



# 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, March 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, Asst Chief Christian Rider-Work, Asst Chief Mackenzie Rider-Work, David Metzger, Brett Hanford, and Mark Zuchlewski

**MOTION** by HAWES, second by BURKE, to approve the February 10, 2025 meeting minutes with no corrections. All in favor, motion carried.

## **BOARD OF DIRECTORS'/PRESIDENT REPORT:** By Mark Zuchlewski

- 1) Non-active life members need to complete their annual sexual harassment training by April 1<sup>st</sup>.
- 2) Installation Banquet Caterer bill has a charge that requires a reimbursement.
- 3) 50-Years of Service cash award is changed to \$599.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) LOSAP/Firefly 2024 Update
  - a. List of active members with full year of credit needs to be submitted to be Firefly Admin by 3/31
  - b. 30-day Posting of 2024 of Service Award points ended with 2 amendments.
  - c. Resolution of 2024 LOSAP credits needs to be approved tonight
- 3) New 2025 ID Cards – received updated 2025 Member roster with status, rank, & certifications to complete project now
- 4) Alpine Software Issues & Training
  - a. Approx 2 weeks ago, I was made aware of several unusual issues with system including unauthorized members with admin access and Member #81 profile was completely deleted from system however tech support was able to retrieve data from a backup.
  - b. Further training is necessary and requested for new Chiefs on the kiosk portion of system.

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

Credit Card Statement – BOFC Review from 1/20/2025 to 2/19/2025 in the sum of \$4,510.99.

- 1) Motion to pay bills, checks #7909 – 7945 in the amount of \$117,119.33.
  - 1.1. Paid Electronically - \$12,169.06
  - 1.2. Voided Check #7927, 7940
  - 1.3. Income for the Month - \$1,429,666.35
- 2) AUD has been received and filed with New York State.
- 3) WEX account and users will be updated this week.

**CHIEF'S REPORT:**

- 1) There were 41 total calls for the month of February as follows: 27 EMS, 3 Hazardous Conditions, 3 Service, 6 False Alarms, and 2 Good Intent. Firefighter of the Month for December was Dave Metzger. Volume of calls was less demanding than prior month.
- 2) Drill schedule is posted in hallway.
- 3) Technology Review – Software and access levels were reviewed and updated in Red Alert and IAmResponding.
- 4) Rescue Update – Rescue is in service and training dates for membership will be scheduled for Thur, March 13, 2025 at 1900 hours.
- 5) Sign-ups to assist with CPR training at Clarence Senior High School is posted in hallway.

**COMMISSIONER WORK:**

- 1) Annual Physicals – 29 members were completed at hall. At upcoming April BOFC meeting, those without current physical will need to be placed as inactive status.
- 2) Small apparatus repairs and maintenance were recently completed.
- 3) Installation Banquet bill – attendance and food related charges were reviewed for payment reimbursement.
- 4) NYClass – Kathy Seville will be presenting at the next Erie Couty Fire District Association meeting on March 19<sup>th</sup>.
- 5) FDIC registration policy has changed and no longer offers year to year carryover reimbursement.
- 6) Pierce Heavy Rescue additional repairs and necessary purchases are reviewed.
- 7) New Pierce Rescue Truck Dedication Ceremony will be held in collaboration with RecruitNY is scheduled for Sunday, April 27<sup>th</sup>. Details to follow.

**COMMISSIONER HEIM:**

- 1) Two donation checks were received from Our Lady of Peace parishoners and McDuffies Bakery.

**COMMISSIONER BURKE:**

- 1) One new member is presented for board approval.
- 2) Commissioner Burke inquires over concern regarding a “wash fee” on the banquet’s catering bill.

**COMMISSIONER HAWES:**

- 1) Three new members are presented for board approval.

**COMMISSIONER GASKE:**

- 1) Proposal for lawn service from Country Garden & Gifts is presented at rate of \$4200/season.
- 2) Security camera project to begin soon.
- 3) New Chief’s office blinds have been installed and weight room replacements blinds have been ordered from Budget Blinds.
- 4) Purchase requests for Chief’s office are reviewed including printer and shredder.
- 5) Request to purchase one battery-operated backpack blower for property use only.

