



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, March 11, 2024** at 18:30 hours. Commissioner Hawes led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Commissioner Gaske

Guests: Asst Chief Ruth Rider-Work, Asst Chief Christian Rider-Work, C-1 Mackenzie Rider-Work, Dave Metzger, Marshall Helms, Patrick Casilio. Madeline Hanford, Dan Cummiskey, Jerry Roy & John Wargo.

PUBLIC BID OPENING:

Secretary Mora reads the sealed bids as received for surplus 2001 Wells Cargo Trailer as follows:

1. \$4,100 from John Wargo
2. \$7,751 from Patrick Casilio
3. \$6,001.98 from Marshall Helms
4. \$6,051 from Conrad Golebiewski

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by WORK, second by HEIM, to approve the February 12, 2024 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) Michael Canfield was appointed to vacant seat on Board of Directors. Fire Company President position remains vacant.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) 2023 LOSAP Reporting Update –30 day posting period ended on March 9, 2024 with no changes or requests by membership. The Board will need to approve a resolution for the 2023 LOSAP points for service credit.
- 3) 2024 Member Identification cards will be ordered for all current, active members.
- 4) Quarterly network maintenance will take place this Thursday with Kevin from Network Services.

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 February and found all to be in order.

The Board of Fire Commissioners reviewed the credit card statements from January 20 to February 19, 2024 in the amount of \$5,092.67 and found all to be in good.

Treasurer reports all claims against the District covered by checks #7386 - #7428 have been audited and found to be in order in the amount of \$167,670.34.

TREASURER’S REPORT (CONT.):

- 1) Tax receipts have been received and deposited in the amount of \$1,071,241.85.
- 2) AUD Update – Unassigned fund balance is reviewed with Board in comparison from last year’s accounting. Recommended transfers to reserve accounts are discussed.
- 3) M&T Bank account follow-up - Name change account request has been submitted as well as credit cards issued for newly elected Commissioners Burke & Hawes.
- 4) Future District Financial Plan – A 25-year outlook budget has been created to budget for future apparatus purchases.
- 5) Audit with Jim Toner will be scheduled soon.

CHIEF’S REPORT: By Assistant Chief Ruth Rider-Work

- 1) There were 36 total calls for the month of February as follows: 18 Rescue/EMS, 1 Hazardous Condition, 1 Service, 1 Good Intent, & 15 False Alarms. Firefighter of the Month for February was Jerry Roy.
- 2) The drills for March, April and May are posted. Several drills focusing on new equipment for the new heavy rescue truck are included.
- 3) Chief Hanford requests members to wash all trucks after every call, regardless of weather to improve cleanliness and care of apparatus and equipment. Additional work details will be scheduled to get all apparatus inspection ready.
- 4) Fit testing for the new airpaks will be scheduled with Dival.
- 5) The annual RecruitNY Open House is scheduled for April 14, 2024 from 11am-3pm.
- 6) Grant applications for the 2023 AFG and NYS DEHSHS have been submitted with supporting letters from Federal, State, and local representatives on our behalf to both grant review boards.
- 7) Apparatus response protocols are reviewed for recent EMS calls.
- 8) The temporary placement and use of new extrication tools that were purchased for use on the new Pierce Heavy Rescue truck are discussed.

COMMISSIONER WORK:

- 1) Firefighter Mileage Claims – current policy is reviewed with potential updates.
- 2) Update on Ladder & Ambulance Repairs – Ladder repairs are delayed due to parts on back order. Ambulance repairs are required with exhaust and engine issues.
- 3) Preventative maintenance and NYS Inspection was completed on HazMat 7-1 and Rescue 7 at Basil.
- 4) Remaining Permissive Referendum Money Review - For Pierce Heavy Rescue and Utility Truck.
- 5) Update on Utility Truck - Havis Console & Emergency Lighting will be installed.
- 6) Moratorium on Driver Training - Due to multiple pieces of apparatus being out-of-service for repairs.
- 7) FDIC Credits have been received for cancellations to the upcoming conference.
- 8) AFDSNY by-law changes are reviewed.
- 9) Town Property Tax Assessment reporting results found an issue with Red Alert membership history that will need to be addressed.
- 10) Upcoming conferences and trainings are reviewed with Board.

COMMISSIONER GASKE: (Presented by Commissioner Burke)

- 1) Purchase of AV equipment for the training room is recommended for approval.
- 2) Commissioner Gaske suggests power washing of building is necessary.
- 3) 3 Banquet Room & Pavilion Requests will be presented for approval.
- 4) Banquet room doors are not closing securely and need to be adjusted.
- 5) District janitor checklist is presented to Board for review and suggestions.

COMMISSIONER BURKE: No report.

COMMISSIONER HEIM:

1) VFIS Questionnaire forms for the upcoming insurance renewal are discussed.

COMMISSIONER HAWES:

1) 3 bids for installation of a concrete pad behind the pole barn were received and will be presented for approval.

PUBLIC COMMENTS: No public comments were heard.

