



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, April 14, 2025** at 1830 hours. Commissioner Hawes led the Pledge of Allegiance. A brief moment of silence was held in remembrance of Life Member Went Blakely.

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, Travis Griner Jr., Michael Zekas, Patrick Thompson, and Dan Cummisky.

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

BOARD OF DIRECTORS'/PRESIDENT REPORT: By Patrick Thompson

- 1) List of non-active life members that have completed the annual sexual harassment training has been turned into the District.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Alpine Software Issues & Training
 - a. Error issues continue even after approx. 5 tech calls, screen share, and updates. Sending up the chain to developers – no timeframe given – delayed NFIRS submission as a result.
 - b. Further training is necessary and requested for new Chiefs on the kiosk portion of system.
- 3) Commissioner Work submits his recently completed AFDSNY Commissioner Training certificate.

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 March and found all to be in order.

Credit Card Statement – BOFC Review from 2/20/2025 to 3/19/2025 in the sum of \$8,554.24.

Checks #7946 – 8029 in the amount of \$64,581.56

- a. Paid Electronically - \$17,172.73
 - b. Voided Checks - #7985, 8010, 8018
 - c. Income for the Month - \$27,950.12
- 1) AFR (old AUD) Review - Corrections need to be made, however it is delayed until NYS Comptroller's office releases access.
 - 2) Treasurer Hallnan seeks inputs and reviews status on several pending invoices.
 - 3) Allied Financial Annual Audit Update - Financial Records were delivered to Allied Financial for their annual audit.
 - 4) Standard Mileage Rates Suggestion – Occustar's relocation has become an issue based on time travelled. Treasurer Hallnan recommends standardizing common locations to avoid future issues.

FIREFLY ADMIN, INC ZOOM CALL:

- 1) The Board held a remote zoom call with Craig Relyea of Firefly Admin, Inc. to review the 2024 LOSAP Annual Report.

CHIEF'S REPORT:

- 1) There were 50 total calls for the month of March as follows: 37 EMS, 5 Service, and 8 False Alarms. Firefighter of the Month for March was Al Herscherr Sr.
- 2) CPR Training was successfully completed at Clarence Senior High School over a two day period.
- 3) Drill schedule is posted in hallway. 3 upcoming drills are reviewed with apparatus out of the District.

COMMISSIONER WORK:

- 1) OSHA Training Update - 52 total members attended at Clarence Fire District
- 2) Civil Service Information on District Employees – Presented to Board for future discussion.
- 3) Firefighter Physical Update – All members have completed their annual physical at this time.
- 4) Dedication Ceremony of the 2024 Pierce Heavy Rescue – Will be held on April 27th with 107 invitations mailed to active and life members as well as local dignitaries.
- 5) Pierce Calendar Photo Shoot - Possible Dates include July 7 or 14th
- 6) One Year Extension has been granted for paid FDIC registrations.
- 7) Board will discuss purchase of tablets or electronic devices to be issued to each Commissioner.
- 8) Erie County Fire District Association meeting – Topics included stipends for classes and new personnel hired.
- 9) Board discusses options regarding surplus of the old Rescue #5.

COMMISSIONER HEIM:

- 1) Banquet hall requests to be presented for approval.

COMMISSIONER GASKE:

- 1) Life Safety security camera project – change orders were required on the original proposal.
- 2) For RecruitNY, Red Lighting will be installed for April into early May on front of building.

COMMISSIONER BURKE:

- 1) Installation Update - \$676 credited to Clarence Fire Company from caterer.
- 2) Pavilion Update – Upcoming work includes repairing wooden posts, sealing concrete. Plan is to have opened by end of April.
- 3) Dayroom Remodel – Meetings continue with plans for asbestos removal. Three architectural designs quotes have been received.

COMMISSIONER HAWES: No report.

PUBLIC COMMENTS: No public comments were heard.

OLD BUSINESS:

MOTION by HEIM, second by BURKE, to reimburse the Clarence Fire Company the sum of \$7,807.34 for the 2025 Installation Banquet, as consistent with the Fire District's policy on inspection dinner costs. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the invoice with NOCO in the sum of \$1,831.05 for 500 gallons of diesel fuel that was delivered on March 10, 2025. All in favor, motion carried.

