



# 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 Public Hearing for Clarence Fire District No. 1 2025 Budget was called to order by Chairman Work on **Monday, October 21, 2024** at 1800 hours.

## **PUBLIC HEARING FOR 2025 BUDGET**

*Chairman Work states this is the public hearing regarding the 2025 proposed budget. In accordance with New York State Town Law, all Fire Districts must, prior to the adoption of their budget, hold a public hearing on their budget. This budget hearing must be held in such a manner to maximize participation in the budget process. The purpose of this hearing is to discuss the contents of the budget. The Board of Fire Commissioners, in accordance with legal requirements has adopted their proposed budget on September 9, 2024, which is more than 21 days prior to this budget hearing.*

*The Secretary of the fire district has filed with this district an affidavit:*

- 1. Stating that the notice of this public hearing was at published or posted at least once at least 5 days before the date specified for the hearing in
  - a. The official newspaper of the fire district, (Clarence Bee)*
  - b. The official signboard of the Town or Towns where the district is located,*
  - c. On the fire district's website and signboard, and**
- 2. The notice of public hearing specified the time and date when and the place where this public hearing would be held. Upon its adoption, the fire district secretary also made available for inspection, and copying of the proposed budget to any interested person during district office hours.*
- 3. The purpose of this public hearing is to allow members of the public to make comments on the budget. Any person may be heard in favor of, or against, the preliminary budget or any item in it. Please note that this is only a proposed budget until the Board of Fire Commissioners adopts the final budget.*
- 4. Prior to the public comment portion of this budget hearing, we will hear from the Fire District Treasurer who will make a brief presentation about the preliminary budget to the Board of Fire Commissioners and members of the public who are present. The Fire District Treasurer will be asked to submit the proposed budget to the Board of Fire Commissioners and members of the public who are here this evening.*
- 5. This budget must be adopted no later than November 4, and submitted to the Town budget officer by November 7.*

## **PUBLIC COMMENTS:**

*Chairman Work states that the public comments period begins. I will now ask any person present wishing to be heard on this proposed budget to come forward so that that person may be heard in favor of, or against, the proposed budget or any item in it. I request that if you wish to address the Board on the proposed budget, you come to the podium directly in front of us, or raise your hand to be recognized. Clearly state your name and address for the record. Please limit your comments to five (5) minutes. Please direct all your questions to the Board or the Treasurer. This is not a question and answer session. Your question will not be answered when asked. The board is looking for your opinion on the budget or any part of it, whether favorable or not. Please tell us what you are in favor of regarding this budget or what you are against. You may ask questions, but this Board and the treasurer will not answer any questions, until the conclusion of the public comments period.*

There were no public comments made regarding the Fire District's proposed 2025 budget. No questions were raised regarding the budget from the Commissioners or any others in attendance.

Chairman Work concluded the budget hearing at 1832 hours.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, October 21, 2024** at 1832 hours. Commissioner Gaske led the Pledge of Allegiance.

**ROLL CALL:**

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

Absent: Commissioner Burke

Guests: Chief Hanford, Asst Chief Ruth Rider-Work, Asst Chief Christian Rider-Work, Mackenzie Rider-Work, Dave Metzger, Travis Griner, Jr. and Anthony Hill of Firefly Admin, Inc.

**MOTION** by HEIM, second by HAWES, to approve the September 9, 2024 meeting minutes with no corrections. All in favor, motion carried.

**BOARD OF DIRECTORS'/PRESIDENT REPORT:** No report.

**SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) Annual Budget Filing Requirements were reviewed.
- 3) The 2024 Annual District Election procedures and deadlines are shared with the Board. Election Chair, Inspectors and Nominating Petitions will be adopted at tonight's meeting for one Commissioner seat.
- 4) 3<sup>rd</sup> Quarter Red Alert reports are reviewed.
- 5) Red Alert Updates – Select past personnel profiles have been updated with resignation dates in preparation for 2025 tax roll requests.

**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 September and found all to be in order.**

**Board of Fire Commissioners reviewed the credit card statements from 8/20/2024 to 9/19/2024 in the amount of \$2,547.37 and found all to be in good order.**

**Treasurer reports all claims against the District covered by Checks #7699 - #7762 in the amount of \$57,633.72 have been audited and found to be in order.**

- a) Paid Electronically - \$10,595.01
- b) Voided Check -     N/A
- c) Income for the Month was \$8,189.66

- 1) M&T Bank letter is requested to update credit card authorized personnel.
- 2) District Accounting/Bookkeeping Firm has changed name from Nowicki/Spada to Exact Partners.

