



# 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

Brian Gaske

Dave Burke

Chad Hawes

#### Treasurer

Andrew Hallnan

#### Secretary

Kristi Mora

The organizational meeting of the Board of Fire Commissioners, Clarence Fire District No. 1, was held on **January 2, 2025** at 10355 Main St., Clarence, NY 14031. Meeting called to order by Secretary Mora at 17:30 hours. The Pledge of Allegiance was led by Chief Ruth Rider-Work.

#### **ROLL CALL:**

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

Absent: None

Guests: Chief Ruth Rider-Work, Assistant Chief 9-1 Christian Rider-Work, Assistant Chief 9-2 Mackenzie Rider-Work, C-2 Zach Braunscheidel, Brett Hanford, Jerry Roy, Ryan Gaske.

Oath of Office for re-elected Commissioner Work was administered by Secretary Mora.

#### **2025 ORGANIZATIONAL MEETING:**

#### **Personnel:**

**MOTION** by HEIM, second by BURKE to appoint Commissioner Work as Chairman of the Board of Fire Commissioners for the year 2025. All in favor, motion carried.

Chairman Work took over the remainder of the meeting.

**MOTION** by WORK, second by BURKE, to appoint Commissioner Heim as Vice-Chairman of the Board of Fire Commissioners for the year 2025. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to enter into Executive Session for the purpose of discussing the employment history of particular individuals, specifically for matters leading to appointment, employment, and promotion. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to enter into Executive Session at 17:34 hrs. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to return to Regular Session at 18:02 hrs. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to appoint Kristi Mora as Fire District Secretary and Records Management Officer at an hourly rate of \$36.00 for the year 2025. Motion carried.  
Commissioner Hawes Abstention.

Oath of Office for Fire District Secretary Kristi Mora administered by Chairman Work.

**MOTION** by WORK, second by HEIM, to appoint Andrew Hallnan as the Fire District Treasurer for the year 2025 at the monthly rate of \$1,500.00, which is based on 10 hours per week. Motion carried.

Oath of Office for Fire District Treasurer Andrew Hallnan administered by Chairman Work.

**MOTION** by WORK, second by GASKE, to appoint Paul Meyer, Jr. as Fire District Building Maintenance Manager for the year 2025 at an annual salary of \$4,800.00 (\$400.00 /month) based on 3.5 hours per week. Additional authorized maintenance work performed beyond the normal job duties shall be at the rate of \$33.00 per hour. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to appoint Kayla Myers as the Fire District Janitor for the year 2025 at the hourly rate of \$25.00. Note, the Board intends to evaluate cleaning and janitorial services in 2025. All in favor, motion carried.

On November 25<sup>th</sup>, 30<sup>th</sup> and December 2<sup>nd</sup> of 2024, the Board of Fire Commissioners interviewed and approved candidates interested in running for firematic office for 2025. A list of the approved candidates was provided to the Fire Company. The Fire Company held their annual election on December 12, 2024. The results of the elections were as follows: Chief (Ruth Rider-Work), 1<sup>st</sup> Assistant Chief (Christian Rider-Work), 2<sup>nd</sup> Assistant Chief (Mackenzie Rider-Work), Fire Captain (C-1) (Travis Griner Jr.), Fire Captain (C-2) (Zach Braunscheidel), Fire Police Captain (Al Herrscher Sr.) and EMS Captain (Justin Rayner). Since these candidates were pre-approved by the Fire District, it is unnecessary to reapprove them. There is a vacancy that exists in the Fire Captain (C-3) position, which the Chief may or may not appoint personnel for.

**MOTION** by WORK, second by BURKE, to approve the Chief's recommendations for truck officers for 2025:

Engine 1: Paul Blonski & Andrew Hallnan  
Engine 2: Chad Hawes & Austin Hawes  
Engine 3 (Antique): Brett Hanford  
Rescue 5: Patrick Thompson & Mark Zuchlewski  
Ladder 6: Nathan Work & Quinten Burke  
Rescue 7: Brian Gaske & Ryan Gaske  
Haz-Mat 7-1: Michael Zekas  
Ambulance 8: Ian Smith & Colin Folck  
Utility 4: David Metzger  
SR1 & SR2: Marshall Helms  
Motion Carried.

**MOTION** by WORK, second by HEIM, to approve the Chief's recommendation to appoint Chad Hawes as the Duty Captain for 2025. Commissioner Hawes abstained, motion carried.

**MOTION** by BURKE, second by HAWES, to approve the Chief's recommendations for Firematic Lieutenants for 2025: Madeline Hanford (L-1), Colin Arndt (L-2), Patrick Thompson (L-3), Quinten Burke (L-4). All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to approve the Chief's recommendation for EMS Lieutenant for 2025: Ian Smith (EMS L-5) All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to approve the Chief's recommendations for Fire Police Lieutenants for 2025: Michael Burkhardt & Doug Larkin. All in favor, motion carried.

