



# 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  
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, September 11, 2023** at 1833 hours. Commissioner Heim led the Pledge of Allegiance. A moment of silence was held in remembrance of September 11, 2001.

## ROLL CALL:

Present: Commissioners Work, Gaske, Hawes, Heim, and Burke. Secretary Mora and Treasurer Hallnan.

Guests: Chief Brett Hanford, Asst Chief Christian Rider-Work, David Metzger, and Paul Meyer, Sr.

## APPROVAL OF PRIOR MEETING MINUTES:

**MOTION** by HAWES, second by WORK, to approve the August 14, 2023 meeting minutes with one correction. All in favor, motion carried.

**BOARD OF DIRECTORS'/PRESIDENT'S REPORT:** Paul Meyer, Sr.

## SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Annual Budget Reporting & Posting Deadlines were reviewed. The Annual Budget Hearing is scheduled for October 16, 2023 at 1800 hours.
- 3) The 2023 Annual District Election procedures and deadlines are 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 August and found all to be in order.**

**Treasurer reports all claims against the District covered by Vouchers #7107 - #7410 have been audited and found to be in order in the amount of \$23,515.40.**

**Board of Fire Commissioners reviewed the credit card statements from July 20 to August 19, 2023 in the amount of \$2,386.18 and found all to be in good order.**

- 1) Erie County Comptroller's Office sent letter regarding a refund of tax charges in the amount of \$744.28 from Fiscal Year 2022. Board approval is required to issue refund.
- 2) The approved transfer of funds from the Building Reserve account to the Apparatus Reserve account in the amount of \$86,128.50 was completed.
- 3) The 2024 Proposed Budget is presented to the Board for review and discussion. It includes an increase of \$29,787.00 from 2023. A motion is required tonight approving the preliminary budget.
- 4) Hartford Steam Boiler is requesting to schedule a Boiler Pressure Inspection.
- 5) Network Services will be conducting the quarterly security updates this Thursday.
- 6) The Annual Audit report is still outstanding from Jim Toner.

**CHIEF'S REPORT:**

- 1) There were 41 total calls for the month of July as follows: 25 EMS, 1 Haz Mat, 6 False Alarms, 3 Good Intent, and 6 Service. Firefighter of the Month for August was Madeline Hanford.
- 2) Chariman Work and Chief Hanford will submit a letter to Lancaster Fire Company and Lancaster Fire Control to advise them on limitations of our mutual aid ambulance response.
- 3) An updated Drill Schedule for September and October has been posted.
- 4) A Standby for the Homecoming Bonfire will take place at Clarence High School on Monday, September 25<sup>th</sup> from 7-9pm.
- 5) Clarence Fire Company will be hosting the Annual Open House on Saturday, October 21<sup>st</sup>.
- 6) Chief Hanford thanks the District for allowing the fire trucks to attend Life Member Walt Buechi's return from his Honor Flight. It was very well attended by membership.
- 7) A FEMA representative is attempting to audit and close our account, however the district needs access to the portal account.
- 8) Chief Hanford inquires about an additional Class B uniform purchase for new members.

**COMMISSIONER WORK:**

- 1) Pierce Heavy Rescue Preconstruction Trip was productive with more deletions than additions. Several compartments were reconfigured to maximize space.
- 2) AFG Grant & Drug Free Workplace - Airpacs will be purchased with Federal funds which include following Federal Workplace guidelines.
- 3) Townline Fire Department: Training Release – all departments must sign Townline's Liability Release whom utilize their training facility.
- 4) 2024 Annual Budget is reviewed for approval tonight.
- 5) Sale of Churchville Fire Equipment to Firematic Supply Company is official. An updated Heavy Rescue purchase contract has been submitted by Attorney Pinsky.
- 6) Ladder 6 sustained damages while operating and working on scene for a recent Millgrove mutual aid call on September 11, 2023. Commissioner Heim will be working with Millgrove's insurance carrier to process the repair claim(s) accordingly.

**COMMISSIONER HEIM:** No report.

**COMMISSIONER HAWES:**

- 1) Several new member meetings are scheduled for this month.

**COMMISSIONER BURKE:**

- 1) Stormwater drainage work will be completed by Kandy Company. A letter will need to be submitted to the Town of Clarence once work is completed.

