



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, September 9, 2024** at 1830 hours. Chief Hanford led the Pledge of Allegiance.

ROLL CALL:

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

Guests: David Metzger, Patrick Thompson, and Lynda Schnitzer of LED Lighting

MOTION by HEIM second by BURKE, to approve July 29, 2024 work session meeting minutes with no corrections. All in favor, motion carried.

MOTION by BURKE, second by GASKE, to approve August 12, 2024 meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS'/PRESIDENT REPORT: Pat Thompson

No report

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Annual Budget Reporting & Posting Deadlines were reviewed. The 2025 Annual Budget Hearing is scheduled for October 21, 2024 at 1800 hours.
- 3) The Annual District Election procedures and deadlines are shared with the Board.

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 August and found all to be in order.

Treasurer reports all claims against the District covered by Checks #7656 - #7698 in the amount of \$29,503.65 have been audited and found to be in order.

Board of Fire Commissioners reviewed the credit card statements from 7/20/24 to 8/19/24 in the amount of \$1,592.64 and found all to be in good order.

- 1) Motion to pay bills, check #7656 - 7698, in the amount of \$29,503.65
 - a. Paid Electronically - \$8,882.84
 - b. Voided checks - #7687
 - c. Income for the month - \$8,745.77
- 2) Proposed Annual 2025 Budget – Town of Clarence Reassessment Rate is calculated at \$1.23 per assessed \$1,000, proposed decrease to \$1.19
- 3) Outstanding Amazon invoices – Shipments were lost in transit and invoices remain unpaid until Amazon resolves issue.

CHIEF'S REPORT:

- 1) There were 34 total calls for the month of August as follows: 24 EMS, 1 Haz Mat, 4 False Alarms, 2 Good Intent, and 3 Service. Firefighter of the Month for August was Dan Cummiskey.
- 1) Annual Driver Recertification program will take place on September 12th, 21st, and 25th to include the new utility truck with prerequisite requirements and the completion of 4 different scenarios.
- 2) New Pierce Heavy Rescue 5 onboarding program and training will take place after delivery with an updated driver training program.
- 3) Current Rescue 5 will be going out of service, when equipment and tools will be shifted to new rescue.
- 4) Chief Hanford recognizes officers covering for his recent travel and absence.
- 5) Chief Hanford recognizes crews participating in recent standby at Town Park for the Taste of Clarence in monsoon-like rain.
- 6) The Clarence Fire Company will be hosting the annual Open House on September 29th from 11am-2pm.

COMMISSIONER WORK:

- 1) Seat Covers & Battery Issue on Utility Truck (CFD #4) were recently addressed including the Light control module at Apex Automotive.
- 2) LOSAP Overpayment Recovered for deceased member.
- 3) Update from Pierce Heavy Rescue Final Inspection – 2 full days were spent onsite inspecting. Truck Committee and Board will conduct an inspection upon arrival at Churchville.
- 4) Engine 1 Repairs – Windshield repair & Preventative maintenance costs are discussed including the need for a Driver Training Moratorium until its return.
- 5) Replacement Key #9 Vehicle – Acting officer lost keyfob, old one has been deactivated.
- 6) Discuss Plans for in-Service Ceremony for new Heavy Rescue – arrives soon, ideas are discussed including Challenge coin, Commemorative truck with open house.
- 7) Budget Hearing Date – Due to varying interpretations of law, the Board will return to original date of October 21st at 6pm to host the Annual Budget Hearing with Monthly meeting to begin at 6:30pm.
- 8) Pinsky Policy Review Services are discussed at a cost of \$1500/year.

COMMISSIONER HEIM:

- 1) Years of Service Project – District files reviewed for updating Red Alert records.

COMMISSIONER BURKE:

- 1) 3 banquet room requests will be presented for approval.

COMMISSIONER HAWES:

- 1) Concrete pad project to be completed before end of season to prepare for winter weather.

COMMISSIONER GASKE:

- 1) Fire extinguishers inspection has been completed.
- 2) Concern regarding back lot due to overgrowth of weeds. Commissioner Gaske recommends clean-up work to be completed before winter.

