Financial Report - \$750,000 has been wired as a deposit to Churchville. \$250,000 has been deposited into a separate account to track interest earned to be used to repay bond.
- 3) 1st Quarter 2022 Budget Review – Operating costs continue to rise due to inflation and the Board will need to plan for budget adjustments throughout the coming months.
- 4) Community Grants Project has a balance of \$5,000 from past Chief Hawes which will assist in purchase of 2021 Motorola portable radios.

CHIEF'S REPORT: (By Assistant Chief 9-1: Ruth Rider-Work)

- 1) There were 40 total calls for the month of March as follows: 18 EMS, 1 Fire, 4 False Alarms, 3 Hazardous Condition, 5 Good Intent, and 9 Service. Top responder for March was Walt Buechi with 34 calls.
- 2) ePCR Update - ESO and CAD interface is operational however Alpine Software is addressing timing discrepancies as listed in Red Alert versus Dispatch time.
- 3) Drill schedule has been posted and in I am Responding. The County Firefighter Survival Trailer will be at our station for drill held on April 19th.
- 4) The Annual Easter Parade will be held on Saturday, April 16th between 11am and 2pm.
- 5) The Clarence High School will be having a pep rally bonfire for the Spring Homecoming. Clarence Fire Company will be providing an engine for the standby event.
- 6) Assistant Chief Ruth Rider-Work and Asst. Chief Christian Rider-Work will be attending FDIC, therefore Duty Captain Doug Larkin will be acting 9-1 during this time.
- 7) Commissioner Work discusses the necessity of continuing Easter and Christmas parades now that the pandemic is seemingly behind us.
- 8) District Inspections – a meeting with the truck officers needs to be scheduled soon due to the issues found at the District Inspection.

COMMISSIONER WORK:

- 1) 100 Year Anniversary – Vinyl window exterior graphic has been installed to commemorate the 100-year anniversary of the Fire District and to assist with the ongoing recruitment efforts of new firefighters. A 100th Year Celebration is discussed for Saturday, May 21 at 11am to invite dignitaries, members, and local companies.
- 2) Marijuana Policy – Discussion continues on a draft policy.
- 3) 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.

COMMISSIONER LARKIN:

- 1) Inspection Dinner Policy is reviewed for any possible changes.
- 2) Uniform Standard Operating Guidelines document dated effective 7/1/2016 is reviewed with suggested updates.

COMMISSIONER GASKE:

- 1) Banquet room and pavilion request by member #58 is presented to be held on May 28, 2022.
- 2) Building Update – Blue Shark window cleaning will be scheduled soon.
- 3) Davis Ulmer completed the quarterly sprinkler inspection.
- 4) The lighting project in the truck bay is finished.
- 5) The pavilion area is open.

COMMISSIONER HEIM:

- 1) Installation Dinner Report was reviewed. There is an issue with the gratuity as listed on the bill.

COMMISSIONER DUDAS: Absent.

PUBLIC COMMENTS: No comments.

OLD BUSINESS:

MOTION by WORK, second by HEIM, to pay Pinsky Law Group, LLC; invoice # 16888; in the amount of \$10,000.00 to complete the Bond for 2023 Rescue Truck. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay Erie County Board of Elections, invoice #22-Fire-01: in the amount of \$202.00 for ballots, voting machine and delivery for February 22,2022 special referendum vote. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay Suburban Oxygen Supply, Inc.; invoice # 11569; in the amount of \$22.50 for D cylinder oxygen refill and O2 cylinder "O" neck ring. All in favor, motion carried.

MOTION by WORK, second by HEIM, to pay Sewing Technology Uniform Co.; invoice # 42601; in the amount of \$210.00 for Uniform supplies. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay NOCO Energy Corp.; invoice # SP12317342; in the amount of \$1520.43 for 300 gallons of diesel fuel. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay Coca Cola Beverages Northeast, Inc.; invoice # 9812211293; in the amount of \$518.56 for 56 cases of 24 pack bottled water. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay Churchville Fire Equipment; invoice # 197629; in the amount of \$593.75 for repairs to the #5 Heavy Rescue drive shaft and right front wheel well. All in favor, motion carried.

MOTION by WORK, second by HEIM, to pay Hurtubise Tire Inc.; invoice # 236732; in the amount of \$2,553.32 for new tires, wheel rim, valves, scrap, balance and labor to #5 Heavy Rescue. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay Dadswell's Service, LLC; invoice # 14482; in the amount of \$600.00 for tow service of #5 Heavy Rescue. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay Churchville Fire Equipment; invoice # 197630; in the amount of \$1,164.54 for a new driver's seat and repairs on #6 and invoice #197708; in the amount of \$375.00 for monthly fleet maintenance service. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to pay Occustar Workplace Compliance; invoice #7539; in the amount of \$655.00 for OSHA class training and \$5,271.00 for 2022 physicals. Total invoice is \$5,926.00. All in favor, motion carried.

MOTION by WORK, second by GASKE, to pay Dival Safety Equipment, Inc.; invoice #3081007; in the amount of \$1,929.24 for annual SCBA maintenance;

Invoice # 3080993; in the amount of \$323.03 for quarterly breathing air compressor testing;

Invoice # 3079046; in the amount of \$150.95 for gas monitor calibration / repair.

