



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, February 10, 2025** at 1830 hours. Commissioner Gaske 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, David Metzger, and Ron Tyx.

MOTION by BURKE, second by HEIM, to approve the January 13, 2025 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) LOSAP/Firefly 2024 Update
 - a. List of actives with full year of credit needs to be submitted to be Firefly Admin by March 31, 2025.
 - b. Posting of 2024 of Service Award points is required for 30 days, posting period began on February 1, 2025 including the individual sheets in mailboxes. Period ends on March 2, 2025.
 - c. 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 January and found all to be in order.

Credit Card Statement – BOFC Review from 12/20/2025 – 1/19/2025 in the amount of \$3,042.49

- 1) Motion to pay bills, check #7877 - 7908, in the amount of \$30,058.12
 - a. Paid Electronically - \$13,146.23
 - b. Voided Check #7893
 - c. Income for the Month - \$4,189.96
- 2) Two mileage reimbursement requests were submitted 8 months past completion of course, due to delay in certificate issuance.
- 3) Amazon Update – Past outstanding invoice still not fully resolved; however a gift card has been issued.
- 4) NYSIF audit has been completed successfully.

CHIEF'S REPORT:

- 1) There were 49 total calls for the month of January as follows: 1 Fire, 33 EMS, 3 Hazardous Conditions, 4 False Alarms, 3 Good Intent, and 5 Service.
- 2) Incident Review – January was a busy month with coverage for calls necessary due to several standbys, installation coverage and emergencies. Chief Rider-Work recognizes the hard work and assistance from Assistant Chiefs and Officers.
- 3) Upcoming Training - Drill schedule is posted in hallway.

CHIEF’S REPORT (CONT.):

- 4) Purchase Requests – Purchasing requests were submitted from Bound Tree and Amazon for necessary EMS restock.
- 5) Personnel – Chief Rider- Work requests an executive session for personnel matters.

COMMISSIONER WORK:

- 1) District Inspection Review – Board impressed with the quality and condition of trucks during inspection.
- 2) Fire Policy Registry has been completed and submitted.
- 3) New Heavy Rescue Update & Driver Training – protocol is almost finished to begin training.
- 4) Emergency Repairs to 9-2 Vehicle @ West Herr for cylinder issues covered under warranty.
- 5) HazMat Response – Commissioner Work suggests future discussions on need/use of apparatus inventory and streamlining responses.
- 6) Upcoming Preventative Maintenance on 7, 7-1, 8 @ Basil Ford
- 7) ECFDOA January Meeting highlights are discussed.

COMMISSIONER HEIM:

- 1) Three requests for banquet room and pavilion reservations are presented for approval.

COMMISSIONER BURKE: No report.

COMMISSIONER HAWES: No report.

COMMISSIONER GASKE:

- 1) Wash bay area has been moved recently however the old area is still being used. A new cabinet with supplies has been placed near new area.
- 2) Drains – State Chemical demonstrated solution to issue called “Shut Your Trap” which solves drain issue.
- 3) Furniture Quote for relocated chief’s office is reviewed for approval.
- 4) Garage Door lighting – Suggestion to install warning lights to assist drivers when exiting building along each garage door.
- 5) Verizon Network extender – Issues continue with mobile service within the building to improve connectivity with devices.
- 6) Security System bids are reviewed to determine best selection for tonight’s approval.

PUBLIC COMMENTS:

No public comments were heard.

OLD BUSINESS:

MOTION by HEIM, second by BURKE, to resolve the invoice with Emerling, Floss, Murphy, & Associates in the sum of \$1,172.00 for the additional insurance premium for adding the new Heavy Rescue to the existing VFIS Insurance coverage. All in favor, motion carried.

MOTION by BURKE, second by HAWES, to reimburse Commissioner Work the sum of \$79.38 for travel and mileage expenses for his attendance at meetings of the Erie County Fire District Officer Association, as well as a trip to VSP Graphics to pick up an order. Commissioner Work abstains. All else in favor, motion carried.

MOTION by WORK, second by GASKE, to return Firefighter #97 to active status as he completed his required OSHA training on February 2, 2025. All in favor, motion carried.