PUBLIC COMMENTS:

Public comments were heard.

OLD BUSINESS:

MOTION by Work, second by GASKE, to authorize the emergency repairs to the Ambulance (CFD #8) at Gorman Enterprises in the sum of \$1,262.60. All in favor, motion carried.

OLD BUSINESS (Cont.):

MOTION by WORK, second by BURKE, to authorize the emergency repairs to the battery and lighting system in the Utility Truck (CFD #4) on August 15, 2024 at APEX Automotive in the sum of \$185.00. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve the invoice with APEX Automotive in the sum of \$239.90 for the NYSI and preventative maintenance that was performed on the 9-1 Chief Response Vehicle on August 15, 2024. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to resolve the invoice with Suburban Oxygen Supply in the sum of \$751.40 for oxygen delivery, as well as the annual inspection and service of fire extinguishers in and around the building and on the apparatus. All in favor, motion carried.

MOTION by BURKE, second by GASKE, to reimburse Chief Brett Hanford the sum of \$118.00 for travel expenses incurred while traveling to Appleton, Wisconsin for the Final Inspection of the new Pierce Heavy Rescue. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to reimburse Truck Officer Pat Thompson the sum of \$118.00 for travel expenses incurred while traveling to Appleton, Wisconsin for the Final Inspection of the new Pierce Heavy Rescue. All in favor, motion carried.

MOTION by BURKE, second by HAWES, to reimburse Assistant Chief 9-1 Ruth Rider-Work the sum of \$118.00 for travel expenses incurred while traveling to Appleton, Wisconsin for the Final Inspection of the new Pierce Heavy Rescue. Commissioner Work Abstains. All in favor, motion carried.

MOTION by BURKE, second by GASKE, to reimburse Commissioner Nathan Work the sum of \$227.90 for travel expenses (inc. tolls) incurred while traveling to Appleton, Wisconsin for the Final Inspection of the new Pierce Heavy Rescue. Commissioner Work Abstains. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the emergency purchase of a replacement key for the #9 Chief Response Vehicle from West Herr at a total cost of \$219.90. Said purchase was made with Commissioner Work's fire district credit card on August 30, 2024. All in favor, motion carried.

MOTION by HAWES, second by HEIM, to authorize the purchase of 4 x axle tow straps needed for the Labor Day Parade from Tractor Supply at a total cost of \$59.36, which were purchased with Commissioner Work's district credit card on August 31, 2024. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to resolve the cumulative account charges with Gui's Lumber in the total sum of \$296.89 for apparatus washing supplies, janitorial supplies, and miscellaneous tools and hardware for building repair projects. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the invoice with the CPR - The Pulse Center the sum of \$55.00 for the CPR/First Aid Training for Firefighter #89, as required as a prerequisite for enrollment in the NYS BEFO Course. Commissioner Burke Abstains. All in favor, motion carried.

NEW BUSINESS:

MOTION by HEIM, second by HAWES, to pay all bills, check #7656 - 7698 in the sum of \$29,503.65 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

NEW BUSINESS (Cont.):

MOTION by HEIM, second by BURKE, to accept the 2023 Final Audit Report from Allied CPA's, which does not contain any instances of deficiencies in internal control or material discrepancies. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse firefighter Ian Smith the sum of \$140.40 for the purchase of required online course curriculum for his Firefighter 1 course, as well as the purchase of corrective lenses for his new Scott SCBA mask. All in favor, motion carried.

MOTION by WORK, second by HAWES, to reimburse firefighter Kayla Myers the sum of \$115.00 for the purchase of corrective lenses for her new Scott SCBA mask. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse firefighter Ian Smith the sum of \$288.90 for travel expenses associated with his completion of the Firefighter I course held at the Niagara County Emergency Management Facility in Lockport, New York. All in favor, motion carried.

