



# **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 Board of Fire Commissioners' Work Session was called to order by Chairman Work on **Monday, February 12, 2024** at 18:00 hours.

### **WORK SESSION:**

The Board participated in a presentation from Kathy Seville regarding the NYClass program via Zoom with Chris Nowicki, CPA in attendance.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, February 12, 2024** at 18:32 hours. Commissioner Heim led the Pledge of Allegiance.

### **ROLL CALL:**

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

Guests: Chief Hanford, Asst Chief Ruth Rider-Work, Asst Chief Christian Rider-Work, C-1 Mackenzie Rider-Work, Dave Metzger, Jerry Roy, Ron Tyx Sr., Madeline Hanford, Quinten Burke, Mike Forster.

### **APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by HEIM, second by GASKE, to approve the January 2<sup>nd</sup> regular meeting minutes with no corrections. All in favor, motion carried.

### **BOARD OF DIRECTORS' REPORT:** By Madeline Hanford

- 1) Correspondence letters to life members regarding sexual harassment training and meeting excusals were discussed.
- 2) 50-Year member flags have been ordered.
- 3) Committee signup sheets have been posted.
- 4) Liz Eyrick has been appointed as Fire Company Vice-President. Fire Company President position remains vacant.
- 5) Initial estimates for the dayroom & patio renovation project are review with Board.

### **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) 2023 LOSAP Reporting Update – Individualized summary sheets and report forms posting period is from February 7, 2024 through March 9, 2024 with a notice to firefighters for their review. Any issues need to be addressed in written format to the District Secretary. The Board will need to approve a resolution at the next monthly meeting.
- 3) 2024 Member Identification cards will be ordered for all current, active members.

### **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 January and found all to be in order.**

**TREASURER'S REPORT (CONT.):**

**The Board of Fire Commissioners reviewed the credit card statements from December 20 to January 19, 2024 in the amount of \$3,783.26 and found all to be in good order however 2 outstanding receipts are pending.**

Treasurer reports all claims against the District covered by checks #7330 - #7385 have been audited and found to be in order in the amount of \$63,662.07.

- 1) Verizon Wireless for Public sector has assigned our account a new representative.
- 2) M&T Bank account updates - Name change account request has been submitted as well as credit cards issued for newly elected Commissioners Burke & Hawes.
- 3) Carryover funds from the 2023 budget are reviewed.
- 4) Wilmington Trust Custodian account changes are discussed.

**CHIEF'S REPORT:**

- 1) There were 36 total calls for the month of January as follows: 1 Fire, 28 Rescue/EMS, 2 Service, 1 Good Intent, & 4 False Alarms. Firefighter of the Month for January was Al Herrscher Sr.
- 2) Extending beyond the Firefighter of the Month program, Chief Hanford is implementing recognition to the Top 15 Responders each month to encourage and promote call responses in 2024 with a monthly giveaway.
- 3) The Chief complimented the standby crew for the Clarence Center Installation and Winterfest events.
- 4) Additional training is necessary for addressing the Installation Work Detail and Inspection concerns.
- 5) The drills for February and March are posted.
- 6) 2024 AFG Micro Grant application has been submitted including a supporting letter on our behalf from Congressman Langworthy.
- 7) The GRIT training sign-up sheet is posted in the hallway.

**COMMISSIONER WORK:**

- 1) AUD - 2023 Carry-Over Purchases need to be reviewed for Board for outstanding budget lines.
- 2) Ladder Repair Update – Additional hydraulic pipes need to be repaired and are not scheduled for delivery until mid-March. Ladder will return to Clarence Fire District property for storage.
- 3) Upcoming Apparatus Preventative Maintenance to begin next week.
- 4) AFDSNY: Region 6 Director Vote – Vacancy position and candidates are reviewed for Official ballot.
- 5) EMS Waste Recovery – Department of Health inspection was recently completed and a EMS waste service is required. Biosan Disposal has the lowest price point at 24-month pricing of \$129.00 including pick up and disposal of medical waste. Biosan will be on-call as needed and will not charge any monthly fees.
- 6) Pinsky Fire & EMS Law & Management Conference – Commissioner Work recommends the training, travel, and attendance of Firefighter Jennifer Burke to be approved as a new member at the upcoming Pinsky Fire & EMS Law & Management Conference, April 4-7, 2024 in Verona, New York
- 7) Equipment Trailer – Chief Hanford seeks to purchase a larger equipment trailer for the new Utility truck that can safely transport Rescue 7 with the all-terrain tracks installed, as well as the 1932 Buffalo Engine. Written quotes have been received and reviewed from PJ Auto Trailer Sales, LOE Trailer Sales, and WNY Accessory Shop.
- 8) Income tax change is being proposed by NY Senator Pat Gallivan to increase the personal tax credit for volunteer firefighters.
- 9) Dept of Health inspections results – Additional restock order is required as well as re-organization for mezzanine. Commissioner Work recognizes the efforts of Asst Chief Ruth Rider-Work, Asst Chief Christian Rider-Work, and Firefighter Justin Raynor in preparing for the inspection.
- 10) Annual Physicals are scheduled on-site on February 22<sup>nd</sup> from 6-8:30pm.