All in favor, motion carried.

MOTION by WORK, second by HEIM, to pay Basil Ford; invoice #924747; in the amount of \$73.45 for NYS Inspection, oil change on #8; and invoice #924641; in the amount of \$2093.54 for #7-1 emission inspection, new tires, oil change. Total invoice is \$2,166.99. All in favor, motion carried.

OLD BUSINESS (cont.):

MOTION by LARKIN, second by WORK, to pay travel reimbursement to Mark Heim in the amount of \$441.71 for Pinsky Law Fire & EMS Law Conference. All in favor, motion carried. Commissioner Heim abstains.

MOTION by LARKIN, second by GASKE, to pay travel reimbursement to Nathan Work in the amount of \$249.34 for Pinsky Law Fire & EMS Law Conference. All in favor, motion carried. Commissioner Work abstains.

MOTION by LARKIN, second by HEIM, to pay travel reimbursement to Ruth Rider – Work in the amount of \$236.00 for Pinsky Law Fire & EMS Law Conference. All in favor, motion carried. Commissioner Work abstains.

MOTION by LARKIN, second by WORK, to pay travel reimbursement to Michael Dudas in the amount of \$437.71 for Pinsky Law Fire & EMS Law Conference. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to pay travel reimbursement to Kristi Mora in the amount of \$437.71 for Pinsky Law Fire & EMS Law Conference. All in favor, motion carried.

MOTION by LARKIN, second by WORK, to pay travel reimbursement to Brian Gaske in the amount of \$378.71 for Pinsky Law Fire & EMS Law Conference. All in favor, motion carried. Commissioner Gaske abstains.

MOTION by LARKIN, second by HEIM, to pay reimbursement to Paul Blonski in the amount of \$10.00 for CPR class / training on March 29, 2022. All in favor, motion carried.

MOTION by HEIM, second by LARKIN, to reimburse Clarence Fire Company; in the amount of \$420.00 for 2022 FASNY dues, covering 42 active members. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to approve FDIC 2022 conference registration; for Nathan Work; in the amount of \$343.00. All in favor, motion carried. Commissioner Work abstains.

MOTION by HEIM, second by LARKIN, to approve FDIC 2022 conference registration; for Daniel Beil; in the amount of \$65.00. All in favor, motion carried.

MOTION by HEIM, second by LARKIN, to approve American Airlines ticket; for Daniel Beil; in the amount of \$341.60. FDIC 2022 travel arrangements. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Clarence Fire Company; in the amount of \$5,469.20 (\$4,840.00 w/o tip) for 2022 Installation Dinner. Report includes active members with guests, district guests and employee, town officials, fire companies, and stand by crew. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay Firefly Admin Inc.; invoice #2737; in the amount of \$332.82 for periodic payment fees and postage for the months of February, March and April 2022. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to reimburse Colin Arndt; in the amount of \$27.84 for mileage for Scene Size- up training class and Reading Smoke training class. All in favor, motion carried.

OLD BUSINESS (cont.):

MOTION by GASKE, second by WORK, to approve conference registration of \$200.00 to AFDSNY for Kristi Mora. (Note: this registration was subsequently cancelled and district received \$200 reimbursement check.) All in favor, motion carried.

MOTION by GASKE, second by WORK, to amend February 14, 2022 motion for expenditure of light maintenance project in truck bay from \$1,000.00 to \$1,653.24. The cost of lift rental from United Rentals is \$887.24. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to pay Gui's Lumber / Ace Hardware; invoice #734111; in the amount of \$98.07 and invoice # 734155; in the amount of \$64.98 for a March 2022 total of \$163.05. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by HEIM, to pay bills, check #6338 - 6401, in the amount of \$43,067.43. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to approve 2022 Insurance renewal quotes estimates of \$1,742.00 for Accident & Sickness coverage and \$34,231.87 for Package policy which covers building, vehicles, liability, etc. Quotes are estimates with an overall increase of \$1,442.00 from 2021. Increase is due to increase of property values and rate increases on lines. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to approve invoice # 3221134; in the amount of \$2,199.57; to SMEC for March 2022 natural gas service. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to approve quarterly service of Davis Ulmer for the sprinkler system. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to approve spring service from Blue Shark Window Cleaning in the amount of \$1,000.00. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve invoice for repairs on Engine 1 in the amount of \$4,629.32 to Goodyear Commercial Tire and Rubber Co. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to accept pavilion and banquet room request from Nathan Work for May 28, 2022 from 7am to 9pm. All in favor, motion carried. Commissioner Work abstains.

MOTION by WORK, second by HEIM, to approve the purchase of a Yamaha repair manual and miscellaneous parts from Don George's Sports Center in the amount of \$51.96. All in favor, motion carried.

Commissioner Work updates the Board with the current status of physicals for 3 active members.

GOOD OF THE FIRE DISTRICT:

Commissioner Dudas will be attending the Board of Directors meeting on April 18, 2022. The next Regular District meeting is on Monday, May 9, 2022 at 1830 hours.

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