OLD BUSINESS (CONT.):

MOTION by WORK, second by BURKE, to resolve the invoice with Firematic Supply Company Inc in the sum of \$370.00 for the emergency repairs that were required on Ladder #6 on March 13, 2025. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve the invoice with Hardee Bros. Dry Cleaning in the sum of \$87.00 for required and necessary alterations to an EMS jumpsuit. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the purchase of additional hand tools required for the new Heavy Rescue from Home Depot at a total cost of \$1,102.03. Said purchases were made using Commissioner Hawes' district credit card on March 9, 2025. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to authorize the expenditure of \$1,399.96 for the purchase of a new laptop from Best Buy to be used by the Chief's Office. Said laptop, as well as required accessories and a 2-year protection plan were purchased with Chief Rider-Work's district credit card on March 22, 2025. All in favor, motion carried.

MOTION by HAWES, second by GASKE, to resolve the invoice with Sewing Technology Uniform Co. in the sum of \$519.13 for the Class A Uniform for FF #20. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to resolve the invoice with Sewing Technology Uniform Co in the sum of \$509.18 for the Class A Uniform for FF #2. Of note, the price of the uniform is determined by the size of the uniform that is required. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to Reimburse Firefighter Ian Smith the sum of \$231.28 for the mileage and travel expenses associated with his completion of the NYS Fire Officer I course held January 13, 2025 through February 27, 2025 in Cheektowaga, New York. All in favor, motion carried.

MOTION by WORK, second by HAWES, to resolve the invoice with APEX Automotive Inc in the sum of \$185.00 for the emergency repairs required on the CFD #9 vehicle on March 31, 2025. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with Woodcutters Headquarters, Inc. in the sum of \$800.00 for the purchase of rescue blades and pre-mixed fuel for the saws on the new Heavy Rescue. All in favor, motion carried. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to amend the MOTION of February 10, 2025, authorizing the purchase of office furniture for the Chief's Office from Eaton Office Supply Co., Inc. The final invoice was in the sum of \$6,728.98, which represents an increase of \$439.82 from the originally approved amount of \$6,289.16. New York State Contract bid pricing. All in favor, motion carried.

MOTION by WORK, second by HAWES, to resolve the invoice with Suburban Oxygen Supply Inc. in the sum of \$578.00 for oxygen tank refills, as well as required hydro testing on 6 x cylinders on March 20, 2025. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Chairman Work the sum of \$16.52 for travel and mileage expenses associated with his attendance at the ECFDOA Executive Board Meeting on March 31, 2025 at the Kenilworth Fire Department/District. Commissioner Work Abstains. All in favor, motion carried.

OLD BUSINESS (CONT.):

MOTION by HEIM, second by HAWES, to reimburse Commissioner Burke the sum of \$426.40 for travel and mileage expenses associated with his attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. Commissioner Burke Abstains. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Commissioner Gaske the sum of \$477.40 for travel and mileage expenses associated with his attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. Commissioner Gaske Abstains. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Commissioner Hawes the sum of \$477.40 for travel and mileage expenses associated with his attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. Commissioner Hawes Abstains. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Treasurer Hallnan the sum of \$477.40 for travel and mileage expenses associated with his attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. All in favor, motion carried.

MOTION by WORK, second by GASKE, to reimburse Commissioner Heim the sum of \$477.40 for travel and mileage expenses associated with his attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. Commissioner Heim Abstains. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Secretary Mora the sum of \$477.40 for travel and mileage expenses associated with her attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Chief Ruth Rider-Work the sum of \$238.00 for travel expenses associated with her attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. Commissioner Work Abstains. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Commissioner Work the sum of \$252.00 for travel expenses associated with his attendance at the 17th Annual Fire and EMS Law & Management Conference held March 27-29, 2025 in Verona, New York. Commissioner Work Abstains. All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize the purchase of 150 x postcard invitations for the upcoming dedication ceremony for the new 2024 Pierce Heavy Rescue from Canva at a cost of \$125.72, which was paid using Commissioner Work's district credit card so they could be delivered in a timely manner and mailed out to the invited guests. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to reimburse Assistant Chief 9-1 Christian Rider-Work the sum of \$209.68 for foam boards, as well as the necessary foam cutting tools that he purchased for the new Heavy Rescue on March 25 and April 2, 2025. Of note, sales tax that he paid in the sum of \$18.34 cannot be reimbursed. Commissioner Work Abstains. All in favor, motion carried.

OLD BUSINESS (CONT):

MOTION by GASKE, second by BURKE, to reimburse Fire Chief Ruth Rider-Work the sum of \$37.75 for miscellaneous office and desk organizational items, which she purchased at Dollar General on April 3, 2025. Commissioner Work Abstains. All in favor, motion carried.

