



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, November 20, 2023** at 1830 hours. Chief Hanford led the Pledge of Allegiance. A moment of silence was held in remembrance of long-time firefighter, Walt Buechi.

ROLL CALL:

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

Absent: Treasurer Hallnan.

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

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HAWES, second by HEIM, to approve the October 16, 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) The 2023 Annual District Election procedures and deadlines are shared with the Board including the Public Notice of Election posting and petitions for candidacy deadlines.

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 order.

Treasurer reports all claims against the District covered by Vouchers #7200 - #7234 have been audited and found to be in order in the amount of \$236,102.27.

Board of Fire Commissioners reviewed the credit card statements from September 20 to October 19, 2023 in the amount of \$6,057.97 and found all to be in good order.

- 1) S&P Global ratings is requesting a copy of the audit to update our credit rating.
- 2) The 2022 Annual Audit report has been received.
- 3) Treasurer Hallnan recommends amending the current 2023 budget to cover the Fire District's portion of the AFG grant for air packs to reduce the equipment reserves to \$147,325.14.
- 4) The 2024 Annual Budget needs to be modified and re-adopted due to an assessed value change from Erie County.

CHIEF'S REPORT:

- 1) There were 42 total calls for the month of October as follows: 24 EMS, 13 False Alarms, 1 Haz Mat, and 3 Service. Firefighter of the Month for October was Travis Griner, Jr.
- 2) An updated Drill Schedule for remainder of the year has been posted. Chief Hanford reminds members that time is running out for 2023 drill requirements.

CHIEF HANFORD (CONT.):

- 3) Chief Hanford recognizes the members participating in the recent Open House. The live demonstrations of auto-extrication and room/contents fire were well done by the officers and firefighters.
- 4) Chief Hanford requests a correction to the submitted Annual Driver's List including the implementation of a new program for authorized senior drivers conducting new driver training.
- 6) The Clarence School Board has passed the exemption for the volunteer firefighter's property tax reduction.
- 7) The Wix Filter commercial is scheduled for the photo shoot on November 27th from 12pm to 5pm. An insurance certificate is provided.
- 8) Chief Hanford will be out of town from November 29th through December 2nd. During his absence, Mackenzie Rider-Work will have access to the Chief's truck to respond to calls.
- 9) New tracks for Rescue 7 have been initially installed. Chief Hanford requests the purchase of a new toolkit for the tracks installation process. There will be an upcoming tracks installation drill and driving training session scheduled soon.
- 10) Chief Hanford presents an updated First Aid Standard Operating Procedures (SOP's) for review and approval by the Board.

COMMISSIONER WORK:

- 1) FDIC registration sign ups will be posted soon.
- 2) The full Annual Audit report is distributed to Board members for review.
- 3) We will be hosting the upcoming ECFDOA meeting on December 20, 2023.
- 4) OSHA Update – there are two firefighters who still need to complete the training.
- 6) Ladder 6 repairs are estimated to be at \$72,000 with repair in January 2024.
- 7) A new vendor is needed for future repairs to our ambulance. Basil is currently scheduling repairs in 6-7 weeks.
- 8) Emergency repairs were needed on 9-1 vehicle.

COMMISSIONER HEIM:

- 1) The newly installed Tracks system has been added to our insurance policy.
- 2) Cancer bill and insurance updates are discussed.

COMMISSIONER GASKE:

No report.

COMMISSIONER BURKE:

- 1) Commissioner Burke requests Secretary Mora release the District logo for use in the upcoming Annual Chili Cook-off.

COMMISSIONER HAWES:

- 1) A Surplus list of outdated or inoperable items from the pole barn is reviewed for tonight's approval.
- 2) The future need and/or surplus of the search and rescue trailer is discussed.

PUBLIC COMMENTS:

No public comments were heard.