RESOLUTION TO OVERRIDE TAX LEVY LIMIT FOR 2025 BUDGET YEAR ONLY

WHEREAS, the Board of Fire Commissioners of the Clarence Fire District #1 in the Town of Clarence, Erie County, New York (the "District") has budgetary increases that are beyond its control, for fiscal year 2025;

WHEREAS, the budgetary increases will require a tax levy increase, for the coming fiscal year, 2025 only, of more than two percent (2%) beyond the permissible tax levy for the prior fiscal year of 2024;

WHEREAS, the General Municipal Law 3-c generally requires that the District not increase its tax levy by more than two percent (2%) beyond the prior year's budget tax levy and any available carryover; and

WHEREAS, the General Municipal Law 3-c(5) permits the District's Board of Fire Commissioners to exceed the properly calculated tax levy limit, for the coming fiscal year of 2025 only, upon a resolution of the Board, passed by a vote of sixty (60) percent of the total voting power of the Board of Fire Commissioners;

NOW, THEREFORE, the Board of Fire Commissioners of the Clarence Fire District #1 hereby resolves, by a vote of at least sixty (60) percent of the total voting power of the Board of Fire Commissioners, as follows:

SECTION 1. The Board resolves to override the tax levy limit, for coming fiscal year 2025 only;

SECTION 2. The Board shall be authorized to adopt a final 2025 budget that requires a tax levy that is greater than the tax levy limit for the coming fiscal year of 2025.

Roll Call Vote:

Commissioner Burke: Aye
Commissioner Gaske: Aye
Commissioner Heim: Aye
Commissioner Hawes: Aye
Chairman Work: Aye

All in favor, motion carried.

NEW BUSINESS (Cont.):

MOTION by HEIM, second by GASKE, to reimburse firefighter Ian Smith the sum of \$47.44 for travel expenses associated with his completion of the HazMat 1 Tech course held at the Erie County Training Academy in Cheektowaga, New York. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to purchase 10 x extension poles for the handheld Fire Police traffic signs from Dival Safety & Supply at the cost of \$149.30. All in favor, motion carried.

MOTION by WORK, second by BURKE, to adopt the 2025 proposed annual budget of \$1,425,224.00 as presented by Treasurer Hallnan. Said proposed budget carries an estimated tax rate of \$1.199320 per \$1,000.00, which is down from the 2024 rate of \$1.237555. All in favor, motion carried.

MOTION by GASKE, second by HAWES, to accept the quote proposal for professional landscape services from Centner & Sons Inc. for the brush clearing the rear of the Fire District Property at 10355 Main Street, Clarence New York at a cost of \$2,200.00. Commissioner Work abstains. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the purchase of EMS disposable supplies from Bound Tree Medical at a cost not to exceed \$1,250.00. All in favor, motion carried. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to authorize the purchase of a 5-tier metal shelving unit from Home Depot at the cost of \$349.00, plus any associated shipping charges, to be used for organizing and storing EMS disposable supplies on the mezzanine. All in favor, motion carried. All in favor, motion carried.

MOTION by WORK, second by GASKE, to purchase 5 x *Emergency Care Textbooks* (14th edition) from Amazon.com at a total cost of \$592.60, plus any associated shipping and handling fees to be used by Firefighters enrolled in an NYS EMT-B class and pursuing their NYS EMT certification. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to approve the use of the banquet room and pavilion as requested by Ken Beil on September 21st from 4-11pm with alcohol served for a going away party. All in favor, motion carried.

MOTION by BURKE, second by GASKE, to approve the use of the banquet room as requested by Travis Griner, Jr on October 13th for a baby shower with no alcohol served. All in favor, motion carried.

MOTION by BURKE, second by GASKE, to approve the use of the banquet room as requested by Travis Griner, Jr on October 5th for a diaper party with alcohol served. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by HAWES, to enter into Executive Session at 2001 hours to discuss matters pertaining to the medical history 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 2016 hours. All in favor, motion carried.

GOOD OF THE DISTRICT

Commissioner Burke to attend the Board of Directors meeting on September 16, 2024.

Next Regular District Meeting on Monday, October 21 at 6:30pm.

The Annual 2025 Budget Public Hearing will be held on Monday, October 21 at 6:00pm.

MOTION by WORK, second by BURKE, to adjourn the meeting at 2019 hours. All in favor, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kristi Mora, District Secretary

cc: Commissioners, Day Room Bulletin Board, Website