



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
Mark Heim, Vice-Chairman
David Burke
Brian Gaske
Chad Hawes

Treasurer

Andrew Hallnan

Secretary

Kristi Mora

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, March 13, 2023** at 1831 hours. Commissioner Gaske led the Pledge of Allegiance.

ROLL CALL:

Present: Commissioners Work, Burke, Gaske, Heim, and Hawes. Secretary Mora & Treasurer Hallnan.
Guests: Chief Brett Hanford, President Ken Beil, Assistant Chief Ruth Rider-Work, Assistant Chief Christian Rider-Work, Mackenzie Rider-Work, and Vinny Beil.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HAWES, second by BURKE, to approve the February 13, 2023 meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: Absent

PRESIDENT'S REPORT: By Ken Beil

- 1) The Installation reimbursement check was received and deposited.
- 2) Mike Forster has been appointed as Fire Company Treasurer and Travis Griner, Jr. as Fire Company Board of Director.
- 3) A Hector's Hardware past due bill was received by the Company in error. President Beil believes it is a District bill.
- 4) Amy DeAngelo, a Clarence resident reached out to Clarence Center Fire Company to thank Assistant Chief Ruth Rider-Work and Maddie Hanford for their life saving assistance during the recent blizzard.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) 2022 LOSAP Annual Report Update – The 2022 Roster Points Posting period ended on March 6, 2023. No changes were necessary. The Board will need to approve LOSAP resolution to complete the LOSAP annual process for submission to Firefly, Admin Inc.
- 3) Pinsky Law Conference Learning Points were shared with the Board.

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 February and found all to be in order.

Treasurer reports bills paid during last month were from check #6827-6886 and #6907, in the amount of \$145,406.85.

- 1) The AUD has been completed with an unassigned fund balance of \$531,333. Upon review of last year's profit and loss statement, it appears that the budgeted funds transfers for the Reserve Accounts was not made by the former Treasurer. The Equipment Reserve was budgeted for \$150,000 and the Building Reserve was budgeted for \$86,128.50. An additional \$119,500 should have been transferred into the

TREASURER'S REPORT (cont.):

Equipment Reserve account, which represents the sale of the 2019 Chief vehicles. After those transfers are approved and made, there will be an unassigned fund balance of \$175,704.50. Treasurer Hallnan recommends making a motion tonight to address the unassigned funds and necessary transfers and attach the motion to the AUD.

- 2) 2023 Tax Receipt deposit from the Town of Clarence was received today.
- 3) The invoices submitted by CAM Services do not equal the approved contractual cost for snowplowing and it was determined that the #1-3 payments have been \$500 less than they should have been. The correct payment has been issued based on the signed contract rate of \$2980 for these months.
- 4) Bank reconciliations have been completed for February 2023.
- 5) The former Conference Room Laptop has been set up for the Treasurer's use remotely.

CHIEF'S REPORT:

- 1) There were 45 total calls for the month of February as follows: 1 Fire, 31 EMS, 3 False Alarms, 4 Good Intent and 6 Service. Mutual Aid was provided 7 times this month. Of note, dispatch doesn't always complete the mutual aid information in Red Alert. Firefighter of the Month was Al Herrscher, Sr.
- 2) Drill schedule for the months of March and April are posted.
- 3) Chief Hanford recognizes the firefighters assisting with the Hands-on CPR training hosted at Clarence High School led by 9-1, Ruth Rider-Work. Over 1400 students participated.
- 4) Chief Hanford recognizes the firefighters that attended the funeral for Buffalo Firefighter Jason Arno to represent Clarence Fire Company and Clarence Fire District No. 1.
- 5) Chief Hanford recognizes Maddie Hanford, Christian Rider-Work, Mike Forster, and Kayla Myers for assisting with a recent Girl Scout tour including teaching about fire prevention.
- 6) The 9-1 truck has been updated with grey vinyl wrap and the remaining trucks are scheduled for later in April.
- 7) Chief Hanford reports he will be out of town on April 1-8 with 9-1, 9-2, and Fire Captain Mackenzie Rider-Work assisting with coverage.
- 8) Background checks for new members have been completed and copied with District Secretary.
- 9) Chief Hanford recognizes the firefighters that assisted with the Winterfest bonfire.
- 10) The Fire Company will be assisting with the Clarence Youth Bureau's Easter Egg Hunt at the Clarence Town Park on Saturday, April 8.
- 11) Recruit NY Open House is scheduled for Saturday, April 22nd.
- 12) Class B uniforms have not been received.
- 13) NYS BEFO course with Harris Hill is scheduled for March 16, 20, and 25th.
- 14) A proposal within the NYS Budget for strengthening volunteer services is being led by Governor Hochul. More information to follow.
- 15) Chief Hanford proposes the idea of purchasing a 2024 Utility Vehicle (3500 Crew Cab Diesel with plow package) within the NYS mini bid system.