OLD BUSINESS (CONT.):

MOTION by WORK, second by BURKE, to resolve the invoice with Dadswell Towing in the sum of \$125.00 for the flatbed tow of the 9-2 vehicle to West Herr Chevrolet on January 30, 2025. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve the invoice with Firematic Supply Company in the sum of \$279.48 for the emergency repairs (Alternator Belt Replacement) on CFD #6 on 1/31/25. All in favor, motion carried.

MOTION by GASKE, second by HEIM, WHEREAS, the Clarence Fire District (the "District") solicited bids for the installation of a security camera system; WHEREAS, the District has evaluated the bids and has selected from among them the lowest responsible bidder; WHEREAS, **Life Safety Integrated Systems, Inc.** has been selected as the lowest responsible bidder;

NOW THEREFORE, the District hereby resolves as follows:

1. The bid for the installation of a security camera system is hereby awarded to Life Safety Integrated Systems, Inc. at the bid cost of \$59,774.00 as bid.
2. Chairman Work is hereby authorized to execute the "mandatory contract" that accompanied and was part of the bid.
3. Payment is further authorized to be paid in accordance with the bid and contract.
All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with Hardee Brother Dry Cleaners in the sum of \$98.75 for dry cleaning, alterations, and repairs to Class A dress uniforms. All in favor, motion carried.

NEW BUSINESS:

MOTION by HEIM, second by HAWES, to pay bills, checks number 7877 - 7908 in the sum of \$30,058.12 as reviewed, presented, and audited by Treasurer Hallnan. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse firefighter Michael Zekas the sum of \$254.41 for mileage and travel expenses incurred while attending and completing the New York State Basic Exterior Firefighting Operations (BEFO) Course in Cheektowaga, New York from 11/3/2024 through 1/7/2025. All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize the expenditure of up to \$1,200.00 to purchase food and refreshments for the 8-Hour OSHA Training being held at CFD No.1 on Saturday, March 15, 2025. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize the purchase of EMS disposable supplies and materials from Bound Tree Medical Supply in the sum of \$1,702.41. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize Chief Rider-Work to expend up to \$1,922.00 on firefighting supplies, tools, and equipment to be issued to active firefighters at the Chief's discretion throughout the 2025 calendar year for recruitment and retention purposes. Said purchases to remain as district property and to be audited at the following monthly business meeting like normal and customary. All in favor, motion carried.

MOTION by GASKE, second by BURKE to purchase 1 x case (12 quarts) of "Shut Your Trap," drain treatment from State Chemical at a cost of \$242.00. All in favor, motion carried.

NEW BUSINESS (CONT.):

MOTION by GASKE, second by BURKE to authorize the purchase of office furniture for the Chief's Office from Eaton Office Supply Co., Inc. at the cost of \$6,289.16, which represents New York State Contract bid pricing. All in favor, motion carried.

MOTION by HEIM, second by HAWES to approve the banquet hall use of Firefighter Douglas Lash on April 26, 2025 for a fundraising raffle with catering and alcohol to be consumed, but not sold. Necessary insurance documentation to be provided to the Fire District prior to the event. All in favor, motion carried.

MOTION by HEIM, second by WORK to approve the Pavillion use of Firefighters Travis Griner Jr. & Nolin Jackson on June 29, 2025 from 11:00 AM - 1:00 PM for the annual Jason Arno Memorial Motorcycle Ride with alcohol to be consumed, but not sold. Necessary insurance documentation to be provided to the Fire District prior to the event. All in favor, motion carried.

MOTION by HEIM, second by HAWES to approve the banquet hall & pavilion use of Firefighter Brian Gaske on July 25, 2025 from 3-9pm for a Buffalo Junior Sabres event with no catering or alcohol being consumed or sold. Commissioner Gaske Abstains. All else in favor, motion carried.

EXECUTIVE SESSION

MOTION by WORK, second by HAWES, to enter into executive session at 1954 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 WORK, second by GASKE, to return to regular session at 2024 hours.

GOOD OF THE DISTRICT

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

MOTION by WORK, second by GASKE, to adjourn the meeting at 2025 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