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

**OLD BUSINESS:**

**MOTION** by WORK, second by BURKE, to resolve the invoice with Exact Partners in the sum of \$125.00 for the 2024 Federal Form 1099 fillings. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by WORK, second by GASKE, to review and resolve the expenditure of \$233.56 with Basil Ford Commercial Truck Service Center on February 17, 2025 for the NYSI, preventative maintenance, and windshield wipers on the 7-1 HazMat Truck. Said expenditure was paid using Commissioner Work's fire district credit card. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to review and resolve the expenditure of \$3,412.33 with Basil Ford Commercial Truck Service Center on February 20, 2025 for the NYSI, preventative maintenance, tires, and repairs on the Rescue 7 Truck. Said expenditure was paid using Commissioner Work's fire district credit card. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to review and resolve the expenditure of \$1,829.72 with Basil Ford Commercial Truck Service Center on February 21, 2025 for the NYSI, preventative maintenance, rear brakes, and exhaust repairs on the Ambulance. Said expenditure was paid using Commissioner Work's fire district credit card. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to resolve the invoice with Coca-Cola Beverages Northeast, Inc. in the sum of \$539.28 for 56 x cases of bottled drinking water delivered on 3/5/25. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reimburse Firefighter Julius Merlino the sum of \$201.93 for mileage and travel expenses associated with the completion of the NYS Engine Company Operations course held in Hamburg, New York, from June 6th, 2024 through July 2nd, 2024. Mileage to be paid at the 2024 rate of \$0.67/mile. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to reimburse Firefighter Kayla Myers the sum of \$165.35 for mileage and travel expenses associated with the completion of the NYS Engine Company Operations course held in Hamburg, New York, from June 6th, 2024 through July 2nd, 2024. Mileage to be paid at the 2024 rate of \$0.67/mile. All in favor, motion carried.

The Fire District and Chief's Office held a work detail on Sunday, March 9th, 2025 to place the new Heavy Rescue in service, which was 7 hours in duration and spanned two meal periods. As such, refreshments were purchased for those participating. **MOTION** by BURKE, second by HEIM, to authorize the total expenditure of \$215.47 (Paula's \$60.38, Gianni Mazia's \$155.09). Said expenditures were paid using Chief Rider-Work's district credit card. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to authorize the purchase of window blinds for the relocated Chief's Office from Budget Blinds at a cost of \$365.20. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to reimburse Assistant Chief Christian Rider-Work the sum of \$202.70 for 2 x *Fire and Emergency Services Instructor: Principles and Practice* textbooks he ordered for firefighters taking the upcoming NYS Fire Instructor I course. Assistant Chief Rider-Work understands that he cannot be reimbursed for taxes he paid with this order. Commissioner Work Abstains. All in favor, motion carried. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by HAWES, to pay bills, checks number 7909 - 7945 in the sum of \$117,119.33 as reviewed, presented, and audited by Treasurer Hallnan. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by WORK, second by GASKE, to declare the below-referenced equipment and tools to be surplus for the purpose of excising. Given the various dates of purchase and the sub-par condition of said equipment, these items hold no value and will be discarded appropriately:

- 1 x HP Photosmart Color Printer - Model #6520
- 2 x Dewalt 24V Electric Variable Speed Reciprocating Saw: Model: Sawzall DW008, S/N: 25207 & 030117
- 1 x Dewalt 24V Battery w/ Charger, Date of Purchase: August, 2, 2002
- 2 x Churchville Safe-T-Lite, Model:3750D
- 3 x Greenlee Distal GFI Cord, Model 39695
- 2 x Safeway Surge Protectors
- 11 x Misc. electric pigtail adapters (homemade)
- 1 x Sony Handicam 5.3 Megapixels Model: HDR-CX 190, S/N: 1267782
- 1 x Matrx Medical Suction Unit: Date of Purchase May 25, 2000
- 1 x Laerdal Suction Unit, Model LSU 4000, Date of Purchase: 2001
- 1 x Uniden Bearcat Scanner, Model 210 XLT, S/N: 25010344
- 2 x Metal O2 Bottle Regulators
- 2 x 4' steel prybars
- 1 x Delgar A/C Hot Stick, Model: 9005-02, S/N: 4416

All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize the purchase of EMS disposable supplies and materials from Bound Tree Emergency Medical Supply at a cost of \$1,212.75. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to purchase a Hewlett-Packard 15.6" Full HD Touch-Screen Laptop from Best Buy for training and presentation purposes at a cost not to exceed \$800.00. All in favor, motion carried.

