



# 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

A Work Session for Clarence Fire District No. 1 was called to order by Chairman Work on **Monday, November 14, 2022** at 1800 hours.

## **WORK SESSION:**

A full review of investment performance and future strategies was presented by Tom Waters, Carol Stymiest, and team from Wilmington Trust with input from Anthony Hill of Firefly Admin, Inc.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, November 14, 2022** at 1856 hours. Commissioner Gaske led the Pledge of Allegiance.

## **ROLL CALL:**

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

Guests: Chief Brett Hanford, Board of Director Chairman Dave Metzger, and Justin Rayner.

## **EXECUTIVE SESSION:**

**MOTION** by WORK, second by HEIM, to ENTER INTO EXECUTIVE SESSION at 1857 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 1909 hours. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to accept the resignation of Treasurer Sandra Larkin effective November 1, 2022 for the purposes of retirement. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to accept the resignation of Commissioner Douglas Larkin effective November 1, 2022. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to appoint Commissioner Mark Heim as the Vice-Chairman for the remainder of the 2022 calendar year. All in favor, motion carried.

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

**MOTION** by HEIM, second by GASKE, to approve the October 17, 2022 regular meeting minutes with no corrections. All in favor, motion carried.

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

- 1) By-laws review with the Board and Pinsky Law Group will take place on November 18 & 19.
- 2) Dayroom remodel project ideas are being gathered by membership including an upgraded entertainment system.

**BOARD OF DIRECTORS' REPORT (cont.):**

- 3) A committee for technology upgrades will be formed.
- 4) The Pavilion has been winterized.

**PRESIDENT'S REPORT:** Absent.

**SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) 2023 Annual Budget recertification is required of amended version. 2 certified copies of amended budget 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. 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. Notice of Election will be posted on District website & signboard starting on November 23.
- 4) Red Alert Update – An issue with some physicals being counted as drills are being address with tech support. Members are reminded to review their calls, drills, and training counts.
- 5) Volunteer Firefighter Cancer Benefit forms will be due starting December 1st.

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

**Commissioner Work reports bills paid during last month were from check #6684 - 6715, in the amount of \$31,282.84.**

**CHIEF'S REPORT:**

- 1) There were 36 total calls for the month of October as follows: 1 Fire, 22 EMS, 5 False Alarms, 1 Hazardous Condition, and 6 Service. Top responder for October was Brian Gaske.
- 2) Chief Hanford recognizes the responding crew to the small fire at ICE and the responders to the increasing mutual aid calls.
- 3) Drill Schedule has been updated. A few drills remain through year-end.
- 4) The Chief's Association is hosting a Dayside Drill on Wednesday, November 16, 2022 at 9am at Williamsville Station #2.
- 5) Chief Hanford recognizes the Firefighters and Fire Police members participating in the Clarence Town Park Trunk or Treat event.
- 6) Airpack vendor research is nearing completion.
- 7) Christmasville Parade is scheduled for Saturday, November 26, 2022.
- 8) Network Services is addressing an issue with the CAD interface uploading AFC data.
- 9) Class B uniform purchase request is presented for events at hall and at future community events.

**COMMISSIONER WORK:**

- 1) Ongoing Pandemic & Response - Chairman Work reviews the need to continue protocol regarding pandemic response. The Board determines it is the end of the pandemic response. Masks are to be used at one's discretion on calls moving forward, no mandates needed.
- 2) TCA Contract Extension and negotiations continue with need for a one year contract extension.
- 3) Pinsky Fire & EMS Law Conference 2023 will take place March 2-5, 2023. Hotel registrations need to be reserved.
- 4) Missing Call Credits while attending EMS training for member #26 are discussed with Board.
- 5) Cameras and cell phone use at incidents need to be used solely at Chief's discretion.

**COMMISSIONER WORK (CONT.):**

- 6) Election location is discussed for future general elections. Early voting has caused issues at current location.
- 7) Firematic Officer Interviews are scheduled for the coming weeks.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER GASKE:**

- 1) 5 Year Sprinkler Inspection needs to be completed by Davis-Ulmer.
- 2) Concrete Pad - Steve Federowicz has completed work.
- 3) Research on a commercial refrigerator is being conducted.
- 4) Building Lights Issue has been resolved.
- 5) Snow Removal preparation has been completed by CAM Services.
- 6) Resource Room re-design is presented with purchase of a small refrigerator to encourage more use.
- 7) G & G Fitness is servicing broken fitness room equipment.

**COMMISSIONER DUDAS:**

No report.

**PUBLIC COMMENTS:**

No public comments were heard.

**OLD BUSINESS:**

**MOTION** by WORK, second by GASKE, to resolve inv.# 586015, in the amount of \$ 74.18, to Bee Publications for Budget Notice. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve inv.# 3179432, in the amount of \$ 408.19, to Dival Safety Equipment for replacement sensor and batteries for meter. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve invoice # 3178517, in the amount of \$ 1,250.00, to Dival Safety Equipment for Meter calibration. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve inv.# 3181992, in the amount of \$ 271.70, to Dival Safety Equipment for quarterly air testing of Breathing Air Compressor. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve invoices # 201433, 201434, and 201435, each in the amount of \$300.00, for a total of \$900.00 to Churchville Fire Equipment for annual pump tests on Engine #1, Engine #2 and Ladder #6. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve invoice # 10858, in the amount of \$ 503.80, to 10-75 Emergency Vehicles for repairs to Rescue #7. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve invoice # 17249, in the amount of \$ 270.00, to Pinsky Law Group, PLLC for legal services. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the invoice with Coca-Cola Northeast in the sum of \$465.92 for delivery of bottled drinking water for Firefighter Health and Wellness. All in favor, motion carried.