**CHIEF'S REPORT:**

- 1) There were 44 total calls for the month of September as follows: 1 Fire, 34 EMS, 3 Good Intent, 5 Service, and 1 Haz Mat. Firefighter of the Month for September was Madeline Hanford.
- 2) An updated Drill Schedule for November has been posted. Chief Hanford reminds members that time is running out for 2024 drill requirements.
- 4) The Annual Driver's Recertification program has been completed. Chief Hanford submits his recommendations for the district to approve the Driver's List.
- 5) CFD#1 received an invite to an upcoming First Responders event being held at the local Tractor Supply.
- 6) Commissioners seek explanation of the recent incident during a live fire demonstration with a discarded paint can.

**COMMISSIONER WORK:**

- 1) Review of ECFDOA Meeting minutes are shared with the Board.
- 2) Engine #1 repairs were completed including many age-related repairs.
- 3) LOSAP program amendments are reviewed for future approval.
- 4) Pierce Heavy Rescue delivery is discussed with plans for in-house training.
- 5) Commemoration ideas are discussed for the Pierce Heavy Rescue
- 6) Occustar is moving to Cleveland Dr., Cheektowaga from Transitown Plaza.
- 7) Chief trucks replacement plan is reviewed and options are discussed.
- 8) Rescue 5 resale – Potential resale in Southern disaster areas are a possibility.

**COMMISSIONER HEIM:** No report.

**COMMISSIONER BURKE:** Absent.

**COMMISSIONER HAWES:**

- 1) Blacktop on side of barn will be completed as a donation.

**COMMISSIONER GASKE:**

- 1) 3 Banquet room requests will be presented for approval.
- 2) Fire inspection is scheduled to be completed on November 6<sup>th</sup>.
- 3) Blue Shark window cleaning service will be completed by the end of week.
- 4) Diesel pump readout screen has been replaced.
- 5) Logo on front of building has been edited with anniversary verbiage removed.
- 6) Boiler needs repairs and is scheduled to be completed later this week

**PUBLIC COMMENTS:** Public comments were heard.

**OLD BUSINESS:**

**MOTION** by WORK, second by GASKE, to resolve the invoice with Coca-Cola Beverage Northeast Inc., in the sum of \$527.52 for 56 x cases of drinking water, which were delivered on September 13, 2024. All in favor, motion carried.

**MOTION** by HAWES, second by HEIM, to resolve the invoice with Hardee Bros. Dry Cleaning in the sum of \$63.70 for dry cleaning of Class A Uniforms. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to reimburse Chief Hanford the sum of \$139.62 for the September 21, 2024 purchase of replacement tailgate struts for the Chief Response vehicles from Basil Chevrolet. Of note, Chief Hanford's district credit card was not active at the time of purchase. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reimburse Firefighter Madeline Hanford (#28) the sum of \$262.64 for travel expenses associated with her completion of the following training courses: Aircraft Rescue & Firefighting, Firefighter 2, and Tactical Emergency Critical Care (TECC). All in favor, motion carried.

**MOTION** by HAWES, second by HEIM, to reimburse Firefighter Nathan Work, the sum of \$100.00 for the purchase of corrective lenses for the new SCBA masks. Commissioner Work abstains. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by GASKE, second by HAWES, to authorize the payment of \$100.00 to David Walker (Jobtown Graphics) for the artwork setup fee required for new heavy rescue t-shirts and challenge coins to be used for recruitment and retention purposes. Said fee was paid using Commissioner Work's district charge card on September 23, 2024. All in favor, motion carried.

**MOTION** by HAWES, second by GASKE, to reimburse Commissioner Work the sum of \$60.03 for travel expenses to attend the quarterly ECFDOA Meeting in Eggertsville; as well as, travel to the Firematic facility in Pavilion, NY to inspect the new Heavy Rescue upon arrival. Commissioner Work Abstains. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to resolve the invoice (#213875) with Firematic Supply Company, Inc. in the sum of \$20,468.13 for the emergency repairs, preventative maintenance, and annual inspection of Engine 1, i.e leaking pump valves, leaking air lines, emergency lighting, corroded step frames, front brakes, new fuel tank, leaking exhaust, transmission output shaft, etc. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to reimburse Chief Brett Hanford the sum of \$70.75, which represents money paid out-of-pocket for gasoline for the #9 vehicle when the district's WEX fleet fueling cards expired. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to reimburse Assistant Chief 9-2, Christian Rider-Work the sum of \$51.21, which represents money paid out-of-pocket for gasoline for the #9-2 vehicle when the district's WEX fleet fueling cards expired. Commissioner Work Abstains. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reimburse Assistant Chief 9-2, Christian Rider-Work the sum of \$193.98 for the emergency purchase of 2 x Fire Officer 2 textbooks required for the course. Of note, the total order was \$210.96 w/ tax paid. Commissioner Work abstains. All in favor, motion carried.

