



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, January 8, 2024** at 18:30 hours. Commissioner Gaske led the Pledge of Allegiance.

ROLL CALL:

Present: Commissioners Work, Heim, Gaske, & Hawes, Treasurer Hallnan

Absent: Commissioner Burke & Secretary Mora

Guests: Chief Hanford, C-1 Mackenzie Rider-Work, Dave Metzger, Jerry Roy, & Ron Tyx Sr.

Oath of Office for Fire District Treasurer Andrew Hallnan administered by Chairman Work.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HAWES, second by HEIM, to approve the December 11th, 2023 regular meeting minutes with no corrections, carried.

MOTION by HEIM, second by GASKE, to approve the January 2nd, organizational meeting minutes with no corrections, carried.

BOARD OF DIRECTORS' REPORT: Ron Tyx Sr.

- 1.) Board of Director Chairman Tyx explained that a few vacancies remain, i.e. Fire Company President, Fire Company Vice President, and 2 x Fire Company Board of Director positions. A sign-up sheet for anyone interested in those positions has been posted in the mail room.
- 2.) Chairman Tyx shared that he was looking forward to working with the Board of Fire Commissioners in 2024 and expressed an interest in a joint-meeting with the Board of Directors and the Board of Fire Commissioners in the near future.
- 3.) Some discussion ensued regarding who was considered to be Fire District invitees at the upcoming Installation Dinner.

SECRETARY'S REPORT: Absent

1) In/Out Correspondence was reviewed. It was noted that Twin City Ambulance sent 2 x updated insurance liability forms, which the Board asked to be added to the list of incoming correspondence.

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 December and found all to be in order.

The Board of Fire Commissioners reviewed the credit card statements from November 19 to December 19, 2023 in the amount of \$519.37 and found all to be in good order.

Treasurer reports all claims against the District covered by checks #7276 - #7329 have been audited and found to be in order in the amount of \$142,279.76, with check #7294 needed to be voided, which was an errant charge from Witmer Public Safety in the sum of \$20.00.

- 1.) M & T Bank was contacted about updating the names on the bank accounts, as well as ordering district charge cards for newly elected Commissioners Burke & Hawes.

TREASURER’S REPORT (CONT.):

- 2.) Work Session meeting with Kathy Saville from NYCLASS on February 12th at 6:00 PM. The Board asked Treasurer Hallnan to invite Chris Nowicki (CPA) as well.
- 3.) The 2024 quarterly cell phone stipend forms have been distributed to commissioners, firematic officers, and district employees.
- 4.) Commissioner Gaske inquired about the need to keep the legal boxes of audit materials on the main counter in the Fire District Office now that the audit was finalized.
- 5.) The Board will need to provide Treasurer Hallnan with a list of encumbered funds from 2023 by the February meeting so they can be included in the AUD.

CHIEF’S REPORT:

- 1) There were 29 total calls for the month of December as follows: 1 Fire, 17 Rescue/EMS, 2 HazMat, 3 Service, 1 Good Intent, 5 False Alarms. Firefighter of the Month for December was Dan Cummiskey. There were 486 total calls in 2023.
- 2) The Department completed a total of 3,500 hours of training and drills in 2023.
- 3) The Chief complimented the crew that responded to the structure fire at 10620 Clarence Center Road on December 11th. The quick stop on the fire prevented it spreading throughout the structure.
- 4) The drills for January are scheduled for the 13th & the 25th.
- 5) CFD No. 1 is hosting a NYS Fire Police Course throughout the month of January.
- 6) There will be a work detail on Saturday, January 20th at 9:00 AM to clean the trucks and apparatus bay for the installation and district inspection. The Fire District Inspection will take place at 4:30 PM. Clarence Center Fire Company will be covering all of our calls on the 20th from 5:00 PM to 6:00 AM on the 21st.
- 7) Winterfest Bonfire Standby Detail is on January 27th, from 11:00 AM – 3:00 PM
- 8) We will be providing a Standby at Clarence Center Fire Company on January 27th. Coverage will be from 5:00 PM to 6:00 AM on the 28th. Our crew will be standing by at their station with Engine 1.
- 9) \$100.00 requested to cover the 2024 annual dues for the Fire Police Association
- 10) Some Class B shirts are required for the outgoing and incoming Fire Captain(s)
- 11) An updated roster was submitted for 2024. We are now at 54 Active Firefighters, with 33.3% living outside of the Fire District, which includes the new members being voted on tonight.
- 12) Chief Hanford was thanked for his help and assistance in securing the title for the excised Search and Rescue Trailer from the DMV. Chief Hanford also agreed to assist with getting the title for the new Utility Truck as well.

