



# 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, January 13, 2025** at 1830 hours. Commissioner Burke led the Pledge of Allegiance.

## ROLL CALL:

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

Guests: Chief Ruth Rider-Work, Asst. Chief Christian Rider-Work, Asst. Chief Mackenzier Rider-Work, and David Metzger

## SEALED BIDS ON SECURITY/CAMERA PROJECT ARE OPENED AND READ:

1. Amherst Alarm (\$79,320.00)
2. Trech Tek (\$89,593.10)
3. Life Safety Integrated Systems (\$59,774.00)

## APPROVAL OF PRIOR MEETING MINUTES:

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

**MOTION** by HAWES, second by HEIM, to approve the January 2, 2025 organizational meeting minutes with no corrections. All in favor, motion carried.

**BOARD OF DIRECTORS'/PRESIDENT REPORT:** Absent.

## SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) LOSAP/Firefly 2024 Update
  - 2.1 List of actives with full year of credit needs to be submitted to be Firefly Admin by March 31<sup>st</sup>.
  - 2.2 Posting of 2024 Service Award points is required for 30 days. Anticipated posting period begins February 1st as well as the individual sheets in mailboxes.
  - 2.3 Resolution of 2024 LOSAP credits needs to be approved at March BOFC meeting
- 3) New 2025 ID Cards – additional credits needed to begin work on project.

## 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 December and found all to be in order.

Board of Fire Commissioners reviewed the credit card statements from 11/20/2024 to 12/19/2024 in the sum of \$3,217.31 and found all to be in good order.

Treasurer reports all claims against the District covered by checks ##7830 – 7876 in the amount of \$539,787.51 (Paid Electronically - \$11,004.84)

- Voided Check – 7862
- Income for the Month was \$4,390.89

**TREASURER’S REPORT (cont.):**

- 1) Amazon Update - Late invoices remain an outstanding issue. Still no response from Amazon as of 1/5/25.
- 2) 2024 Annual Report on Revenues and Expenditures of Foreign Fire Insurance Premiums has been filed with the NYS Comptroller’s Office.
- 3) A Tax Exemption form has been filed with Wex to meet their annual requirement.
- 4) Next HR updated payroll information for 2025 has been submitted with the Year End Guide regarding W-2.
- 5) Exact Partners rate has increased by \$50.00 per quarter to \$1,350.00 quarterly.
- 6) Cell Phone Stipend Forms have been prepared for this fiscal year.
- 7) Filed the Federal Financial Report (SF-425) regarding the SCBA grant received.

**CHIEF’S REPORT:**

- 1) There were 50 total calls for the month of December as follows: 33 EMS, 1 Fire, 10 False Alarms, 3 Hazardous Condition, and 3 Service. Firefighter of the Month for December was Brian Gaske.
- 2) Drill schedule is posted in hallway. GRIT training in Getzville will be conducted at a cost of \$300 per firefighter on April 4-5, 2025 with District considering sending up to 8 firefighters.
- 3) New Heavy Rescue Update – One Training Session has been held.
- 4) Winterfest Standby at Town Park will be on January 25<sup>th</sup> along with multiple local installations occurring in evening.
- 5) Commissioner Work and Chief Ruth Rider-Work will be travelling out of town from January 19-26, 2025. Christian Rider-Work will be acting 9, Mackenzie Rider-Work will be acting 9-1, and Travis Griner, Jr will be acting 9-2.
- 6) Building change request is presented to the Board suggesting that the Chief’s office be moved to the Communication Room.
- 7) Updated 2025 active roster has been submitted to Board
- 8) Duty Captain 9-5 position and duties are reviewed with the Board.

**COMMISSIONER WORK:**

- 1) Expansion of Firefighter Tax Exemption – expands program to include firefighters living in District, but serving outside District.
- 2) Annual Physicals will take place on February 20, 2025 at CFD.
- 3) OSHA is scheduled for March 15, 2025 at CFD.
- 4) Chief Response Vehicle Changeover & Reassignment – end of year changes/transfers to identify trucks are reviewed with the Board including condition and mileage.
- 5) ECFDA meeting talking points are shared with the Board.
- 6) Annual Installation dinner, Work Detail, and Inspection times are reviewed.
- 7) Audit Engagement Packet has been received.
- 8) Preventative Maintenance & Apparatus Repair @ APEX Automotive – 3 Chief trucks for oil changes and miscellaneous repairs.
- 9) Chief Response Vehicles replacement plan is discussed.
- 10) Update: New Heavy Rescue training program is reviewed.
- 11) FDIC Conference – 1 person has signed up.
- 12) Pinsky Law Conference attendance is requested by Board.

**COMMISSIONER HEIM:** No report.

**COMMISSIONER BURKE:**

- 1) Dayroom committee is beginning bid process for project.

**COMMISSIONER HAWES:** No report.

**COMMISSIONER GASKE:**

- 1) Garage door maintenance and new openers project is complete.
- 2) Tree removal has been completed.
- 3) Pavilion Maintenance – Commissioner Burke has elected to spearhead the project.
- 4) IT equipment surplus is discussed with the Board.
- 5) Tree Trimming Service to be scheduled in the spring.
- 6) Bidding Process for parking lot sealing will begin soon.

