



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 Public Hearing for Clarence Fire District No. 1 2024 Budget was called to order by Chairman Work on **Monday, October 16, 2023** at 1800 hours.

PUBLIC HEARING FOR 2024 BUDGET

Chairman Work stated that this is a public hearing regarding the 2024 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 11, 2023, 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 2024 budget. No questions were raised regarding the budget from the Commissioners or any others in attendance.

Chairman Work concluded the budget hearing at 1845 hours.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, October 16, 2023** at 1845 hours. Commissioner Hawes led the Pledge of Allegiance.

ROLL CALL:

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

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

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HEIM, second by GASKE, to approve the September 11, 2023 meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS'/PRESIDENT'S REPORT: Absent

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Annual Budget Filing Requirements were reviewed.
- 3) The 2023 Annual District Election procedures and deadlines are shared with the Board. Election Chair, Inspectors and Nominating Petitions will be adopted at tonight's meeting for three Commissioner seats up for election.
- 4) 3rd Quarter Red Alert reports are reviewed.

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 order. Treasurer reports all claims against the District covered by Vouchers #7140 - #7199 have been audited and found to be in order in the amount of \$49,667.64.

Board of Fire Commissioners reviewed the credit card statements from August 20 to September 19, 2023 in the amount of \$3,766.53 and found all to be in good order.

- 1) Clarence Fire District No. 1 Contacts on file have been updated with the Erie County Comptroller's Office.
- 2) A motion is required tonight to approve the 2024 Annual budget.
- 3) Jim Toner from Allied Financial reports the Annual Audit report should be completed later this week.
- 4) SMEC is requesting an audit verification for expenses related to gas and electric payments.
- 5) As year-end approaches, Commissioner Work suggests the Board reviews all budget lines on the profit and loss report.

COMMISSIONER WORK:

- 1) AFG Grant & Drug Free Workplace - Airpacs will be purchased with Federal funds which include following Federal Workplace guidelines.
- 2) Preventive maintenance and all-season tires were recently installed on all three Chief Vehicles.
- 3) Ladder 6 Update – Insurance adjustor reviewed damage to ladder and found additional damage.
- 4) Gear Washing Policy – Board requests Chief review the existing gear washing policy.

COMMISSIONER WORK (cont.):

- 5) ECFDOA Meeting Report – NYS has a tentative training cash incentive in 2024 for BIFO, IFO, and Fire Officer 1 attendees. Erie County is creating a Confined Space Hazardous Materials team.
- 6) Erie County Grant Update - Tracks for Rescue 7 are ordered along with wheel/hub spacers at an additional cost of \$550.00.
- 7) Annual Pump Testing was completed by Churchville on October 11, 2023. No issues reported.
- 8) Hotel Reservations were reserved for the 2024 FDIC conference.
- 9) AFG Grant/Scott Air Pack Purchase needs further review with possible attorney review.

COMMISSIONER HEIM:

- 1) Ladder 6 Update - A final report is still outstanding due to pending investigation.

COMMISSIONER GASKE:

- 1) Three member requests were received for the Banquet Room & Pavilion.
- 2) Research for the necessary bid process is underway with Brad Pinsky for the Camera/Security System.
- 3) Training room update – tables have arrived, and chairs are scheduled for delivery.
- 4) Window cleaning has been completed recently.
- 5) Promotional giveaway items have been ordered for recruiting and open house purposes.

COMMISSIONER BURKE: No report.

COMMISSIONER HAWES:

- 1) New members are up for approval tonight.

CHIEF'S REPORT:

- 1) There were 50 total calls for the month of September as follows: 33 EMS, 8 False Alarms, 4 Good Intent, and 5 Service. Firefighter of the Month for September was Ben Hanford.
- 2) An updated Drill Schedule for October and November has been posted. Chief Hanford reminds members that time is running out for 2023 drill requirements.
- 3) Chief Hanford recognizes the crew in attendance for the Homecoming Bonfire Standby at Clarence High School.
- 4) The Annual Driver's Recertification program has been completed. Chief Hanford submits his recommendations for the district to approve the Driver's List.
- 5) Clarence Fire Company will be hosting the Annual Open House on Saturday, October 21st.
- 6) Chief Hanford requests permission for use of a firetruck in this year's Christmasville Parade on November 25th.
- 7) Chief Hanford proposes an opportunity for our fire station to be used as a backdrop for a Wix Filters print and video commercial after being contacted by a location scout.

PUBLIC COMMENTS: No public comments were heard.