COMMISSIONER WORK:

- 1) Commissioner Work thanked the Board for their work and efforts in preparing for the ECFDOA dinner and meeting held at CFD No.1 on December 20th, 2023. Our organization was very professional and well-received.
- 2) Update on the recent FOIL request – an attorney from the Pinsky Law Firm assisted in the response since sensitive information was requested. Secretary Mora replied accordingly and was compliant with the request.
- 3) The power charging adapter on the Lifepak 15 was identified and affected by a recent recall and Commissioner Work is working through the replacement process.
- 4) The Department of Health (DOH) is scheduled to conduct a routine Part 800 Inspection of the ambulance (CFD #8) on Friday, January 26th at 10:00 AM.
- 5) The missing Motorola Pager issued to Nick Murphy, who recently resigned his membership, was found in a garbage can outside of a Dollar General store in Depew. Nick’s car was recently stolen, which likely explains this scenario.
- 6) There is a need to purchase some additional EMS Disposable supplies.

COMMISSIONER WORK'S REPORT (CONT.):

- 7) Still awaiting the DMV to process and send the title for the excised Search & Rescue Trailer. Once we have the title, we can advertise for sealed bids.
- 8) CFD No.1 to host an 8-Hour OSHA Class on Saturday, March 16th
- 9) Commissioner Work engaged in some continued discussion with Pinsky Law Group about the process for approving the tax exemptions for active firefighters.
- 10) Suburban Oxygen Supply (SOS) changed out the M Tank in the Ambulance and is hydro-testing some additional O2 cylinders around the firehall.
- 11) Commisisoner Work briefly reviewed the *Inspection Dinner Costs Policy* with the Board in anticipation of the upcoming Installation Dinner.

COMMISSIONER HEIM:

- 1) The Fire Police winter hats that were ordered have been delivered and issued to the squad.
- 2) There was a \$167.00 increase to the insurance policy as a result of adding the new utility truck to the policy
- 3) Commissioner Heim is pleased to report that the insurance adjusters were able to return the Fire District's \$500.00 deductible for the ongoing repairs to the Ladder Truck.

COMMISSIONER HAWES:

- 1) 6 new members to vote on this evening
- 2) The Search & Rescue Trailer has been cleaned out and it is ready to go out for the letters and identification to be removed. 3G Signs and Signworks were contacted for this work.
- 3) Much work was done cleaning and organizing the pole barn. Question was raised about the status of the two portable basketball hoops.

COMMISSIONER GASKE:

- 1.) Commissioner Gaske is prepared to start the process to devise a spec for a security camera system and to solicit bids for this work. He would like to explore the possibility of incorporating the technology needed for the new training room into the security system.
- 2.) Work continues on the building air compressor.
- 3.) Commissioner Gaske reports that Cleanscapes has raised their rates, but we are not currently under any contract with them. Considering another option that is more cost-effective.
- 4.) Bids for the blacktop sealing of the parking lots and driveways to be solicited in the spring.

COMMISSIONER BURKE: Absent

PUBLIC COMMENTS: None

OLD BUSINESS:

MOTION by WORK, second by GASKE to approve the emergency purchase of an 8' firefighting hook; which was lost at the 4720 Spaulding Drive house fire, from Witmer Public Safety at a total cost of \$321.00. All in favor, motion carried.

MOTION by HEIM, second by HAWES to resolve the invoice with Elegant Event Rentals in the sum of \$151.00 for table linen necessary for the December 20, 2023 ECFDOA Meeting held at CFD No. 1. All in favor, motion carried.

OLD BUSINESS (CONT.):

MOTION by GASKE, second by HAWES to authorize the expenditure of \$199.84 for the purpose of purchasing holiday lights from Home Depot, which have been significantly discounted as a result of some end-of-season special pricing. Said lights to be purchased with Commissioner Work's district credit card. All in favor, motion carried.