OLD BUSINESS:

MOTION by WORK, second by BURKE, to resolve the invoice with Witmer Public Safety in the sum of \$642.00 from the emergency purchase of a Elkhart Chief XD Nozzle that was lost/damaged at the November 26, 2023 house fire at 4720 Spaulding Drive. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to authorize Treasurer Hallnan to transfer the following 2023 budgeted reserve dollars into their respective reserve accounts:

\$25,000: Building Reserve

\$134,515.59: Equipment Reserve

All in favor, motion carried.

MOTION by HAWES, second by WORK, to authorize the preventative maintenance and NYSI on HazMat 7-1 at Basil Ford Commercial Truck Service Center on February 19, 2024 in the total sum of \$142.15. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the preventative maintenance, NYSI, and required repairs on Rescue 7 at Basil Ford Commercial Truck Service Center on February 21, 2024 in the total sum of \$2,645.27. All in favor, motion carried.

MOTION by BURKE, second by WORK, to amend the motion of February 12, 2023, whereas the purchase of a 52" workbench and 5-Tier metal storage shelf from Home Depot to be used for EMS supplies on the mezzanine was approved for a cost not to exceed \$750.00; however, with the required delivery charges, the final amount for this purchase was \$785.00. All in favor, motion carried.

MOTION by BURKE, second by WORK, to authorize the purchase of a Gooseneck Trailer Kit for the new Utility Truck from WNY Accessory Shop in the sum of \$325.00. Commissioner Work ordered the required kit on February 23, 2024 with his district credit card. All in favor, motion carried.

MOTION by BURKE, second by WORK, to resolve the invoices of 2/22/24 & 3/8/24 with APEX Automotive Inc in the total sum of \$453.42 for the preventative maintenance required on the #9 & #9-2 Chief vehicles. All in favor, motion carried.

MOTION by HEIM, second by WORK, to amend the motion of February 12, 2023, whereas an order of 75 black winter beanies were approved from Sanco Sales at a cost not to exceed \$600.00; however the final invoice was for \$602.50. All in favor, motion carried.

MOTION by WORK, second by BURKE, to approve the expenditure in the amount of \$293.70 to purchase office supplies from Amazon. All in favor, motion carried.

OLD BUSINESS (CONT.):

MOTION by HEIM, second by WORK, to authorize the expenditure of \$627.00 for the CPR/First Aid Training held at CFD No.1 on March 1, 2024. In addition to the \$30.50/per attendee for the registration, filing, **Board of** and card processing fee, there is a \$200.00 instructor fee paid to Lynn O'Donnell, CIC. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to authorize Treasurer Hallnan to transfer the remaining 2023 unassigned fund balance of \$183,589.41 into the Equipment Reserve account. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to approve Cleanscapes invoice dated 1/14/2024 in the amount of \$490.00 for their final cleaning. All in favor, motion carried.

NEW BUSINESS:

MOTION by HEIM, second by BURKE, to pay bills, checks number 7386 - 7428 in the sum of \$167,670.34 as reviewed, presented, and audited by Treasurer Hallnan. All in favor, motion carried.

In the matter of approving the 2023 points, WHEREAS, the Fire District is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the Clarence Fire Department in accordance with Article 11-A of the New York State General Municipal Law (GML);

WHEREAS, as required by GML § 219-a(2)(c), the Clarence Fire Department has submitted the attached list, certified under oath, of active members of the Fire Department, indicating those volunteers who earned at least fifty points during 2023 to qualify for service credit;

WHEREAS, the certification made by the Fire Department includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Fire District to be in effect during calendar year 2023, and to the best of the knowledge of the Fire Department, is a true and accurate reflection of the activities performed by the active members;

WHEREAS, the Fire District Secretary and the Chairman of the Board have done an initial review of the 2023 points and approved it for posting;

WHEREAS, in accordance with GML § 219-a(2)(d), the attached list has been posted for a minimum of thirty days, and any appeals have been reviewed and the appropriate corrections, if any, made; and

WHEREAS, also in accordance with GML § 219-a(2)(d), the Board of Fire Commissioners has reviewed the attached list; NOW, THEREFORE BE IT

RESOLVED, that the Board of Fire Commissioners approves the attached list of volunteer firefighters of the Clarence Fire Department and the points earned by these firefighters during calendar year 2023.

MOTION by WORK, second by BURKE, and upon roll call the vote of the Board was as follows:

- Commissioner Burke - Aye
- Commissioner Gaske - Absent
- Commissioner Heim - Aye
- Commissioner Hawes - Aye
- Commissioner Work - Aye

The resolution was thereupon declared duly adopted.

NEW BUSINESS (CONT.):

MOTION by WORK, second by BURKE, to authorize the purchase of EMS disposable supplies from Emergency Medical Products in the sum of \$1,127.01. All in favor, motion carried.