**COMMISSIONER HEIM:** No report

**COMMISSIONER BURKE:** No report.

**COMMISSIONER HAWES:**

- 1) Search & Rescue Trailer Update – Legal Notice of Sealed Bids has been posted, the remaining equipment will need to be removed.
- 2) Secretary Mora reads the sealed bids as received for the excised basketball hoop.

**COMMISSIONER GASKE:**

- 1) Bids for the blacktop sealing of the parking lots and driveways to be solicited in the spring.
- 2) Pavilion Maintenance Update – Cleaning and power washing is necessary.
- 3) 2 Banquet Room & Pavilion Requests – March 3<sup>rd</sup> for Doug Lash – banquet room and May 26<sup>th</sup> for Kayla Myers - pavilion.
- 4) Siren repair – Mid-State Communications has reported the necessary part replacement is \$1,586.00.

**PUBLIC COMMENTS:**

Public comments were heard.

**OLD BUSINESS:**

**MOTION** by HEIM, second by BURKE, to release the 2023 Foreign Fire Insurance 2% payment in the sum of \$25,583.99 to the Clarence Fire Company. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reimburse EMS Lieutenant Justin Raynor the sum of \$65.00 for his online account with EMS 1 Academy for CME purposes. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to resolve the invoice with CPR The Pulse Center in the sum of \$90.00 for CPR/First Aid training for EMS Lieutenant Justin Raynor, as a requirement for his recent EMT Recertification. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve the invoice with Hurtubise Tire Inc. in the sum of \$442.00 for emergency repairs required on a valve stem on Rescue 5 on 1/22/24. All in favor, motion carried.

**MOTION** by HEIM, second by WORK, to authorize the training, travel, and attendance of Firefighter Jennifer Burke at the upcoming Pinsky Fire & EMS Law & Management Conference, April 4-7, 2024 in Verona, New York. Commissioner Burke abstains. All in favor, motion carried.

**MOTION** by HAWES, second by WORK, to resolve the invoice with Clarence Bee in the sum of \$118.18 for the legal ad soliciting sealed bids for the sale of the excised 2001 Wells Cargo Enclosed trailer. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the emergency purchase of required and necessary EMS disposable supplies in the sum of \$62.17 from Amazon. Said purchases were required for the Part 800 for the Ambulance and ordered using Chief Hanford's district credit card. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse Firefighter Bob Boye the sum of \$253.88 for mileage and travel expenses incurred with taking a NYS Fire Police Course in Albion, New York. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by HEIM, second by HAWES, to approve the emergency purchase of large sized (4XL) Firefighting gloves from Firematic Supply Company in the sum of \$100.14. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to authorize the expenditure of \$1,545.00 with Rustkote Total Care LLC for the purchase of a tonneau cover and heavy duty protective floors mats on January 15, 2024 for the new Utility truck. Said items to be purchased with Commissioner Work's district charge card. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to approve two additional firefighters to attend Getzville GRIT training at a cost of \$300 per person. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to authorize the expenditure of \$625.19 for the emergency purchase of tools required to install the all-terrain tracks on Rescue 7, as well as storage solutions for EMS and holiday items from Home Depot. Said tools and storage bins were purchased with Commissioner Work's district credit card on January 15, 2024. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES to approve two additional firefighters for the Getzville GRIT training at a cost of \$300 per person. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by BURKE, to pay all bills, check #7330 - 7385 in the sum of \$63,662.07 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

**MOTION** by HAWES, second by WORK, to accept the bid proposal from Ron Tyx Sr. in the sum of \$105.00 to purchase the excised Lifetime 52" Portable Basketball System/Hoop. All in favor, motion carried.

**MOTION** by BURKE, second by WORK, to accept the written request from Life Member Douglas Lash (#73) dated February 6, 2024 to revert to Active status pending an updated physical and medical clearance. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to enter into the non-binding agreement with Biosan Disposal to lock in the 24-month pricing of \$129.00 for pick up and disposal of medical waste. Biosan will be on-call as needed and will not charge any monthly fees. Of note, the former medical waste mitigation company, Stericycle, was charging a monthly service fee of \$29.17 plus an additional \$75.00 per visit. All in favor, motion carried.