**MOTION** by HAWES, second by WORK, to purchase 11 x Motorola Minitor VI pagers from Saia Communications Inc at a cost of \$6,787.55. Of note, Saia Communications is the sole-source Motorola dealer in Western New York. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the expenditure of \$2,973.00 to purchase additional Milwaukee Battery-Powered tools from Dival Safety & Supply for the new Heavy Rescue. Per the fire district's procurement policy, competitive quote(s) were reviewed from Home Depot. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to authorize the expenditure of \$800.80 for the annual renewal for the Lexipol EMS Learning Platform for the 14 x EMT's to complete their necessary and required CME at time that is conducive to their schedule. All in favor, motion carried.

**MOTION** by HAWES, second by WORK, to approve Christopher Baron as an active member pending completion of an Occustar physical. All in favor, motion carried.

**MOTION** by HAWES, second by BURKE, to approve Paul Murdie as an active member pending completion of an Occustar physical. All in favor, motion carried.

**MOTION** by HAWES, second by HEIM, to approve Jake Kiener as an active member pending completion of an Occustar physical. All in favor, motion carried.

**NEW BUSINESS (CONT.):**

**MOTION** by BURKE, second by HEIM, to approve Bryce Hawes as an active member pending completion of an Occustar physical. Commissioner Hawes abstains. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to purchase one HP Pro 180 laser jet printer from Amazon at a cost of \$382.00 for the new Chief's office to be installed by Kevin Haskill. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to purchase Milwaukee backpack blower kit for \$1,544.00 from Dival. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to accept proposal bid from Country Garden & Gifts for grounds and maintenance services in the amount of \$4,200 for the 2025 year. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to purchase a paper shredder for the Chief's office in the amount of \$119.99 plus shipping costs not to exceed \$150.00. All in favor, motion carried.

***In the matter of approving the 2024 points.*** WHEREAS, the Fire District is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the Clarence Fire Department in accordance with Article 11-A of the New York State General Municipal Law (GML);

WHEREAS, as required by GML § 219-a(2)(c), the Clarence Fire Department has submitted the attached list, certified under oath, of active members of the Fire Department, indicating those volunteers who earned at least fifty points during 2024 to qualify for service credit;

WHEREAS, the certification made by the Fire Department includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Fire District to be in effect during calendar year 2024, and to the best of the knowledge of the Fire Department, is a true and accurate reflection of the activities performed by the active members;

WHEREAS, the Fire District Secretary and the Chairman of the Board have done an initial review of the 2024 points and approved it for posting;

WHEREAS, in accordance with GML § 219-a(2)(d), the attached list has been posted for a minimum of thirty days, and any appeals have been reviewed and the appropriate corrections, if any, made; and

WHEREAS, also in accordance with GML § 219-a(2)(d), the Board of Fire Commissioners has reviewed the attached list; NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners approves the attached list of volunteer firefighters of the Clarence Fire Department and the points earned by these firefighters during calendar year 2024. **MOTION** by HEIM, second by HAWES, raises the motion to approve, and upon roll call the vote of the Board was as follows:

Commissioner Work: Aye  
Commissioner Hawes: Aye  
Commissioner Heim: Aye  
Commissioner Gaske: Aye  
Commissioner Burke: Aye

The resolution was thereupon declared duly adopted.

**EXECUTIVE SESSION**

**MOTION** by WORK, second by BURKE, to enter into executive session at 1934 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 HAWES, to return to regular session at 2004 hours.

**MOTION** by WORK, second by BURKE to authorize Chairman Work to task the Fire District's legal counsel (Brad Pinsky) with drafting a *permissive referendum* resolution to withdraw up to \$50,000.00 from the Equipment Capital Reserve Fund to be put toward the purchase of additional SCBA Air Packs, SCBA Air Cylinders, & SCBA Masks. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize Secretary Mora to publish an abstract of the above-mentioned permissive referendum resolution in the Clarence Bee, submit the permissive referendum resolution to the Town of Clarence for their posting and publication, and to make available on the fire district's website. All in favor, motion carried.

**GOOD OF THE DISTRICT**

Commissioner Burke to attend the Board of Directors meeting on 3/17/25  
Next Regular District Meeting on 4/14/2025 at 6:30pm.

**MOTION** by WORK, second by HAWES, to adjourn the meeting at 2009 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