**COMMISSIONER GASKE:**

- 1) Research for the necessary bid process is underway for the Camera/Security System.
- 2) Purchase & Procurement Policy is reviewed for upcoming projects in 2024.
- 3) Two member requests were received for the Banquet Room & Pavilion.

**PUBLIC COMMENTS:** No public comments were heard.

**OLD BUSINESS:**

**MOTION** by WORK, second by GASKE, to resolve the three invoices with Churchville Fire Equipment in the total sum of \$1,371.38 for emergency repairs to Engine 1 (pump switch), Rescue 5 (sticking accelerator pedal), and Engine 2 (exhaust). All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to resolve the invoice with Witmer Public Safety, aka The Fire Store in the sum of \$120.60 for the emergency purchase of large size firefighting gloves for an active member enrolled in a BEFO/IFO course. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the travel reimbursement for David Burke Jr. in the sum of \$106.38 for mileage accrued while attending a NYS Pump Operators Course in Alden, New York, August 1 - 24, 2023. Commissioner Burke abstains. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the travel reimbursement for Daniel Beil in the sum of \$106.38 for mileage accrued while attending a NYS Pump Operators Course in Alden, New York, August 1 - 24, 2023. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the travel reimbursement for Justin Raynor in the sum of \$106.38 for mileage accrued while attending a NYS Pump Operators Course in Alden, New York, August 1 - 24, 2023. All in favor, motion carried.

**MOTION** by BURKE, second by HEIM, to resolve invoice with C&S Company for Stormwater inspection in the amount of \$1,600.00. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by BURKE, to authorize the payment and resolution of all claims against the Fire District as covered by voucher number 7107 through 7140 in the sum of \$23,515.40. Commissioner Heim and Commissioner Work abstain. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize Chairman Work to sign the Liability Release, which Townline Fire Department is requesting of all fire companies and departments who utilize their training facility. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the payment of \$300.00 paid to the Getzville Fire Company, as well as the attendance of active firefighters/EMT's to their upcoming CME weekend they are hosting November 4-5, 2023. All in favor, motion carried.

Millgrove Volunteer Fire Department requested mutual aid from Clarence Fire District No.1 on September 11, 2023 at 0047 hours; specifically for Ladder 6 to respond to the westbound NYS Thruway for a tractor trailer fire. While operating and working on scene, Clarence 6 sustained damages. **MOTION** by WORK, second by BURKE, to authorize the repairs to Clarence 6, as well as Commissioner Heim to work with the insurance carriers to process the repair claim(s) accordingly. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to adopt the 2024 proposed annual budget of \$1,069,445.00 as presented, which represents a \$29,787 increase from the 2023 budget and is at or below the 2% New York State Tax Cap. Said budget carries an *estimated* tax rate of \$1.236513 per \$1,000. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by WORK, second by BURKE, at the Chief's recommendation and request, to add Matthew Meister and Chad Hawes to the current Driver & Operator's List, effective immediately. Commissioner Hawes abstains. All in favor, motion carried.

**MOTION** by HAWES, second by HEIM, to purchase additional Class B uniforms not to exceed \$2,100 for new members. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to pay \$2,286.53 to Network Services for Gateway Security Suite Bundle for Sonicwall with a 3 Year Option. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to pay \$1,822.89 to Positive Promotions for Open house and recruiting materials. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to approve banquet room and pavilion request for Michael Forster on June 15, 2024 from 10am-6pm for a memorial service with no alcohol or caterer. All in favor, motion carried.

**MOTION** by BURKE, second by WORK, to contract with Kandy Company to clean catch basins and manholes in the amount not to exceed \$1,700.00. All in favor, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by BURKE, to enter into executive session at 1936 pm to discuss matters leading to discuss matters involving 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 1956 hours. All in favor, motion carried.

**GOOD OF THE DISTRICT:**

Commissioner Burke to attend the Board of Directors meeting on September 18, 2023.

The next Regular District Meeting is on October 16, 2023 at 6:30pm.

The Annual Budget Public Hearing will take place on October 16, 2023 at 6:00pm.