OLD BUSINESS:

MOTION by WORK, second by HEIM, amending the motion of 9/11/23 authorizing the payment of bills, it was discovered that the Sewing Technology Invoice and associated payment of \$43.98 (check #7139) was for the Town of Clarence and not the Fire District. All in favor, motion carried.

OLD BUSINESS (cont.):

MOTION by WORK, second by BURKE, to resolve the invoice with APEX Automotive in the sum of \$1,613.32 for the preventive maintenance and all-season tires installed on the 9-1 Chief Truck on 9/14/23. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with APEX Automotive in the sum of \$1,613.32 for the preventive maintenance and all-season tires installed on the 9-2 Chief Truck on 9/20/23. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with APEX Automotive in the sum of \$1,613.32 for the preventive maintenance and all-season tires installed on the 9 Chief Truck on 10/10/23. All in favor, motion carried.

MOTION by WORK, second by GASKE, amending the motion of 8/14/23 authorizing the expenditure of grant monies for the purchase of all-terrain tracks for Rescue 7. The required wheel/hub spacers and freight shipping brought the total expenditure up to \$33,550.00 from \$33,000.00, which represents a \$550.00 increase from what was previously approved. All in favor, motion carried.

MOTION by WORK, second by HAWES, to resolve the invoice with McCarthy Automotive Repair Services in the amount of \$194.08 for wheel cylinders for the 1932 Buffalo in anticipation of repairing it and prior to it going to Country Diesel Services. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by HEIM, to pay bills, check number #7141 to #7199 in the sum of \$49,667.64, as audited and presented this evening by Treasurer Hallnan. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize Secretary Mora to make the necessary legal postings in the Clarence Bee regarding the budget, as well as the upcoming Fire District election. All in favor, motion carried.

In accordance with Article VII of the Rules & Regulations, **MOTION** by WORK, second by GASKE, to approve the list of Drivers and Operators of fire district apparatus as presented and recommended by Chief Hanford effective November 1, 2023. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to approve banquet room request for Ken Beil on October 25, 2023 from 7-11pm for a wedding rehearsal with no alcohol or caterer. All in favor, motion carried.

MOTION by GASKE, second by HAWES, to approve banquet room request for Michael Forster on November 11, 2023 from 10am-7pm for a birthday party with no alcohol or caterer. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to approve banquet room request for Brian Gaske on November 19, 2023 from 7am-2pm for a baby shower with no alcohol and Cozy Catering. Commissioner Gaske abstains. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to approve banquet room request for Gary Cian on December 16 - 17, 2023 for a wedding reception with alcohol serviced and caterer. All in favor, motion carried.

NEW BUSINESS (cont.):

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

- 1) *It will be held on Tuesday, December 12, 2023 from 6:00 PM to 9:00 PM;*
- 2) *It is for three Commissioner seats as follows: one Commissioner five-year terms commencing January 1, 2024 through December 31, 2028, one Commissioner four-year terms commencing January 1, 2024 through December 31, 2027 and one Commissioner two-year terms commencing January 1, 2024 through December 31, 2025.*
- 3) *Notice of the election will be posted in the District's designated newspaper (Clarence Bee) between the dates of November 8 and 15, 2023,*
- 4) *Fire District Secretary will request registration rolls of eligible registered voters as of November 21, 2023 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 BURKE, 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

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 17 and November 22, 2023 (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 17, 2023.

All in favor, motion carried.

MOTION by HEIM, second by BURKE, to provide meals for the election staff not to exceed \$100.00. Commissioner Work abstains. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to approve Scott Marciano as a new member pending Occustar physical. All in favor, motion carried.

NEW BUSINESS (cont.):

MOTION by HAWES, second by BURKE, to approve Daniel Cummiskey as a new member pending Occustar physical. All in favor, motion carried.

MOTION by WORK, second by GASKE, to approve RESOLUTION: APPROVE FINAL BUDGET FOR 2024 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 2024 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 16, 2023, and WHEREAS, the Board has considered the proposed budget and comments received on the proposed budget on October 16, 2023 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. I for 2024 attached hereto and made a part hereof in the amount of \$1,069,445.00. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to approve Wix Filter Commercials to film on district property and using district apparatus with the Chief coordinating personnel to move equipment. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by BURKE, to enter into executive session at 2030 pm to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal 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 2118 hours. All in favor, motion carried.

GOOD OF THE DISTRICT:

The next Regular District Meeting is on November 20, 2023 at 6:30pm.

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