**MOTION** by HAWES, second by GASKE, to approve the Chief's recommendations for Firematic Safety Officers for 2025: Mark Heim, Nathan Work, Kenneth Beil, & David Burke. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to approve the distribution of New York State Wage and Theft Prevention Act forms to current employees prior to February 1, 2025. Treasurer is responsible for providing such notice to any new employees at hire. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE to appoint the Pinsky Law Group as the Fire District Attorney for the year 2025. Based on our desired scope of engagement, as well as the corresponding fee structure, an initial retainer/deposit of \$2,100.00 is required, which will be applied toward the first 6 hours of counsel. The hourly fee is \$350.00, to be billed monthly/quarterly once the initial retainer is exhausted. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to request the Fire Chief to provide the District with an updated roster of Active firefighters by the January 13, 2025 Fire District meeting so that the Board can adopt the roster and update insurance policies and any other documents for 2025. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, that all active firefighters on the January 13, 2025 roster of the Clarence Fire Company, Inc., as well as any active firefighters added to the roster during 2025, be covered on the Clarence Fire District Group Life Insurance Policy, Disability Policy and VFBL Insurance plans. All in favor, motion carried.

**MOTION** by HAWES, second by HEIM, to make Firefighter #97 inactive due to failure to complete the required annual OSHA training in 2024.

**MOTION** by WORK, second by BURKE, to acknowledge that all active firefighters, with the exception being #97 addressed in the previous motion, have completed the required annual OSHA training in 2024. All in favor, motion carried.

**Office:**

**MOTION** by BURKE, second by GASKE, that M&T Bank be designated as the official depository for the year 2025. 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. The last evaluation of M&T Bank services to other financial institutions was made in 2012. There are currently no costs to the District for use of M&T Bank as the District's financial institution. Moody's Investors Service rates the outlook for the bank as stable at March 2017. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to designate the *Clarence Bee* as the official newspaper for the year 2025. The *Buffalo News* will be an alternate newspaper. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reaffirm the resolutions that established the Building and Equipment Reserves for purchases and replacements as defined by the established capital plans. All in favor, motion carried.

**MOTION** by HAWES, second by BURKE, to require Commissioner Heim or Commissioner Work to countersign all checks and wires issued by the Treasurer or Deputy Treasurer. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the Fire District Secretary to order Firefighter ID cards from Instant Card as new members join and/or change positions or as the need arises with said purchase(s) to be reviewed and audited at the next BOFC meeting. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to allow the Fire District Secretary and/or Fire District Treasurer the ability to purchase required and necessary office supplies up to \$500.00 as needed, with said purchase(s) to be reviewed and audited at the next BOFC meeting. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, that the membership of all Commissioners, Secretary and Treasurer be continued in the Erie County Fire District Officers Association and the Association of Fire Districts of the State of New York. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, that the Clarence Fire District Compensation Insurance cover all District employees and Fire Commissioners. All in favor, motion carried.

**MOTION** by HAWES, second by BURKE, that all utilities, postage, freight charges and invoices with discounted terms may be paid prior to audit pursuant to Subdivision 176 of Town Law (4a). All such claims shall be presented at the next regular meeting for audit. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, that mileage reimbursement for Fire District official business will be at the IRS 2025 standard per mile rate (\$.70) for use of private vehicle. The IRS rate increased from the 2024 rate of \$0.67. All in favor, motion carried.

**MOTION** by BURKE, second by HEIM, that the Treasurer is hereby authorized within 60 days after the end of the 2025 fiscal year to submit to the Board a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, that the Treasurer and Deputy Treasurer be bonded for \$3 million. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to pay all registration fees for workshops, seminars, conferences and other lawful functions of the State of New York Fire District Officers, NYS Association of Fire Chiefs, Erie County Fire District Officers Association, FASNY and any other training session for any Commissioner, Secretary, Treasurer, Deputy Treasurer, Deputy Secretary, Chief, Firematic Officer or any firefighter selected by the Chief and approved by the Board of Fire Commissioners. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, that IT IS HEREBY RESOLVED, that the Board of Fire Commissioners, in accordance with General Municipal Law Section 77-b, has considered the needs of the Fire District and has approved attendance by Fire Commissioners, District Officers, District Employees and Chiefs at the following conventions, conferences and trainings: Pinsky Fire & EMS Law & Management Conference (Verona, NY), FDIC (Indianapolis, IN), New York State Association of Fire Chiefs, Vital Signs, G.R.I.T. Training (Getzville Fire Company), New York State Fire Academy (Montour Falls, NY), National Fire Academy (Emmitsburg, MD), FASNY, New York State Association of Fire Districts Spring and Fall Meeting & Workshops, and New York State Comptroller teleconferences.