**MOTION** by BURKE, second by WORK, to purchase 100 x 36" NFPA compliant traffic cones from Emedco at a total cost of \$3,428.00. Bids were solicited and received from Dival, Witmer, and First Out Rescue Equipment. Emedco is the only vendor that can produce custom traffic cones with the identification "CFD1" pre-printed on each cone. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to expend up to \$500.00 for the purpose of purchasing 3 x Leatherman Multi-Tools to be used for EMS purposes. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase a Havis Angled Console from Valor Outfitters at a cost not to exceed \$350.00 for the radio and siren control box for the new Utility truck. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by GASKE, second by BURKE, to enter into the agreement with Lexipol for the purpose of providing an online EMS Learning Platform (EMS 1 Academy) that current EMT's can use for continuing medical education (CME). In addition to the \$715.00 yearly charge, there is a one-time set-up fee of \$341.00, for a total of \$1,056.00. Said agreement is for a period of 12 months, but can be terminated at any time and without any obligation or liability. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to authorize Chairman Work to indicate the Board's voting wishes on the ballot for the Region 6 Director positions and return said ballot to the AFDSNY by the deadline. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to purchase a 52" workbench and 5-Tier metal storage shelf from Home Depot to be used for EMS supplies on the mezzanine at a cost not to exceed \$750.00. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to authorize the travel, training, and attendance of up to 5 x interested EMT's at the Finger Lakes Regional EMS Conference, February 22-24th, 2024 in Geneva, New York. The full conference registration rate is \$225.00. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to authorize the travel, training, and attendance of up to 5 x interested EMT's at the STEP EMS Conference, March 22nd - 23rd, 2024 in Rochester, New York. The full conference registration rate is \$210.00. All in favor, motion carried.

Consistent with Town Law 176-d, as well as the *Inspection Dinner Costs* policy, **MOTION** by HEIM, second by WORK, to reimburse the Clarence Fire Company the sum of \$10,047.26 for the 2024 Inspection Dinner. All in favor, motion carried.

Chief Hanford has researched the need for a larger equipment trailer for the new Utility truck that can safely transport Rescue 7 with the all-terrain tracks installed, as well as the 1932 Buffalo Engine. As such, Chief Hanford has requested and received written quotes from PJ Auto Trailer Sales, LOE Trailer Sales, and WNY Accessory Shop. **MOTION** by WORK, second by HAWES, to purchase a MAXX D DOX 14K deckover equipment trailer from the WNY Accessory Shop in the sum of \$14,555.00. Of note, this quoted price is \$81.00 higher than that of LOE Trailer Sales, but comes with a 5-year warranty as opposed to the 3-year offered by LOE. The 2-years of additional warranty coverage is the justification for not accepting the lowest quote. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to reimburse Marshall Helms in the amount of \$22.24 for mileage accrued to purchase at Hebelers a battery for the SR-2 unit. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to reimburse Austin Hawes in the amount of \$49.71 for mileage accrued to Evans Center for Hazmat final exam. Commissioner Hawes abstains. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to reimburse Austin Hawes in the amount of \$486.29 for mileage accrued while attending the BEFO Firefighter course in Tonawanda, NY. Commissioner Hawes abstains. All in favor, motion carried.

**MOTION** by HAWES, second by GASKE, to approve Samantha Crane as an active member pending Occustar physical. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by HAWES, second by HEIM, to approve purchase of a steel, heavy duty 4-tier rack, Gladiator workbench, and 3 Gladiator steel cabinets not to exceed \$1,400.00 from Lowe's for the pole barn. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to order 75 black winter beanies from Sanco Sales at a cost of \$7.50 each for a total not to exceed \$600.00. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to approve the pavilion request by Kayla Myers on May 26, 2024 for a birthday party from 11am-8pm. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to approve the banquet room request from Doug Lash on March 3, 2024 from 9am-5pm for a baby reveal party. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to approve the repair of the firehall siren at a cost of \$1,586.00 to Mid-State Communications. All in favor, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by HAWES, to enter into executive session at 2010 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 BURKE, to return to regular session at 2032 hours. All in favor, motion carried.

**GOOD OF THE DISTRICT:**

Commissioner Gaske is scheduled to attend the Board of Directors meeting on February 19, 2024. The next Regular District Meeting is on March 11, 2024 at 6:30pm.

**MOTION** by WORK, second by GASKE, to adjourn the meeting at 2034 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