COMMISSIONER WORK:

- 1) Preventative Maintenance Update - LOF & NYSI on Rescue 7, HazMat 7-1, and Ambulance 8; as well as new tires on Ambulance 8.
- 2) OSHA Course was held on February 25, 2023 and was the largest attended OSHA course to date.
- 3) Proposed AFDSNY By-Law Changes include allowing proxy voting and change petition due date.
- 4) An Officer Development Program is being considered to assist the Chief's office. It is suggested to seek Tom Merrill's program.
- 5) FDIC hotel adjustments were completed.

COMMISSIONER WORK (cont.):

- 6) A single car MVA occurred on March 10, 2023 by a member who lost control of vehicle and hit mailbox while responding to a call. It has been reported to the member's insurance with the Fire District insurance to reimburse firefighter for deductible paid.
- 7) Heavy Rescue Pre-Construction Date has been tentatively scheduled for July 24th. An additional discount for our prepayment will be issued due to manufacturing and supply chain delays.

COMMISSIONER HEIM: No report.

COMMISSIONER GASKE

- 1) New G&G fitness equipment was purchased and delivered with updated discounted pricing.
- 2) Davis Ulmer 5-Year sprinkler inspection was completed.
- 3) GoDaddy domain registration is due in May however it remains in a former employee's name and email.
- 4) Banquet Room reservation request for member #14, who needs to complete a new form with updated information.
- 5) Dumpster Issue -lock has been installed to avoid outside trash.
- 6) New hose reel was recently installed in truck bay.
- 7) New Washer will be delivered and installed for linens use only.

COMMISSIONER BURKE:

- 1) Gender neutral bathroom facility is available in our apparatus bay.
- 2) Dayroom remodel quotes – Two quotes from Stately Construction and Universal Woodworking are reviewed to update space.
- 3) Coat Room Repurpose Project into a Training Classroom is discussed. Commissioner Burke will research cost for materials.
- 4) Inventory update – Simple solution is to videotape items for insurance to begin tedious process.

COMMISSIONER HAWES:

- 1) New Member approvals are pending until Clarence Fire Company approval.

PUBLIC COMMENTS:

No comments were heard.

OLD BUSINESS

MOTION by WORK, second by HEIM, to resolve the invoice with Churchville Fire Equipment in the sum of \$3,361.97 for the preventative maintenance and emergency repairs completed on Ladder 6. All in favor, motion carried.

MOTION by WORK, second by HAWES, to resolve the invoice with Churchville Fire Equipment in the sum of \$7,084.61 for the preventative maintenance and emergency repairs completed on Rescue 5. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the expenditure of \$2,810.71 to Basil Ford Truck Center for preventative maintenance, i.e. LOF & NYSI on Rescue 7, HazMat 7-1, and Ambulance 8; as well as new tires on Ambulance 8. Said expenditure was placed on Commissioner Work's district charge card. All in favor, motion carried.

OLD BUSINESS (cont.)

MOTION by WORK, second by GASKE, to resolve the invoice with APEX Automotive in the sum of \$198.82 for preventative maintenance, i.e. LOF & Tire Rotation completed on the 9-2 Chief Vehicle on 3/1/23. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to approve SanCo sales for \$532.00 for commissioner and treasurer apparel. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to accept revised banquet room & pavilion reservation form as presented. All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize Treasurer to transfer the fiscal year 2022 budgeted funds in the amount of \$150,000 plus an additional \$119,500 which represents sale of surplus 2019 Chief vehicles for a grand total of \$269,500 into the equipment reserve account. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize Treasurer to transfer fiscal year 2022 budgeted funds in the amount of \$86,128.50 into the building reserve. All in favor, motion carried.