**OLD BUSINESS (cont.):**

**MOTION** by WORK, second by GASKE, to amend the 2023 Annual Budget documentation with regard to the overall assessed value of \$855,422,770.00 and not \$855,462,770.00 as previously approved, and change the estimated tax rate to 1.215373, which was a typographical error and does not affect the budget in another other way. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to accept the resignation of Firefighter #52 effective 10/1/2022. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to authorize Secretary Mora to adjust the incident attendance data for Firefighter #26 to credit him with call attendance while attending a local EMT course. All in favor, motion carried.

**MOTION** by HEIM, second by DUDAS, to reimburse Assistant Chief 9-2, Christian Rider-Work the sum of \$232.78 for textbooks and curriculum purchased that were required for the NYS: Fire Instructor I training course. Commissioner Work abstains. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reimburse Assistant Chief 9-2, Christian Rider-Work \$75.00 for meals purchased through his recent NYS: Fire Instructor I course and in lieu of the OGS per diem rate. Commissioner Work abstains. All in favor, motion carried.

**MOTION** by HEIM, second by DUDAS, to reimburse Fire Lieutenant, Mackenzie Rider-Work \$75.00 for meals purchased through his recent NYS: Fire Instructor I course and in lieu of the OGS per diem rate. Commissioner Work abstains. All in favor, motion carried.

Consistent with the Commercial Driver's License (CDL) Policy, **MOTION** by HEIM, second by GASKE, to reimburse Assistant Chief 9-2 Christian Rider-Work the sum of \$50.00 to cover the cost of his DOT physical. He currently holds a Class A Driver's License. Commissioner Work abstains. All in favor, motion carried.

**MOTION** by DUDAS, second by WORK, to resolve inv. # 41771, in the amount of \$ 235.44, to Network Services LLC for 2 Year Renewal of SSL Security Certificate. All in favor, motion carried.

**MOTION** by DUDAS, second by GASKE, to authorize the purchase of a new Chromebook for Assistant Chief 9-1 Ruth Rider-Work from Best Buy in the sum of \$488.99. Of note, her last Chromebook aged out and would no longer obtain operational and security updates from Google. Commissioner Work abstains. All in favor, motion carried.

**MOTION** by GASKE, second by DUDAS, to resolve inv. # 13427, in the amount of \$ 104.90, to Suburban Oxygen Supply Inc. for fire extinguisher inspections and maintenance and oxygen cylinder maintenance. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to pay the invoice from *For the Love of Concrete Inc.*, in the sum of \$2,900.00 for the concrete work that was completed in the floor of the kitchen storage area. All in favor, motion carried.

**MOTION** by GASKE, second by DUDAS, to resolve the invoice (#005) with Blue Shark Window Cleaning in the sum of \$1,000.00 for the recent interior and exterior window cleaning. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by GASKE, second by DUDAS, to resolve monthly statement, in the amount of \$ 239.90, to Guis Lumber for:

EMS Supplies Organization	\$ 74.26
Vehicle Cleaning Supplies	\$ 111.28
Fire Prevention	\$ 36.78
Equipment – R & M	\$ 17.58 (2 tire gauges)

All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by HEIM, to pay bills, check #6684 - 6715, in the amount of \$31,282.84.

All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to authorize the attendance of the Commissioners, Fire District Secretary & Treasurer, as well as Chief Officers at the 15th Annual Fire & EMS Law Conference held by the Pinsky Law Firm and held in Verona, New York on March 2-5, 2023 at a cost of \$350.00/each. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize Chairman Work to execute the 1-year contract extension with Twin City Ambulance to afford the Chief's Association and subcommittee the necessary time to negotiate a new contract. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to advertise the posting for the Fire District Treasurer Vacancy in the Clarence Bee with Interviews to be held in the near future. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to purchase two Emergency "Incident Ahead" signs from Dival at a cost of \$198.52 for improved firefighter roadside safety. All in favor, motion carried.

At the Chief's request, **MOTION** by WORK, second by HEIM, to authorize the purchase of a Class B uniform for all active firefighters from United Uniform at a cost of \$12,800.00, which represents NYS Contract bid pricing. Said uniform consists of a polo shirt, black duty pants, TDU belt, and 6" side zip black boots. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to pay interest of \$ 5,384.25, to Greene County Commercial Bank for the December 01, 2022, payment. All in favor, motion carried.

**MOTION** by DUDAS, second by WORK, to resolve the invoice with On-Line Media in the sum of \$53.85 for online web hosting. All in favor, motion carried.

**MOTION** by GASKE, second by DUDAS, to purchase a small refrigerator not to exceed \$500.00 for resource room. All in favor, motion carried.

**GOOD OF THE FIRE DISTRICT:**

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

The next Regular District meeting is on Monday, December 12, 2022 at 1830 hours.

The Annual District Election will be held on Tuesday, December 13, 2022 from 1800 to 2100 hours.

**MOTION** by WORK, second by DUDAS, to adjourn the meeting at 2059 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

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