Consistent with the January 15, 2022 motion authorizing the purchase of a new Heavy Rescue, as well as the favorable results from the February 22, 2022 mandatory referendum, **MOTION** by WORK, second by HAWES to authorize Treasurer Hallnan to transfer \$259,538.72 from the Rescue Bond Account, as well as \$247,952.28 from the Apparatus & Equipment Reserve Account to resolve the final contract payment with Firematic Supply Co., Inc. (formerly Churchville at time of contract signing) in the sum of \$507,491.00. Of note, the final cost of the new Pierce Heavy Rescue was \$1,299,678.00; which was offset with prepayment incentive discounts and accrued interest of \$44,989.00. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the invoice with APEX Automotive in the sum of \$1,514.48 for the emergency repairs and preventative maintenance performed on the Chief #9 response vehicle on 10/19/2024. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by GASKE, 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.

All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, 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.

All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to provide a meal for the fire district election staff not to exceed \$100.00. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to authorize the expenditure of up to \$200.00 for the purchase of a meal for the active firefighters attending the upcoming FASNY presentation by Tom Merrill on November 11, 2024 to be held at CFD #1. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to pay all bills, check #7699 - 7762 in the sum of \$57,633.77 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by WORK, second by HAWES, to reimburse the Clarence Center Volunteer Fire Company, Inc. the sum of \$1,150.20, which represents the Fire District's share (1/4) of the annual service charge for the ESO ePCR software. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to authorize the purchase of a HP Mini Desktop, wireless keyboard, 32" curved monitors, & mounts for the command area of the new Heavy Rescue through Network Services. All in favor, motion carried.

**MOTION** by HEIM, second by WORK, to authorize the payment of \$300.00 to the Getzville Fire Company for any interested CFD No.1 Emergency Medical Technicians (EMT) to attend their CME Trainings on November 2nd and 9th, 2024. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the expenditure of up to \$750.00 to purchase *Stop The Bleed* training kits from Bound Tree Medical Supply & Equipment. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the purchase of required EMS disposable supplies from Amazon.com at a cost not to exceed \$1,000.00. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize the purchase of 1 x Paratech Highway Vehicle Stabilization Kit from FRP (Fire Rescue Products) at a cost of \$9,889.55, with competitive bids reviewed as follows: Paratech (\$10,069.00) & Continental Fire & Safety (\$10,319.00). All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to approve RESOLUTION: APPROVE FINAL BUDGET FOR 2025: WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No. 1 must adopt a proposed budget for 2025 and estimate of fund balances in preparation for the annual fire district budget hearing and did so in preparation for the budget hearing, and WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No. 1 held the annual fire district budget hearing on notice to the public on October 21, 2024, and WHEREAS, the Board has considered the proposed budget and comments received on the proposed budget on October 21, 2024 at said budget hearing, and NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners hereby approves the Final Budget for the Clarence Fire District No. I for 2025 attached hereto and made a part hereof in the amount of \$1,425,224.00. All in favor, motion carried.

**Roll Call Vote:**

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

**MOTION** by HEIM, second by GASKE, to accept the amended and restated Length of Service Award Program (LOSAP) Plan Document, as prepared and presented by Tony Hill and Firefly Admin. Inc, the Fire District's Service Award Program Actuary. Of note, there are no changes to the program or plan itself; just edits and updates to the plan document itself. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to pay Blue Shark Window Cleaning in the sum of \$1,100.00 for professional window cleaning. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to reimburse Firefighter Mark Zuchlewski in the amount of \$227.80 for travel expenses accrued while attending NYS Fire Police Course in East Concord, NY. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to approve the banquet room request of Austin Hawes on 2/1/2025 from 2-11pm for the Clarence Wrestling meat raffle with alcohol to be served and consumed without charge. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to approve the banquet room & pavilion use request of James Dussing on 6/28/2025 from 10am-6pm for a graduation party with no alcohol being consumed or served and no caterer. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to approve the banquet room use request of James Dussing on 11/1/2025 {all day} for a wedding with no alcohol to be served and no caterer used. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to approve banquet room use request of Travis Griner on 1/11/2025 {all day} for a birthday party with alcohol to be served, no caterer. All in favor, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by HAWES, to enter into Executive Session at 2026 hours to discuss matters pertaining to the employment and training history of a particular person or persons. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to return to Regular Session at 2122 hours. All in favor, motion carried.

No actions were taken during executive session.

In accordance with Article VII of the Rules & Regulations, **MOTION** by HAWES, second by WORK, to approve the list of Drivers and Operators of fire district apparatus as presented and recommended by Chief Hanford effective November 1, 2024. All in favor, motion carried.

**GOOD OF THE DISTRICT**

Commissioner Hawes to attend the Board of Directors meeting on November 18, 2024.

Next Regular District Meeting on November 11, 2024 at 6:30pm.

Annual Election will be held on December 10, 2024 from 6:00pm-9:00pm.

**MOTION** by WORK, second by GASKE, 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: Commissioners, Day Room Bulletin Board, Website