**MOTION** by WORK, second by GASKE, to adjourn the meeting at 1957 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

Clarence Fire District  
Monthly Invoices

	Date	Vendor	Invoice #	Item
1	8/17/2023	On-line Media	150595	EZ Web lite 3 month charge through 10/31/23
2	8/17/2023	Modern Corporation	9201106	Service through August 2023
3	8/17/2023	Davis Ulmer Fire Protection	1052-F204296	inv #1052-F204296 - Quarterly Inspection
4	8/17/2023	NYSEG	N/A	Electrical Service through 8/7/23
5	8/17/2023	Absolute CPR	N/A	Instructor Renewal
6	8/17/2023	SMEC	6235134	June 2023 Electric
7	8/17/2023	Mark Heim	N/A	Travel Expense Reimbursement for 2023 FASNY Convention
8	8/17/2023	Network Services	43631	Invoice #43631 - Email Filtering and Datto for August 2023
9	8/17/2023	Town of Clarence	N/A	Central Alarm Charges for 2022
10	8/24/2023	Verizon	N/A	Fax line through 9/15/23
11	8/24/2023	Erie County Water Authority	N/A	Water usage through August 3, 2023
12	8/24/2023	Irr Supply Center	63248484-00	Plumbing parts
13	8/24/2023	Spectrum Enterprise	189894081223	Service through 9/11/23
14	8/24/2023	Interstate All Battery Center	1923602010323	Flashlight Batteries
15	8/24/2023	M&T Bank Credit Card	N/A	USPS (\$3.27), FASNY hotel (\$1034), Tolls (\$21.50), EMS Supplies (\$180), Ceiling Tiles (\$1147.41)
16	9/3/2023	Cleancescapes LLC	1773	Cleaning weeks of 8/14 + 8/21
17	9/3/2023	Erie County Water Authority	N/A	Water Usage through 8/31/23
18	9/3/2023	Erie County Water Authority	N/A	Tanker Fill through August 2023
19	9/3/2023	Erie County Comptroller	N/A	Tax Charge Backs for CY2022
20	9/3/2023	Verizon Wireless	9942796074	District Cell Phones
21	9/3/2023	Granger	9805162170	Electrical Components
22	9/3/2023	Witmer Public Safety	INV310479	FF Gloves
23	9/3/2023	Axe Head Threads	D11506	Custom Navy Richardson 112's Hats
24	9/3/2023	Nathan Work	N/A	Travel Reimbursement for Pierce Manufacturing visit
25	9/3/2023	Ruth Rider-Work	N/A	Travel Reimbursement for Pierce Manufacturing visit
26	9/3/2023	Brett Hanford	N/A	Travel Reimbursement for Pierce Manufacturing visit
27	9/3/2023	Amazon Capital Services	1QFC-NOG1-X7R3	Office Supplies
28	9/3/2023	Churchville Fire Equipment	207190	Service to Engine #2
29	9/3/2023	Churchville Fire Equipment	207189	Service to Engine #1
30	9/3/2023	Churchville Fire Equipment	207192	Service to Rescue #5
31	9/3/2023	WEX	91629020	August Fuel Charges
32	9/3/2023	Witmer Public Safety	INV310467	Firehouse and couplings

Clarence Fire District

Monthly Invoices

33	9/3/2023	Ricoh	5068051432	August 2023 Copier Charges
34	9/3/2023	Country Garden and Gifts	September	Lawn Maintenance - September 2023 Contract Payment
35	9/3/2023	Deluxe	564080911	Check Envelopes
36	9/9/2023	Apex Automotive	9187	NYS Inspection 9-2 vehicle
37	9/9/2023	Sewing Technology Uniform Co.	45995	Pat Casilio Polo
38	9/9/2023	Guis Lumber	August	Invoice #742037/3 - Building Supplies
39	9/9/2023	Cleanscapes LLC	1783	Cleaning Weeks 8/28 + 9/4
40	9/9/2023	Next HR Solutions	August	August 2023 Payroll
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				Total Cost of Vouchers



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#### Treasurer

Andrew Hallnan

#### Secretary

Kristi Mora

All claims against the District covered by Vouchers 7107 through 7140 have been audited and found to be in order. With a favorable motion by the Board, they will be paid and a copy will be supplied to the Secretary, as well as check detail list for the above vouchers, for inclusion in the minutes.

Voided Vouchers: 7123, 7124, 7128

Total of all Vouchers: \$23,515.40

Total of EFT Vouchers: \$9,050.23

Total Income: \$999.76

Signed

Treasurer

#### District Approval

Signed:

Nathan Work

Date: 9/11/23

Signed:

Mark Heim

Date: 9/11/23

Signed:

David Burke

Date: 9/11/23

Signed:

Brian Gaske

Date: 9/11/23

Signed:

Chad Hawes

Date: 9/11/23