



# 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 Public Hearing for Clarence Fire District No. 1 2023 Budget was called to order by Chairman Work on **Monday, October 17, 2022** at 1800 hours.

## **PUBLIC HEARING FOR 2023 BUDGET**

Chairman Work stated that this is a public hearing regarding the 2023 proposed budget. In accordance with New York State Town Law, all Fire Districts must, prior to the adoption of their budget, hold a public hearing. The budget hearing must be held in such a manner to maximize participation in the budget process. The purpose of this hearing is to discuss the contents of the budget. The Board of Fire Commissioners in accordance with legal requirements has adopted their proposed budget on September 12, 2022, which is more than 21 days prior to this budget hearing.

The Secretary of the Fire District has filed an Affidavit with the District:

- 1) Stating the notice of this public hearing was published and posted at least 5 days before the hearing date as follows:
  - a) The official newspaper for the Fire District (The Clarence Bee);
  - b) The official signboard of the Town of Clarence, where the Fire District is located;
  - c) On the Fire District's website and signboard.

The notice of public hearing specified the time, date and place where this public hearing would be held. Upon its adoption, the Fire District Secretary also made available for inspection and copying of the proposed budget to any interested person at the Town Clerk's Office and the Clarence Fire District No. 1 during office hours.

The purpose of this public hearing is to allow any member of the public to make comments on the budget. Any person may be heard in favor of, or against, the preliminary budget or any item in it. Please note that this is only a proposed budget until the Board of Fire Commissioners adopts the final budget.

The Fire District Treasurer made presentation regarding the preliminary budget to the Board of Fire Commissioners. This budget must be adopted no later than November 4 and submitted to the Town Budget officer by November 7.

## **PUBLIC COMMENTS**

*Chairman Work: The public comments period begins. I will now ask any person present wishing to be heard on this proposed budget to come forward so that that person may be heard in favor of, or against, the proposed budget or any item in it. I request that if you wish to address the Board on the proposed budget, raise your hand to be recognized. Clearly state your name and address for the record. Please limit your comments to five (5) minutes. Please direct all your questions to the Board or the Treasurer. This is not a question and answer session. Your question will not be answered when asked. The board is looking for your opinion on the budget or any part of it, whether favorable or not. Please tell us what you are in favor of regarding this budget or what you are against. You may ask questions, but this Board and the treasurer will not answer any questions, until the conclusion of the public comments period.*

There were no public comments made regarding the Fire District's proposed 2023 budget. No questions were raised regarding the budget from the Commissioners or any others in attendance.

Chairman Work concluded the budget hearing at 1831 hours.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, October 17, 2022** at 1831 hours. Chief Hanford led the Pledge of Allegiance.

**ROLL CALL:**

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

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

**APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by WORK, second by HEIM, to amend the regular meeting minutes of August 8, 2022 to remove any and all notations regarding public comments. The Board of Fire Commissioners values feedback and welcomes public comments; however, those interactions will not be part of the meeting minutes going forward. All in favor, motion carried.

**MOTION** by DUDAS, second by HEIM, to approve the September 12, 2022 regular meeting minutes with two minor corrections. All in favor, motion carried.

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

- 1) By-laws review work continues with the Board and Pinsky Law Group on November 18 & 19.
- 2) Installation dinner plans are being finalized regardless of District reimbursement determination.
- 3) Two Members have been removed from membership.
- 4) Dayroom remodel project ideas are being gathered by membership.

**PRESIDENT'S REPORT:** Absent.

**SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) 2023 Annual Budget Filing & Posting Deadlines are reviewed with the Board. With the Annual Budget's approval tonight, 2 certified copies need to be delivered to the Town Clerk's office within three days.
- 3) 2022 Annual District Election procedures and deadlines are reviewed with Board. Yvonne Work & Maureen Rider are returning as Election Inspectors at same pay rate. Nominating petitions need to be approved tonight and will be made available starting October 18, 2022 in the District office. Deadline to submit petition is November 23, 2022 by 4pm. District Election will be held on Tuesday, December 13, 2022 from 6-9pm for one commissioner seat with a 5-year term of 2023-2027.
- 4) Turnout & Active Member Identification card update – Members without a photo on file need to email Secretary Mora. A memo has been posted with more information on the District bulletin board.
- 5) 3<sup>rd</sup> Quarter Red Alert reports are shared for the Board's review.