IT IS FURTHER RESOLVED, that the Board of Fire Commissioners finds such attendance of personnel to relate to official business and to be in the public interest and directs that such travel be undertaken by such personnel at District expense in accordance with the travel expense policy of the District, and that District staff (or Board designee) is directed to make arrangements for travel and lodging utilizing a cost-effective and reasonable method of travel, and

IT IS FURTHER RESOLVED, that such personnel furnish proof to the Board of Fire Commissioners of attendance at such conferences and conventions in accordance with such proofs as provided by the organization sponsoring and conducting the conference. All in favor, motion carried.

**MOTION** by HAWES, second by HEIM, to continue the Chief's Office membership in the Amherst Fire Chiefs' Association Inc. and to pay the annual membership dues of \$300.00. All in favor, motion carried.

**MOTION** by BURKE, second by WORK, to acknowledge that the Fire District has reviewed the Workplace Violence Policy and there were no written or verbal complaints for the 2024 calendar year. All in favor, motion carried.

**Contracts:**

**MOTION** by GASKE, second by BURKE, to empower the Chairman, or in his absence the Vice-Chairman, to sign any contracts of the District on behalf of the District whenever such contracts are approved by at least three Board members at a Board meeting. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to approve Emerling, Floss, Murphy & Associates as the District's 2025 insurance agent; a review of the District's insurance benefits through this Insurance agent was conducted in 2021. All in favor, motion carried.

**MOTION** by HAWES, second by BURKE, to approve Wilmington Trust as the District's 2025 Service Award Program Investment consultant. The Board of Fire Commissioners made action to move the Service Award Program to Wilmington Trust in September 2021 following a review of LOSAP investments managed by RBC Wealth Management. The Board meets with Wilmington Trust throughout the calendar year to discuss their returns and performance. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to approve Firefly Admin Inc. as the District's 2025 Service Award Program Actuary. The district evaluated the actuarial services as provided by Penflex in 2020 and the decision was made to contract with Firefly Admin Inc. effective August 1, 2020. All in favor, motion carried.

**MOTION** by BURKE, second by HEIM, to approve Comerica as the District's 2025 Service Award Program paying agent. All in favor, motion carried.

**MOTION** by GASKE, second by WORK, to approve Occustar of Western New York, as the District's 2025 medical authority. The last evaluation of medical providers was made in 1997, but there have been numerous informal evaluations. All in favor, motion carried.

The Fire District entered into a 5-year contract with University Emergency Medical Services, aka UB/MD Emergency Medicine on November 8, 2021 for a qualified physician to serve as the District's Medical Director, with a clause that allows the District to terminate the agreement at any time. The district amended the original motion on July 8, 2024 to appoint Dr. John McNamara DO, FAAEM, FACEP as the Medical Director. The Fire District is in the fourth year of the five year contract.

**MOTION** by HEIM, second by BURKE, to continue the agreement with UB/MD for Medical Director Services. All in favor, motion carried.

**MOTION** by HAWES, second by GASKE, to approve Network Services as the District's 2025 computer consultant. The last evaluation of computer consultants was made in 2005. All in favor, motion carried.

The Fire District is in the 4<sup>th</sup> year of a 5-year contract with Allied CPA's with a clause that allows the District to opt out at any time. **MOTION** by WORK, second by HAWES, to continue the contract with Allied CPA's, PC. for audit services. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to contract with Exact Partners, *formerly* Nowicki Certified Public Accounting Firm, for bookkeeping/reporting services and to assist Treasurer Hallnan as requested and necessary. The contract for the 2025 calendar year is \$5,200.00, to be billed in quarterly installments of \$1,300.00. All in favor, motion carried.

The Fire District is in the 3<sup>rd</sup> year of a 3-year contract for snowplowing service with CAM Services. The annual cost is \$14,900.00, and the contract expires March 31, 2025. Since their service has been exemplary, no further action is required by the Board at this time.

**District:**

**MOTION** by HEIM, second by WORK, that the regular business meetings of Clarence Fire District No. 1 for the year 2025 will normally be held on the second Monday of each month at 18:30 hours, except as otherwise specified below. The Legal Notice will state that a Work Session may precede each meeting, beginning at 18:00 hours. The following meeting dates shall be published in the January 16<sup>th</sup>, 2025 edition of the *Clarence Bee*. All in favor, motion carried.

