



# 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, December 9, 2024** at 1830 hours. Treasurer Hallnan led the Pledge of Allegiance.

### **ROLL CALL:**

Present: Commissioners Work, Gaske, Hawes, Heim and Burke. Secretary Mora and Treasurer Hallnan.  
Guests: Chief Hanford, Asst Chief Ruth Rider-Work, Asst Chief Christian Rider-Work, David Metzger, Travis Griner, Jr., and Ben Hanford.

**MOTION** by GASKE, second by HAWES, to approve the November 18, 2024 meeting minutes with no corrections. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to approve the November 27, 2024 work session minutes with no corrections. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to approve the November 30, 2024 work session minutes with no corrections. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to approve the December 2, 2024 work session 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) Revised and Amended Budget Filing Requirements were completed.
- 3) The 2024 Annual District Election will be held on Tuesday, December 10th from 6-9pm. The filing of Canvass results is due to the Town Clerk by December 14th.
- 4) Volunteer Firefighter Enhanced Cancer Benefit Program Update – Zero claims have been filed for calendar year 2024. Forms EOSB-210.4 and EOSB 210.8C have been filed with NYS DHSES.

### **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 November and found all to be in order.**

**Board of Fire Commissioners reviewed the credit card statements from 10/20/2024 to 11/19/2024 in the amount of \$8,021.07 and found all to be in good order.**

**Treasurer reports all claims against the District covered by checks #7800 – 7829 in the amount of \$240,025.32 have been audited and found to be in good order.**

- Paid Electronically - \$9,082.38
- Voided Check – N/A
- Income for the Month was \$5,160.61

**TREASURER’S REPORT (cont.):**

- 1) USPS invoice for PO Box 340, which is the fire districts PO Box, is addressed to the Clarence Volunteer Fire Company. We have had this issue in the past. I need the district to address this on the record that it is the district’s PO box and that the bill is ok to pay.
- 2) Chief’s Credit Card Update – Chief was unable to activate card and needs to visit branch location to address issue.

**CHIEF’S REPORT:**

- 1) There were 39 total calls for the month of November as follows: 3 Fire, 27 EMS, 4 False Alarms, 3 Good Intent, 2 Service. Firefighter of the Month for November was Michael Burkhardt.
- 2) Drill schedule will be updated once new rescue has been delivered.
- 3) Chief Hanford recognizes the District for participation in this year’s Lancaster Christmasville Parade.
- 4) Chief Hanford expresses to Board that it has been his honor and privilege to serve as Chief for the last five years.

**COMMISSIONER WORK:**

- 1) 2024 Heavy Rescue - Tool Mounting is tentatively scheduled to complete on or around December 16<sup>th</sup>.
- 2) Emergency Tire Repairs to CFD #6 – Tire repaired onsite by Dadswell’s.
- 3) Video Surveillance System RFP & Dates – January 13<sup>th</sup> will be the bid opening.
- 4) 2024 OSHA Training Status & 2025 OSHA Training Schedule – one member needs training before year end. 2025 dates will be posted in hallway.
- 5) Preventive Maintenance & Recalls on CFD #4 – Thursday, December 19<sup>th</sup> appointment is scheduled.
- 6) Clarence Bee publication dates will be changed to Thursday.
- 7) Encumbered funds from orders not received need to be submitted to Treasurer Hallnan for year-end accounting purposes.

**COMMISSIONER HEIM:**

- 1) Additional Installation guest invitations are discussed.

**COMMISSIONER BURKE:**

- 1) One Banquet room request will be presented for approval.

**COMMISSIONER HAWES:**

No report.

**COMMISSIONER GASKE:**

- 1) Garage door maintenance and openers repair appointment has been scheduled.
- 2) Network Services – Annual renewal rates are discussed with a 3-year plan is recommended. Service pricing block rates will increase for 2025.

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

**OLD BUSINESS:**

**MOTION** by GASKE, second by BURKE, to amend the October 12, 2024 motion *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. Said equipment was purchased from Amazon.com instead of Network Services in the sum of \$966.79.* All in favor, motion carried.

**OLD BUSINESS (cont.):**

**MOTION** by WORK, second by HAWES, to resolve the invoice with First Due Services in the sum of \$3,002.35 for the annual fire hose (9,685') testing and inspection. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to reimburse Assistant Chief 9-1 Ruth Rider-Work the sum of \$39.97 for refreshments purchased for the Christmasville Parade Work Detail on November 30, 2024. Commissioner Work abstains. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the emergency tire repairs on CFD #6 by Dadswell's Service on December 2, 2024, with invoice forthcoming. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by HAWES, to pay all bills, check #7800 - 7829 in the sum of \$240,025.32 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

**MOTION** by HAWES, second by BURKE, to continue the district's membership with the Association of Fire Districts of the State of New York (AFDSNY) and to pay the annual membership dues of \$500.00. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to pay the yearly rental fee of \$442.00 to the United States Postal Service for the use of P.O. Box #340. All in favor, motion carried.

**MOTION** by WORK, second by, BURKE, to authorize the semi-annual payment of \$1,000.00 to UBMD for Medical Director Services per the 5-year contractual agreement that the Board reaffirmed at the January 2, 2024 Organizational Meeting. All in favor, motion carried.

**MOTION** by WORK, second by, HEIM, to authorize the expenditure of \$522.00 for the purchase of firematic officer awards to be presented at the 2025 Installation Dinner. All in favor, motion carried.

**MOTION** by GASKE, second by, BURKE, to pay Network Services for a three-year service contract for anti-virus protection at a rate of \$1,203.20. All in favor, motion carried.

**MOTION** by WORK, second by, GASKE, to purchase blood glucose kits from Boundtree Medical Supply at a cost of \$382.49. All in favor, motion carried.

**GOOD OF THE DISTRICT**

Commissioner Work to attend the Board of Directors meeting on December 16, 2024.  
Annual Organizational Meeting will be held on Thursday, January 2, 2025 at 6:30pm.  
Next Regular District Meeting will be held on January 13, 2025 at 6:30pm.

**MOTION** by WORK, second by HAWES, to adjourn the meeting at 1912 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