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

**Board of Fire Commissioners reviewed the credit card statements from August 20, 2022 to September 19, 2022 at \$2,229.86 and found all to be in good order.**

**Treasurer Larkin reports bills paid during last month were from check #6634 - 6683, in the amount of \$33,080.40.**

**TREASURER’S REPORT (CONT.):**

- 1) Monthly Summary Report
- 2) Wilmington Trust Update – A \$120,000 investment loss is reported during the month of September. A team work session is recommended on November 14, 2022 @ 6pm with Tony Hill of Firefly Admin, Inc.
- 3) FEMA Covid-19 Project Update – Payment is received and deposited.
- 4) Auto Insurance Update – Return premium was received for the removal of the 2019 Chief trucks.
- 5) VFBL Update – Audit has been completed resulting in a balance due of \$121.00 instead of a premium refund as reported last month.
- 6) 2019 Chevrolet Surplus Sale Update –\$119,500 funds were received from sale of three 2019 trucks.

**CHIEF’S REPORT:**

- 1) There were 35 total calls for the month of September as follows: 3 Fire, 18 EMS, 10 False Alarms, 1 Hazardous Condition, and 3 Service. Top responder for September was Madeline Hanford.
- 2) Drill Schedule has been updated. Several joint drills are upcoming with Harris Hill, Akron, & Swormsville.
- 3) The Chief’s Association is hosting a Dayside Drill on Wednesday, October 19, 2022 at 9am at Ellicott Creek Station #1.
- 4) Assistant Chief Ruth Rider-Work will be hosting an on-site CPR Training Class on November 3, 2022.
- 5) OSHA training was hosted successfully on-site last week.
- 6) Our Open House was held on Saturday and was well attended. Chief Hanford recognizes the Firefighters and Fire Police members participating and formally thanks the NFTA, New York State Police, & United States Border Patrol officers for their participation.
- 7) Annual Drivers Recertification is complete. An updated Drivers & Operators List is formally submitted to Board for approval.
- 8) The Clarence Fire Company accepted an invitation to attend the Clarence Town Park Trunk or Treat event on Saturday from 1-3pm.
- 9) Airpack vendor research is nearing completion.
- 10) Christmasville Parade is scheduled for Saturday, November 26, 2022.

**COMMISSIONER WORK:**

- 1) 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.
- 2) Verizon Connect Cameras Update – Final bill has been received with one camera needing to be removed from #8.
- 3) FASNY Convention 2023 will take place in Niagara Falls, NY on August 9-12, 2023.
- 4) Wilmington Trust Correspondence – Letter was recently received with a change in advisors.
- 5) FDIC 2023 Conference and Hotel registrations have been completed.
- 6) Annual Pump & Hose Testing completed by First Due Services, LLC. New 5” hose will be ordered for failed hose lengths.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER LARKIN:**

No report.

**COMMISSIONER GASKE:**

- 1) Snowplowing Removal bids were received by Brauscheidel LLC for the amount of \$16,600 and Cam Services for the amount of \$14,900 for the upcoming season. Recommendation is to go with CAM services as lowest bidder.
- 2) Building Lights Issue – Three local electrical companies have been contacted with no response. Board is seeking recommendations for local electricians.
- 3) Concrete Job - Steve Federowicz has been contacted with no response. Board is seeking recommendations for other local companies.
- 4) G & G Fitness has been contacted to conduct service on the fitness room equipment. No response back has been received at this time.

**COMMISSIONER DUDAS:**

No report.

**PUBLIC COMMENTS:**

No public comments were heard.