MOTION by WORK, second by GASKE to approve the quoted and specified 3M vehicle wrapping (\$1,745.00) and vinyl identification graphic work (\$1,910.00) for the new 2024 Chevrolet 3500 Utility truck, aka Clarence #4 from VSP Graphic Group at a total cost of \$3,655.00. All in favor, motion carried.

MOTION by WORK, second by HEIM to authorize the quoted and specified emergency lighting and siren package for the new 2024 Chevrolet 3500 Utility truck, aka Clarence #4 from 10-75 Emergency Vehicles at a total cost of \$11,026.80. Of note, 10-75 is the sole-source provider (WNY) of SoundOFF Signal lighting that is compatible with the other apparatus in the fleet. Purchase of the Utility truck was approved at April 10, 2023 business meeting. All in favor, motion carried.

MOTION by HAWES, second by GASKE to approve the rental and disposal fee for a 17 yard dumpster to clean out the district pole barn from *Quick Help Junk Removal* at a cost of \$465.75. All in favor, motion carried.

NEW BUSINESS:

MOTION by HEIM, second by HAWES to pay all bills, check #7276 - 7329 in the sum of \$142,279.76 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

MOTION by HEIM, second by WORK to approve any interested Commissioners, District Employees, or Chief Officers to attend the Pinsky Law Fire & EMS Law & Management Conference, April 4-7, 2024 in Verona, New York at a cost of \$375.00 per attendee. All in favor, motion carried.

MOTION by HAWES, second by GASKE to authorize Commissioner Burke to obtain a new Class A Uniform from Sewing Technologies. All in favor, motion carried.

MOTION by WORK, second by GASKE to authorize the expenditure of up to \$1,999.00 from Emergency Medical Products to purchase and secure necessary and required EMS disposable products and supplies. Said supplies to be purchased with Commissioner Work's district charge card. All in favor, motion carried.

MOTION by WORK, second by HAWES to host an 8-Hour OSHA Training course at CFD No.1 on Saturday, March 16th, 2024, as well as expend up to \$750.00 for food and refreshments for the attendees of said required training. All in favor, motion carried.

MOTION by HEIM, second by HAWES to purchase 2 x *Principles & Practice* textbooks for firefighters enrolled in the Fire Instructor I course at a cost not to exceed \$175.00. Said curriculum to be purchased with Commissioner Work's district charge card. All in favor, motion carried.

MOTION by GASKE, second by HAWES to authorize the purchase of identification shields, which are consistent with our Incident Command structure for the new captains and lieutenants from Conway Shields not to exceed \$450.00. All in favor, motion carried.

MOTION by HEIM, second by GASKE to pay \$100.00 for the 2024 yearly renewal dues of the Clarence Newstead Fire Police Association. All in favor, motion carried.

NEW BUSINESS (CONT.):

MOTION by WORK, second by GASKE to purchase a copy of the *Freedom of Information and Open Meeting Laws* resource manual from Fire Law Publishing at a cost of \$300.00, which includes the \$15.00 shipping and handling. All in favor, motion carried.

After reviewing quotes from CAM Services (Verbal), Cappellino Chevrolet (Written), Casullo's (Written), and Unicell (Written), **MOTION** by WORK, second by HAWES to purchase an 8'6" Western MVP 3 Polyurethane snow plow for the new 2024 Chevrolet 3500 Utility truck from Casullo's Auto Accessories & Upholstery at the lowest bid price of \$7,397.00, which includes the installation, parts, and labor. All in favor, motion carried.

MOTION by WORK, second by GASKE to authorize the expenditure of up to \$175.00 at Rustkote Total Care to have the 2024 Chevrolet 3500 Utility Truck undercarriage, frame, and wheel wells protected with Rustkote rustproofing material. All in favor, motion carried.

MOTION by HAWES, second by HEIM to authorize Chief Hanford to expend up to \$1,922.00 on firefighting supplies, tools, and equipment to be issued to active firefighters at the Chief's discretion throughout the 2024 calendar year for recruitment and retention purposes. Said purchases to remain as district property and to be audited at the following monthly business meeting like normal and customary. All in favor, motion carried.

MOTION by HAWES, second by HEIM to approve Micchele Gogolowski as a new member as approved by the Clarence Fire Company. All background checks have been approved. All in favor, motion carried.