OLD BUSINESS:

MOTION by WORK, second by BURKE, to amend the motion of August 14, 2023 that reads: *"In preparation for the 2024 budget, a historical accounting of budget line transfers was conducted. For the 2022 fiscal year,*

OLD BUSINESS (CONT.):

\$86,128.50 was budgeted to be transferred into the Building Reserve account and was done so on May 16, 2022. It did not appear that the transfer was made and Treasurer Hallnan made a duplicate transfer into the Building Reserve account on May 19, 2023. A total of \$172,257.00 was transferred into the Building Reserve account. MOTION by WORK, second by HEIM, to authorize Treasurer Hallnan to transfer \$86,128.50 from the Building Reserve account into the Equipment Reserve Account as discussed, reviewed, and approved. All in favor, motion carried." Said funds coming out of the Building Reserve account needed to be returned to the general savings account and not the Equipment Reserve. This motion authorizes Treasurer Hallnan to remove \$86,128.50 from the Equipment Reserve and deposit the money back into the general savings account. All in favor, motion carried.

On March 19, 2023 Treasurer Hallnan transferred \$269,500 into the Equipment Reserve, which was later discovered to be a duplicate transfer of funds. On May 8, 2023, the Board moved to withdraw \$119,500.00 from the Equipment Reserve to be deposited back into the general fund. This motion failed to account for and address for the remaining \$150,000.00 of this duplicate transfer. As such, **MOTION** by WORK, second by HEIM, to authorize Treasurer Hallnan to withdraw \$150,000.00 from the Equipment Reserve and to be deposited back into the general savings account. All in favor, motion carried.

MOTION by WORK, second by HAWES, to resolve the invoice with Country Diesel Services in the sum of \$8,810.11 for the required repairs for the 1932 Buffalo Fire Engine. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoices with APEX Automotive totaling \$107.12 for the emergency repair to the 9-1 vehicle, as well as the New York State Inspection for the 9-2 vehicle. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the payment of \$325.00 to VSP Graphic Group for their work in converting the approved fire district seal into the required format so that it can be sent to Pierce Manufacturing for graphics work on the new Heavy Rescue. All in favor, motion carried.

MOTION by WORK, second by BURKE, to amend the approved Driver and Operator List to include Ken Beil and Zach Braunscheidel as a Driver for Rescue 5. All in favor, motion carried.

MOTION by WORK, second by GASKE, to approve as reported by Erie County, a recent decrease to the assessed taxable valuation for the Fire District from \$864,887,793.00 to \$864,518,793.00. This decrease of \$36,900.00 in assessed valuation will result in a slight change to the fire district's 2024 taxable rate from 1.236513 to 1.237555 or by 0.001042 from the original approved budget that was approved in October. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by HEIM, to approve the payment of all claims covered by vouchers #7200 - 7243 in the sum of \$236,102.27 as prepared and presented by Treasurer Hallnan. All in favor, motion carried.

MOTION by WORK, second by BURKE, to amend the 2023 budget and reduce the current budgeted amount for reserves by \$24,484.41 to \$159,515.59 to cover the fire district's portion of the AFG Grant it has been awarded for the purchase of new air packs. Specifically, it will reduce the Equipment Reserve portion of this budget line from \$159,000.00 to \$134,515.59. All in favor, motion carried.

NEW BUSINESS (CONT.):

The Fire District was the recipient of an Assistance to Firefighters Grant (AFG) in the 2022 FY in the sum of \$233,497.14, to be used for the purchase of new firefighting air packs. In addition to the AFG grant monies, a local contribution of \$24,484.41 is required. With this being said, **MOTION** by WORK, second by HAWES, to accept the quoted proposal from Dival Fire & EMS Supply for the purchase of Scott Pro X3 SCBA air packs in the sum of \$257,981.55, which represents NYS Contract Pricing (Contract #: PC69018). All in favor, motion carried.

MOTION by BURKE, second by GASKE, to not exceed \$1,500 for meals provided to attendees at ECFDOA meeting to be held on December 20, 2023. All in favor, motion carried. All in favor, motion carried.