**OLD BUSINESS:**

**MOTION** by WORK, second by LARKIN, to resolve invoice #7010, in the amount of \$597.40, to Apex Automotive Inc. for repairs to 2019 Chevrolet Tahoe VIN# 2123. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, resolve invoice #PINV1055449, in the amount of \$149.07, to Eaton Office Supply, for district office supplies. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve invoice #11825, in the amount of \$190.43, to Print King for window envelopes. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve invoice #022038, in the amount of \$75.05, to 7-Eleven (Visa Account) for tank fill up of 2019 Chevrolet Tahoe VIN# 2123. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve invoice #150117754742, in the amount of \$339.00, to Bubble Boy Car Wash (Visa Account) for decal removal and cleaning of 2019 Chevrolet Tahoe VIN #2123. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve invoice #49321344103157800, in the amount of \$79.45, to Office Depot (Visa Account) for District Treasurer office supplies. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve invoice #200823, in the amount of \$270.70, to Churchville Fire Equipment, for Rescue #5 repairs. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to amend September 12, 2022, motion to purchase an extra set of keys for the 3 x 2022 Chevrolet Tahoe SSV Chief Response Vehicles from Basil Chevrolet at a cost not to exceed \$1,400.00, which includes the programming of said keys. (\$441.69 rrw) All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve invoice #728333436, in the amount of \$76.70, to WeatherTech Direct, LLC for front shield on 2022 Chevrolet Tahoe vin# 6713. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by LARKIN, second by HEIM, to resolve invoice #62263620, in the amount of \$121.35, to NYSIF Worker’s Compensation, for final audit of VFBL term 01/01/22 – 07/01/22 term. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to resolve invoice # S128429068, in the amount of \$77.23, to W.B. Mason Co. Inc, for janitorial supplies. All in favor, motion carried.

**MOTION** by GASKE, second by LARKIN, to resolve invoice #SCHE0154258, in the amount of \$560.00, to Kinsley Group, Inc. for annual preventative maintenance service on the generator. All in favor, motion carried.

**MOTION** by GASKE, second by LARKIN, to resolve the following invoices to Guis Lumber for a total of \$149.24: #736660/3 Assorted Janitorial Supplies – Vehicles - \$103.69 (crw) #736703/3 Wall plate & Jack – Dayroom - \$27.98 (pmj) #736718/3 Mounting Supplies – 2022 #9-1 vehicle - \$8.58 (rrw) #737019/3 Building Ops – T8 Bulb - \$8.99 (pmj) All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by DUDAS, to pay bills, check #6634 - #6679, in the amount of \$27,355.12. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve invoice # 9812212094, in the amount of \$465.92, to Coca Cola Beverages Northeast, for 56 cases of bottled water. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to approve the following VISA charges in regard to FDIC 2023 registrations:

|                          |            |                 |
|--------------------------|------------|-----------------|
| Chief Hanford Visa -     | \$1,289.00 | 2 registrations |
| Commissioner Work Visa - | \$649.00   | 1 registration  |
|                          | \$649.00   | 1 registration  |
|                          | \$649.00   | 1 registration  |
|                          | \$724.00   | 1 registration  |

All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the expenditure of up to \$350.00 for the purpose of printing various photographs from the Fire District's 100 Year Anniversary event. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to authorize the expenditure of \$400.00 with Dan The Sign Man, for the purpose of installing Fire District lettering and identification on the 1932 Buffalo Engine. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to purchase 500' of 5" Mercedes Megaflo Hose, with associated 5" Storz couplers from Wilmer Public Safety Group, aka The Fire Store at a cost of \$4,835.00. Said hose to replace what was recently placed out of service as a result of annual hose testing. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to accept the repair estimate (#128039) and authorize the necessary repairs to the damaged Scott SCBA pack (SN: 115s0925007863) by Dival at a cost of \$678.10. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by WORK, second by DUDAS, to reimburse firefighters taking the upcoming NYS Fire Instructor I course \$15.00/day up to \$75.00 to cover the cost of meals provided during 5 full-day training classes. Said reimbursement will be in lieu of the \$69.00/day OGS rate. Commissioner Work abstains. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to approve RESOLUTION: APPROVE FINAL BUDGET FOR 2023 WITHIN REAL PROPERTY TAX LEVY LIMIT:

*WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No. 1 must adopt a proposed budget for 2023 and estimate of fund balances in preparation for the annual fire district budget hearing and did so in preparation for the budget hearing, and WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No. 1 held the annual fire district budget hearing on notice to the public on October 17, 2022, and WHEREAS, the Board has considered the proposed budget and comments received on the proposed budget on October 17, 2022 at said budget hearing, and NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners hereby approves the Final Budget for the Clarence Fire District No. 1 for 2023 attached hereto and made a part hereof in the amount of \$1,039,658.00. All in favor, motion carried.*

**MOTION** by WORK, second by LARKIN, to approve the following information regarding the Clarence Fire District No. 1 election:

- 1) It will be held on Tuesday, December 13, 2022 from 6:00 PM to 9:00 PM;*
- 2) It is for one Commissioner five-year term commencing January 1, 2023 through December 31, 2027,*
- 3) Notice of the election will be posted in the District's designated newspaper (Clarence Bee) between the dates of November 9 and 16, 2022,*
- 4) Fire District Secretary will request registration rolls of eligible registered voters as of November 22, 2022 from the Erie County Board of Elections,*
- 5) Fire District Secretary Kristi Mora will serve as Election Chairperson, Maureen Rider of 9907 Grantham Court and Yvonne Work of 4646 Stonebridge Way will serve as Election 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. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to approve the following resolution adopting the form of the nominating petition for election of the Fire District Commissioner:

*RESOLVED, that the Clarence Fire District No. 1 Board of Fire Commissioners adopt, as its official nominating petition, the attached form to be used by all candidates for the office of Fire District Commissioner, and it is further*

*RESOLVED, that only registered electors of the Clarence Fire District No. 1 may obtain signatures on the form and in the manner as set forth in the nominating petitions, and it is further*

**NEW BUSINESS (CONT.):**

**MOTION (cont.)**

*RESOLVED, that the signature of the witness to the signers of the nominating petition must be notarized in the form and in the manner as set forth in the nominating petitions, and it is further*

*RESOLVED, that signatures of all signers of the nominating petitions must be dated between October 18 and November 23, 2022 (the date petitions are required to be filed with the Secretary), and it is further*

*RESOLVED, that the Secretary of the Clarence Fire District No. 1 shall make the nominating petitions available to any interested party no earlier than October 18, 2022.*

All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to accept the Chief's recommendation for Operator and Drivers List as presented. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to approve transfer of 2019 Vehicle Surplus receipts of \$119,500 from Corporate Savings account to Equipment Reserve. All in favor, motion carried.

**MOTION** by GASKE, second by DUDAS, to resolve incoming invoice, in the amount of \$1,000.00, to Blue Shark Window Cleaning for services rendered the week of October 3, 2022. All in favor, motion carried.

**MOTION** by GASKE, second by LARKIN, to resolve invoice # 113246, in the amount of \$ 210.00, to Fire Smart Promotions for Fire Prevention Open House. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to resolve invoice # 27759025, in the amount of \$ 1,737.28, to Positive Promotions for Fire Prevention Open House (\$1,558.28) and EMS Supplies (\$179.00). All in favor, motion carried.

**MOTION** by GASKE, second by DUDAS, to resolve incoming invoice, in the amount of \$200.00, to Davis-Ulmer Sprinkler Co., Inc. for quarterly sprinkler testing. All in favor, motion carried.

**MOTION** by GASKE, second by LARKIN, to accept the Snow Removal bid of \$14,900 for a three-year contract with CAM Services. All in favor, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 1932 hours to discuss the medical, financial, credit or employment history of a particular person or persons. All in favor, motion carried.

No action was taken during executive session.

**MOTION** by WORK, second by HEIM, to return to REGULAR SESSION at 2030 hours. All in favor, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Larkin will attend the Board of Directors meeting on November 21, 2022.

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

A Work Session is tentatively scheduled for Monday, November 14, 2022 at 1800 hours with Wilmington Trust and Anthony Hill of Firefly Admin, Inc.

**MOTION** by WORK, second by GASKE, to adjourn the meeting at 2031 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