MOTION by BURKE, second by HAWES, to purchase 1 x pair of Haix Fire Hunter firefighting boots from Dival Safety in the sum of \$307.23. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to authorize the purchase of a replacement refrigerator for the Assistant Chief's Office from Amazon at a cost not to exceed \$500.00. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to accept the bid proposal from Patrick Casilio in the sum of \$7,751.00 for the purchase of the 2001 - 24' Enclosed Wells Cargo trailer, VIN1WC200N2511098163. All in favor, motion carried.

The Board of Fire Commissioners held a Work Session meeting with Kathy Seville from NYCLASS on February 12, 2024. Chris Nowicki, the district's CPA, was also in attendance at said Work Session and was in favor of the district's participation and depository with NYCLASS. NYCLASS is a government-backed program and offers a more competitive interest rate over the district's current banking realities. As such, **MOTION** by WORK, second by HEIM, to authorize Treasurer Hallnan to engage with NYCLASS to complete and submit any necessary paperwork on the district's behalf to deposit funds with NYCLASS. All in favor, motion carried.

MOTION by WORK, second by HEIM, to recognize NYCLASS as an additional approved official depository for the year 2024. The accounts at M&T Bank will remain the same. All in favor, motion carried.

M&T Bank be designated as the official depository for the year 2024. Also, the Board of Fire Commissioners and the Fire District Treasurer may deem prudent that other financial institutions may be added as an official depository.

MOTION by WORK, second by BURKE, to authorize Commissioner Heim to complete and return the "*Insurance Renewal Questionnaire*" as requested by VFIS in advance of the April 20, 2024 renewal date. Said questionnaire determines if a policy change might be necessary and doesn't commit the district to a specific insurance vendor at this time. All in favor, motion carried.

MOTION by BURKE, second by WORK, to approve the banquet room and pavilion request from Brian Gaske on July 26, 2024 from 3pm-10pm for a Buffalo Special Needs Hockey event with no alcohol served and no caterer. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to approve the banquet room request from Paul Meyer, Jr. on April 13, 2024 from 11am-4pm for a funeral luncheon with alcohol served, no caterer. All in favor, motion carried.

MOTION by BURKE, second by WORK, to approve the banquet room and pavilion request from Quinten Burke on July 24, 2024 from 9am-8pm for a bridal shower with no alcohol served, no caterer. All in favor, motion carried.

MOTION by BURKE, second by WORK, to approve the landscape contract with Country Garden and Gifts in the amount of \$4,200.00 for the 2024 season of the building and pavilion grounds. All in favor, motion carried.

NEW BUSINESS (CONT.):

MOTION by BURKE, second by HAWES, to approve the purchase of AV equipment from Amazon in the amount not to exceed \$1,600.00. All in favor, motion carried.

MOTION by HAWES, second by WORK, to approve purchase of DC cargo grade 70 grade chain and ratchet kit 4-pack from Tractor Supply in the amount of not to exceed \$500.00. All in favor, motion carried.

MOTION by HAWES, second by HEIM, to approve bid from For the Love of Concrete to install a 15' x 20' concrete pad to be located behind pole barn to store surplus building materials in the amount of \$5,015.00. All in favor, motion carried.

It is noted that bids were also submitted by Milone Enterprises \$6,000.00 and Northstar Enterprises \$5,675.00.

EXECUTIVE SESSION:

MOTION by WORK, second by BURKE, to enter into executive session at 2005 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 2111 hours. All in favor, motion carried.

NEW BUSINESS (CONT.):

MOTION by HEIM, second by BURKE, to authorize the payment of \$15.81 to Firefighter Julius Merlino for the travel and mileage reimbursement for his completion of the Pet First Aid & CPR Seminar in Cheektowaga, New York. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to authorize the payment of \$15.81 to Firefighter Julius Merlino for the travel and mileage reimbursement for his completion of the "*Smoke is Your Guide*" Seminar in Cheektowaga, New York. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to authorize the payment of \$504.80 to Firefighter Dan Beil for the travel and mileage reimbursement for his completion of the New York State Fire Officer 1 Course in Hamburg, New York. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to authorize the payment of \$52.14 to Fire Captain C-3 Zach Braunscheidel for the travel and mileage reimbursement for his completion of the New York State Firefighter Survival Course in Lockport, New York. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to authorize the payment of \$15.81 to Fire Captain C-3 Zach Braunscheidel for the travel and mileage reimbursement for his completion of the Fire Officer Orientation Seminar in Cheektowaga, New York. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to authorize the payment of \$190.99 to Fire Captain C-3 Zach Braunscheidel for the travel and mileage reimbursement for his completion of the New York State Pump Operator Course in Kenmore & Tonawanda, New York. All in favor, motion carried.

NEW BUSINESS (CONT.):

As a result of multiple pieces of apparatus being out-of-service for repairs, **MOTION** by WORK, second by, BURKE that effective immediately, the driver training program is suspended for all apparatus and until further notice. All in favor, motion carried.

GOOD OF THE DISTRICT:

Commissioner Work is scheduled to attend the Board of Directors meeting on March 18, 2024. The next Regular District Meeting is on Wednesday, April 10, 2024 at 6:30pm.

MOTION by WORK, second by BURKE, to adjourn the meeting at 2124 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