The Board acknowledges there is \$175,704.50 remaining in the unassigned fund balance from 2022 fiscal year of which the Board will address after meeting on April 10, 2023 with the LOSAP actuary.

NEW BUSINESS

MOTION by WORK, second by BURKE, to approve the monthly invoices list as reported by the Treasurer excluding lines 53-59 and 64. All in favor, motion carried.

MOTION by HEIM, second by HAWES to approve Ruth Rider-Work in the amount of \$236.00 for travel reimbursement from the 15th Annual Fire & EMS Law Conference. Commissioner Work abstains. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to approve Nathan Work in the amount of \$460.25 for travel reimbursement from the 15th Annual Fire & EMS Law Conference. Commissioner Work abstains. All in favor, motion carried.

MOTION by WORK, second by GASKE, to approve Chad Hawes in the amount of \$460.25 for travel reimbursement from the 15th Annual Fire & EMS Law Conference. Commissioner Hawes abstains. All in favor, motion carried.

MOTION by WORK, second by HEIM, to approve Kristi Mora in the amount of \$460.25 for travel reimbursement from the 15th Annual Fire & EMS Law Conference. All in favor, motion carried.

MOTION by WORK, second by HAWES, to approve David Burke in the amount of \$460.25 for travel reimbursement from the 15th Annual Fire & EMS Law Conference. Commissioner Burke abstains. All in favor, motion carried.

MOTION by WORK, second by BURKE, to approve Brian Gaske in the amount of \$401.25 for travel reimbursement from the 15th Annual Fire & EMS Law Conference. Commissioner Gaske abstains. All in favor, motion carried.

NEW BUSINESS (cont.)

MOTION by WORK, second by GASKE, to approve Mark Heim in the amount of \$460.25 for travel reimbursement from the 15th Annual Fire & EMS Law Conference. Commissioner Heim abstains. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Nathan Work for mileage for Fire District apparatus repairs in the amount of \$83.18. Commissioner Work abstains. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize the expenditure of \$178.20 for the purchase of 2 x *Essentials of Fire Fighting* textbooks for firefighters enrolled in an upcoming NYS IFO Course. All in favor, motion carried.

MOTION by WORK, second by HEIM, to expend no more than \$1,500 to purchase EMS disposables from Emergency Medical Products. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the attendance, accommodations, and related-travel expenses for David Metzger to attend the upcoming FDIC International Conference in Indianapolis, Indiana from April 26 - 29, 2023. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to pay GoDaddy in the amount of \$104.95 for a 5-year domain renewal. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to pay Network Services in the amount of \$3,600 for 30-hour block for computer support. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to continue with Country Garden, after soliciting 3 verbal bids, at a rate of \$700/month for the months of May through September at a cost of \$4,200 annually. All in favor, motion carried.

Treasurer Hallnan reports the bond payment to Greene County Community Bank due on March 23, 2023 was mailed today.

MOTION by WORK, second by HAWES, to authorize Chief Hanford to engage in NYS mini bid system seeking a 2024 Chevrolet 3500 Series Heavy Duty Utility Pickup Truck. All in favor, motion carried.

MOTION by WORK, second by GASKE, to approve 2022 certified points of the length of service award. All in favor, motion carried. {See attached resolution with roll call vote.}

EXECUTIVE SESSION

MOTION by WORK, second by BURKE, to enter into executive session at 2057pm to discuss matters pertaining to the medical history of a particular person or persons. All in favor, motion carried.

No actions were taken during executive session.

MOTION by WORK, second by BURKE, to return to regular session was made at 2117 hours. All in favor, motion carried.

GOOD OF THE DISTRICT

Commissioner Work to attend the Board of Directors meeting on March 20, 2023.

The next Regular District Meeting is on April 10, 2023 at 6:30 pm.

Work Session with Tony Hill will begin at 6:00pm

MOTION by WORK, second by GASKE, to adjourn the meeting at 2118 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