

Clarence Fire District No. 1
Board of Fire Commissioners Meeting
10355 Main St., Clarence, NY 14031
Monday, October 21, 2024, 6:00 PM

1. **2025 BUDGET PUBLIC HEARING**
2. **CALL TO ORDER AND PLEDGE TO THE FLAG** – led by _____
3. **ROLL CALL**
4. **APPROVAL OF PRIOR MEETING MINUTES**
9/9/24 BOFC Monthly Meeting Minutes
5. **BOARD OF DIRECTORS/PRESIDENT REPORT**
6. **SECRETARY’S REPORT**
 - 6.1 In/ Out Correspondence
 - 6.2 2025 Annual District Election – Inspectors & Reminders
 - 6.3 Years of Service in Red Alert project update
7. **TREASURER’S REPORT**
 - 7.1 Bank Statements Reports Review (Commissioner Heim)
 - 7.2 Chief Vehicle Reports - Review (Commissioner Work)
 - 7.3 Credit Card Statement – BOFC Review from 8/20/2024 to 9/19/2024 in the sum of \$2,547.37
 - 7.4 Motion to pay bills, check # _____ - _____, in the amount of \$ _____
 - 6.4.1 Paid Electronically -
 - 6.4.2 Voided checks -
 - 6.4.3 Income for the month - \$8,189.66
 - 7.5 SMEC Audit was submitted on 9/28/24. Audit closed with no discrepancies.
 - 7.6 Replacement Letter to M&T Bank
 - 7.7 Budget - NYS Comptrollers update
7. **CHIEF’S REPORT**
8. **COMMISSIONER WORK**
 - 8.1 LOSAP Revised Plan Document
9. **COMMISSIONER HEIM**
10. **COMMISSIONER HAWES**

11. **COMMISSIONER BURKE**
11.1 Banquet Room Requests

12. **COMMISSIONER GASKE**

13. **PUBLIC COMMENTS**

14. **OLD BUSINESS**

15. **NEW BUSINESS**

MOTION to approve the following information regarding the Clarence Fire District No. 1 election:

- 1) It will be held on Tuesday, December 10, 2024 from 6:00 PM to 9:00 PM;
- 2) It is for one Commissioner seat as follows: one Commissioner five-year term commencing January 1, 2025 through December 31, 2029.
- 3) Notice of the election will be posted in the District's designated newspaper (Clarence Bee) between the dates of November 6 and 13, 2024,
- 4) Fire District Secretary will request registration rolls of eligible registered voters as of November 19, 2024 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 Deborah Michinik of 4735 Margaret Drive 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.

MOTION 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 21 and November 20, 2024 (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 21, 2024.

16. **GOOD OF THE DISTRICT**

- 16.1 Commissioner _____ to attend the Board of Directors meeting on 10/21/24
- 16.2 Next Regular District Meeting on November 11 at 6:30pm.
- 16.3 The Annual District Election will be held on December 10, 2024 at 6:00-9:00pm.

17. **MOTION TO ADJOURN** - Maker _____, Second _____, Time _____

Cc: BOFC, Truck Room Bulletin Board, Website