**PUBLIC COMMENTS:** No public comments were heard.

**OLD BUSINESS:**

**MOTION** by WORK, second by GASKE, to resolve the invoice with Coca-Cola Beverages Northeast, Inc in the sum of \$527.52 for 56 cases of drinking water that was delivered on December 11, 2024. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to resolve the invoice with Emerling Floss Murphy & Associates in the sum of \$4,480.00 for the annual renewal of the Firefighter Enhanced Cancer Insurance policy for the 2025 calendar year. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to resolve the invoice with the Clarence Bee in the sum of \$223.68 for the publication of the legal ad for the video camera surveillance system RFP's. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reimburse Commissioner Work for travel and mileage expenses in the sum of \$17.82 for his attendance at the quarterly Erie County Fire District Officers' Association (ECFDOA) Meeting held at the Ellwood Fire District (1000 Englewood Avenue, Tonawanda, NY 14223) on December 18, 2024. Commissioner Work Abstains. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse Firefighter Colin Folck for travel and mileage expenses in the sum of \$382.03 for his attendance and completion of a NYS EMT Course held at Lancaster Volunteer Ambulance Corp (40 Embury Place, Lancaster, NY 14086) from September 3, 2024 through December 17, 2024. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of food for the work detail for the delivery of the new Heavy Rescue on January 4, 2025 in the total amount of \$448.71. Refreshments were purchased from Paula's Donuts and Gianni Mazia's using Commissioner Work's district credit card. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve the invoice with Sewing Technology Uniform Co. Inc. in the sum of \$376.15 for the updated Class A uniform for active firefighter #9. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to amend the motion of January 2, 2025 whereas the contract with Exact Partners *formerly* Nowicki Certified Public Accounting Firm, for bookkeeping/reporting services was approved. Exact Partners was tardy in providing their annual engagement letter, which included a \$200/yearly increase (\$50.00/quarterly) from the 2024 rate of \$5,200.00. The contract for the 2025 calendar year is \$5,400.00, to be billed in quarterly installments of \$1,350.00. All in favor, motion carried.

**OLD BUSINESS (cont.):**

**MOTION** by WORK, second by HEIM, to resolve the invoice with APEX Automotive in the sum of \$1,597.55 for the emergency repairs to the exhaust system, as well as some preventative maintenance on the current 9-2 Assistant Chief vehicle on January 8, 2025. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to resolve the invoice with APEX Automotive in the sum of \$916.21 for the emergency repairs (front brakes) and preventative maintenance on the current #9 Fire Chief Response Vehicle on January 6, 2025. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to resolve the invoice with APEX Automotive in the sum of \$211.22 for some preventative maintenance performed on the 9-1 Assistant Chief vehicle on January 9, 2025. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by GASKE, to pay all bills, check #7830 - 7876 in the sum of \$539,787.51 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of replacement reflective window numbers for the chief response vehicles from VSP Graphic Group in the sum of \$150.00 to re-label the issued apparatus accordingly. All in favor, motion carried.

**MOTION** by HAWES, second by GASKE, to authorize the purchase of 15 x firefighting helmet identification shields for Non-Probationary members, as well as firematic officers for the 2025 calendar year from Conway Shields at a cost of \$1,013.39. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to purchase a Lion American Legend firefighting helmet from Witmer Public Safety Group at a cost of \$369.49. All in favor, motion carried.

**MOTION** by HEIM, second by WORK, to approve any interested Commissioner, District Employee, or Chief Officer to attend the Pinsky Law Fire & EMS Law & Management Conference, March 27-29, 2025 in Verona, New York at a cost of \$375.00 per attendee. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to authorize the Fire Chief to purchase 12 x duty shirts for the elected firematic officers, as well as the appointed Duty Captain and Commissioners from Witmer Public Safety Group at a cost not to exceed \$1300.00. Commissioner Hawes abstains. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of a Heavy Duty Drop/Rise Hitch for the Utility #4 Truck from Bulletproof Hitches at a cost not to exceed \$600.00. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to purchase updated Fire Chief helmet identification shields from Tryworks Leather Co. at a cost not to exceed \$600.00. All in favor, motion carried.

**MOTION** by HAWES, second by BURKE, to authorize the attendance of up to 8 firefighters at GRIT 2025 Training held at Getzville Fire Company April 5-6, 2025 at a per/person cost of \$300.00. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to authorize the purchase of 5 x Fire Officer badges for Class A uniforms from Sewing Technology Uniform Co. Inc. in the sum of \$719.61. All in favor, motion carried.

**EXECUTIVE SESSION**

**MOTION** by WORK, second by BURKE, to enter into executive session at 2018 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 HAWES, second by BURKE, to return to regular session at 2107 hours to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons.

**MOTION** by WORK, second by BURKE, to authorize the purchase of Phenix firefighting helmets from Witmer Public Safety Group in the total sum of \$6,694.00, with competitive quotation from First Out Rescue Equipment in the sum of \$6,852.00.

**MOTION** by WORK, second by BURKE, to approve the purchase of 4 x sets of Lion V-Force structural firefighting turnout gear (coat & pants), as well as 1 x Lion V-Force structural firefighting fire chief jacket from Witmer Public Safety Group at a total cost of \$20,796.20, which represents New York State Contract Pricing (PC67938). Said turnout gear matches the specifications as set forth by the Chief's Office and established by the Fire District. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to purchase 2x sets of FireDex FXR Aeroflex structural firefighting turnout gear (coat and pants) from Dival Safety and Supply at cost of \$5,398.00. Said turnout gear has New York State Contract Pricing (PC67934); however these two sets have been extremely discounted by the vendor and are to be used for demo purposes. Said turnout gear matches the specifications as set forth by the Chief's Office and established by the Fire District.

**GOOD OF THE DISTRICT**

Commissioner Gaske to attend the Board of Directors meeting on February 17, 2025.  
Next Regular District Meeting on February 10, 2025 at 6:30pm.

**MOTION** by WORK, second by HAWES, to adjourn the meeting at 2111 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