MOTION by HAWES, second by WORK, BE IT RESOLVED that pursuant to Section 176(30) of the Town Law, the Clarence Fire District No. 1, Town of Clarence, County of Erie, State of New York does hereby declare that the real property owned by the Clarence Fire District No. 1 located at 10355 Main Street, is no longer necessary for the purposes of the Clarence Fire District No. 1; and BE IT FURTHER RESOLVED that based upon the attached written list of the real property the value of this real property is less than \$20,000, and BE IT FURTHER RESOLVED that pursuant to Town Law the Clarence Fire District No. 1 is authorized to dispose of said property of the Fire District. {List of surplus equipment attached.} All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize Chief Hanford to expend up to \$1,000.00 on the purchase of a tool kit to be used exclusively with and for the installation and removal of the tracks for Rescue 7. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize Chairman Work to sign and execute the First Aid Standard Operating Procedures (SOP's) as presented and requested by Chief Hanford. All in favor, motion carried.

MOTION by WORK, second by BURKE, to reimburse Firefighter Madeline Hanford the sum of \$164.66 for mileage accrued while attending the HazMat Incident Safety Officer and Fire Officer I courses. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by BURKE, to enter into executive session at 2002 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 2032 hours. All in favor, motion carried.

MOTION by HAWES, second by WORK, to surplus 1 x 2001 - 24' Enclosed Wells Cargo trailer, VIN1WC200N2511098163. The district believes that this cargo trailer has real value and strives to achieve the best reasonable value by soliciting sealed bids that will be opened and awarded at the December 11, 2023 Meeting. The Board of Fire Commissioners reserves the right to reject all bids and to accept a bid other than the highest. All in favor, motion carried.

GOOD OF THE DISTRICT:

The next Regular District Meeting is on December 11, 2023 at 6:30pm.

The Annual District Election will be held on Tuesday, December 12, 2023 from 6:00-9:00pm. Commissioner petitions were due to the District Office by 4:00pm on November 22, 2023.

Firematic Officer interviews will be held on November 27, 2023 and November 30, 2023 from 6:00-8:00pm.

MOTION by WORK, second by BURKE, to adjourn the meeting at 2057 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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All claims against the District covered by Vouchers 7200 through 7243 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: N/A

Total of all Vouchers: \$236,102.27

Total of EFT Vouchers: \$16,234.70

Total Income: \$1,402.18

Signed

Treasurer

District Approval

Signed:
Nathan Work

Date: 11/20/2023

Signed:
Mark Heim

Date: 11/20/2023

Signed:
David Burke

Date: 11/20/2023

Signed:
Brian Gaske

Date: 11/20/2023

Signed:
Chad Hawes

Date: 11/20/2023



**CLARENCE FIRE DISTRICT NO.1
APPROVED SURPLUS LIST**

All items listed below are either outdated, broken, or inoperable:

Quantity	Description
1	48" Star Sabre light bar removed from old Chief truck
1	48" Sound off light bar removed from old Chief truck
1	2-code mx7000 mini light bar removed from Ladder #6
1	Diamond plate box removed from SR-2
1	Box of old bailout system RIT rescue system
3	Cord reels removed from Rescue #5
1	Box of misc mounting brackets
1	Box of misc light boxes including 5 box lights, 10 light box chargers, and 3 survivor lights
2	Truck mounted sport lights #112796
1	Center counsel removed from #7
1	4 inch truck angle discharge
1	2.5" gated Y
1	2.5" gate valves
1	Ping pong table
1	Air King High Velocity fan (inoperable)
3	Rolls of rug runners
12	5 gallons of universal foam (AFFF)
5	Fire Police Jumpsuits
8	Metal gas cans including 2 – 5 gallons, 5 – 2 gallons, 1 – 1 gallon
1	Box of materials from the old building
1	Box of old Motorola parts from 9-3 and 9-4 Chief's vehicles and old Haz Mat radio system.
1	Metal Rolling Cart
2	Training Scott packs
1	Scott pack removed from Rescue #5
8	Scott packs from Erie County (donated)
6	Scott rescue airpacks