**2025 Regular Business Meetings**

- Monday, February 10
- Monday, March 10
- Monday, April 14
- Monday May 12
- Monday, June 9
- Monday, July 14
- Monday, August 11
- Monday, September 8
- Monday, October 20 – 2026 Budget Hearing at 18:00 hours and Business Meeting at 18:30 hours
- Monday, November 10
- Monday, December 8

**2026 Organizational Meeting:** Monday, January 5, 2026

**2026 Regular Business Meeting:** Monday, January 12, 2026

**MOTION** by HAWES, second by WORK, that all firefighters may use the wash bay for their own personal vehicle per the rules and regulations as set forth by the House Committee Chairman of the Board of Fire Commissioners. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to authorize the Equipment Committee Chairman, or in his absence, the Vice-Chairman of the Board, to authorize repairs to the apparatus and other firefighting equipment as deemed necessary to maintain the District-owned equipment in service ready condition. Said repairs are those that cannot wait for authorization by the entire Board. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to authorize the Commissioner in charge of buildings, or in his absence, the Chairman of the Board, to authorize emergency repairs to the building and related equipment as deemed necessary to maintain the District-owned structures. Such expenditures shall be reported to and audited by the entire Board at the next regular meeting of the Board of Fire Commissioners. All in favor, motion carried.

**MOTION** by HAWES, second by BURKE, to authorize the continuation of the Erie County Mutual Aid Agreement and Clarence Fire District No. 1 Automatic Aid Agreement. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to approve the renewal of all established policies of Clarence Fire District No. 1 with no changes. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to approve \$125.00 for re-elected Commissioner Work and to attend the mandatory Commissioner training in 2025. There are several different opportunities to complete this mandatory training; however, the local option in Erie County is scheduled for April 12, 2025 at U-Crest Fire Department #4 with an 8:00 AM start. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to reimburse the Clarence Fire Company the sum of \$540.00 for the 2025 annual membership dues to FASNY for all active firefighters at a rate of \$10.00/each. The Fire Company paid for these dues on December 2, 2024. All in favor, motion carried

The New York Fire District Officer Guide suggests annual registration of the District's domain name. Being said, [clarencedistrict.org](http://clarencedistrict.org) was registered with GoDaddy.com in May 2023 for a period of five years. The Board will need to address this matter on or before the expiration date of May 31, 2028.

**MOTION** by GASKE, second by HEIM, to grant insurance coverage to any active Clarence Fire District No. 1 firefighter who may be injured while providing emergency services outside the bounds of Clarence Fire District No. 1 and prior to the arrival of an officer in command of the scene. This is in accordance with legislation signed into law by former New York State Governor Cuomo on January 2, 2015. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to authorize the Fire Chief to order and outfit any and all non-probationary active firefighters with a Class B uniform, i.e. individualized polo shirt, duty pants, duty belt, & boots, to be ordered and sourced from United Uniform as soon as firefighters become eligible with all expenditures to be reviewed at the next Board of Fire Commissioner meeting. All in favor, motion carried.

**MOTION** by HAWES, second by WORK, to approve the following Board of Fire Commissioners Committee assignments for the year 2025:

Burke	Firematic Personnel (w/ Hawes), Inventory, Building/Capital Improvement
Gaske	House, Building/Capital Improvement, Technology
Hawes	Firematic Personnel (w/ Burke), Communications & Alarms, HazMat Liaison
Heim	Safety, Audit, Training, Service Awards, Grants, Life Insurance, Banquet & Pavilion Facilities Requests
Work	Budget, Equipment, Physical Exams/Occustar, Office, OSHA, EMS, Public Information Officer, ECFDOA Liaison, District Policies/District Rules and Regulations

Schedule of Fire Commissioner Attendance at 2025 Board of Directors meetings:

January 20	<b>Heim</b>	July 21	<b>Burke</b>
February 17	<b>Gaske</b>	August 18	<b>Work</b>
March 17	<b>Burke</b>	September 15	<b>Hawes</b>
April 21	<b>Work</b>	October 20	<b>BOFC</b>
May 19	<b>Hawes</b>	November 17	<b>Gaske</b>
June 16	<b>Heim</b>	December 15	<b>Work</b>

**MOTION** by WORK, second by BURKE, to authorize the purchase of recruitment and retention awards (Challenge Coins) at a cost not to exceed \$750.00 for Top Responders in the 2024 calendar year. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to authorize the purchase of recruitment and retention materials from David Schaefer-Walker (Jobtown Graphics) in the sum of \$994.00 to commemorate the upcoming delivery of the new Heavy Rescue. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize Treasurer Hallnan to work with M&T Bank to update our records to reflect current staffing realities, as well as authorized credit card users for the 2025 calendar year. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to adjourn the meeting at 18:41 hours. All in favor, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kristi Mora  
Secretary

cc:  
Commissioners  
Chief  
Day Room  
Bulletin Board  
Website