MOTION by HAWES, second by HEIM to approve Michael Zekas as a new member as approved by the Clarence Fire Company. All background checks have been approved. All in favor, motion carried.

MOTION by HAWES, second by HEIM to approve Gerald "Jerry" Roy as a new member as approved by the Clarence Fire Company. All background checks have been approved. All in favor, motion carried.

MOTION by HAWES, second by HEIM to approve Ian Smith as a new member as approved by the Clarence Fire Company. All background checks have been approved. All in favor, motion carried.

MOTION by HAWES, second by HEIM to approve Jennifer Burke as a new member as approved by the Clarence Fire Company. All background checks have been approved. All in favor, motion carried.

MOTION by HAWES, second by HEIM to approve Andrew Hallnan as a new member as approved by the Clarence Fire Company. All background checks have been approved. All in favor, motion carried.

MOTION by GASKE, second by HEIM to approve the banquet hall use request of FF #5 on February 10th, 2024 from 10:00 AM – 7:00 PM for the purposes of a birthday party. FF #5 to submit the necessary and required liability insurance coverage consistent with the *Banquet Room/Pavilion and Ground Policy*. All in favor, motion carried.

MOTION by GASKE, second by HAWES to approve the banquet hall use request of FF #58 from March 1st – 2nd, 2024 for the purposes of a Sportsman's Raffle. FF #58 to submit the necessary and required liability insurance coverage consistent with the *Banquet Room/Pavilion and Ground Policy*. Motion carried, Commissioner Work abstained.

NEW BUSINESS (CONT.):

MOTION by HAWES, second by GASKE to deem surplus 1 x Lifetime ® portable basketball hoop (new in box) and to solicit sealed bids for its sale to any interested parties with the understanding that the Board of Fire Commissioners reserves the right to reject any and all bids. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by GASKE, to enter into executive session at 19:48 hours 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 HAWES, to return to regular session at 20:37 hours. All in favor, motion carried.

MOTION by HEIM, second by GASKE to terminate the agreement and services with Cleanscapes LLC for janitorial services effective January 14th, 2024. All in favor, motion carried.

MOTION by GASKE, second by HEIM to appoint Kayla Myers as the Fire District Janitor at a rate of \$500.00/month, which is based on 5 hours per/week. Kayla to submit monthly timesheets like the other district employees and to be compensated through payroll services. All in favor, motion carried.

MOTION by WORK, second by HAWES to expend up to \$1,500.00 for the purpose of purchasing a janitorial cleaning cart, as well as the necessary cleaning supplies and equipment necessary for the Fire District Janitor. All in favor, motion carried.

MOTION by WORK, second by HEIM to approve the purchase of 4 x sets of Lion V-Force structural firefighting turnout gear (coat & pants) from Witmer Public Safety Group at a total cost of \$18,188.80, which represents New York State Contract Pricing (PC67938). Said turnout gear matches the specifications as set forth by the Chief's Office and established by the Fire District. All in favor, motion carried.

MOTION by WORK, second by HAWES to authorize the purchase 750' of Mercedes KrakenEKO Fire Hose in 1 ¾ and 2 ½ sizes and in various colors (Yellow, White, Red) from Witmer Public Safety Group at a total cost of \$4,355.00. Along with the quote, is a sole-source letter from Mercedes Textiles Limited stating that the Witmer Public Safety Group is the sole dealer of record in Erie County for their product. All in favor, motion carried.

MOTION by HEIM, second by HAWES to approve the attendance, as well as training and travel costs of the following Firefighters: Ruth Rider-Work, Nathan Work, Christian Rider-Work, Mackenzie Rider-Work, Jeffrey Schlabach & Matt Meister to attend the 2024 FDIC Conference in Indianapolis, IN, April 15-20, 2024. Motion carried, Commissioner Work abstained.

GOOD OF THE FIRE DISTRICT:

- Commissioner Heim will be attending the Board of Directors meeting on January 15th.
- Work Session is scheduled with Kathy Saville from NYCLASS on February 12th at 6:00 PM
- The next Regular District meeting is February 12th at 6:30 pm.

MOTION by WORK, second by GASKE, to adjourn the meeting at 20:47 hours. All in favor, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Nathan M. Work, Board Chairman & Secretary Pro Tem

cc: Chief, Commissioners, Day Room Bulletin Board, Website