MOTION by HAWES, second by GASKE, to review and authorize the expenditure of \$39.28 at Dunkin Donuts on April 10, 2025 during the extended mutual aid fire call on the New York State Thruway with the Millgrove Fire Department. Said expenditure was paid using Chief Rider-Work's district credit card. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Firefighter Ben Hanford the sum of \$13.44 for travel and mileage expenses associated with his attendance at the Dayside Fire Drill, held at the Snyder Fire District on April 9, 2025. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Firefighter Austin Hawes the sum of \$13.44 for travel and mileage expenses associated with his attendance at the Dayside Fire Drill, held at the Snyder Fire District on April 9, 2025. Commissioner Hawes Abstains. All in favor, motion carried.

NEW BUSINESS:

MOTION by HEIM, second by GASKE, to pay all bills, check #7946 - 8029 in the sum of \$64,581.56 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

MOTION by BURKE, second by HAWES, to authorize Chairman Work to approve the purchase of 2 x Scott Air-Pak X3 Pro SCBA, 18 x SCBA air cylinders, 18 x Vision C5 SCBA masks in various sizes, as well as required identifiers and identification for said packs and cylinders from Dival Fire & EMS Supplies at a cost of \$49,650.00. Said purchase is contingent upon and pending the completion of the successful permissive referendum which expires on April 19, 2025. Prices are based on New York State Contract Pricing (Contract PC69018). All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Firefighter Kayla Myers the sum of \$14.00 for travel and mileage expenses associated with the completion of her required annual physical at Occustar on February 26, 2025. Of note, Occustar is the fire district's medical authority and they recently relocated to Cheektowaga, New York. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Firefighter Ian Smith the sum of \$14.00 for travel and mileage expenses associated with the completion of his required annual physical at Occustar on February 26, 2025. Of note, Occustar is the fire district's medical authority and they recently relocated to Cheektowaga, New York. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to engage the professional services of Toby Beahan Photography and pay the sum of \$750.00 for photography and videography services for the upcoming dedication ceremony for the new 2024 Pierce Heavy Rescue on April 27, 2025. All in favor, motion carried.

At the request of the Clarence Fire Company Board of Directors, **MOTION** by WORK, second by BURKE, to deactivate the key fob for the following non-active life members for failure to complete their required annual sexual harassment training for 2025: #11, #19, #23, #33, #44, #45, #62, & #79. All in favor, motion carried.

NEW BUSINESS (CONT):

MOTION by WORK, second by HAWES, to authorize the purchase of tool mounts for the new Heavy Rescue from Performance Advantage Company Inc at a cost of \$4,357.40, with competitive quotes obtained from Fire Penny Firefighter Equipment (\$4,788.20). All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the registration, training, travel, and accommodations for Commissioners Heim & Gaske to attend the New York State Association of Fire Chiefs Annual Conference and Fire 2025 EXPO being held June 4 - 7, 2025 in Syracuse, N.Y. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Assistant Chief 9-1 Christian Rider-Work the sum of \$280.00 for travel expenses associated with his recent completion of the NYS Live Fire Instructor In-Charge Course held in Syracuse, New York on April 3-6, 2025. Commissioner Work abstains. All in favor, motion carried. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Assistant Chief 9-2 Mackenzie Rider-Work the sum of \$280.00 for travel expenses associated with his recent completion of the NYS Live Fire Instructor In-Charge Course held in Syracuse, New York on April 3-6, 2025. Commissioner Work abstains. All in favor, motion carried. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to authorize the attendance, as well as associated travel and mileage reimbursements for any Fire Commissioner or Fire Chief to attend the upcoming FASNY Convention in Hauppauge, New York on August 6-9, 2025. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse Commissioner Work the sum of \$14.42 for travel and mileage expenses associated with his completion of the required New York State Fire Commissioner Training as set forth by Town Law 176-e on April 12, 2025 in Cheektowaga, New York. Commissioner Work Abstains. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to authorize the 5 x Fire Commissioners to purchase an electronic device, such as a Chromebook, Laptop, or Tablet to be used for Fire District business and productivity at a cost not to individually exceed \$1,800.00 with said device being returned to the district upon resignation or term expiration. All in favor, motion carried.

Regarding the ongoing video camera installation project at the firehall, sealed competitive bids were advertised for and opened publicly at the January 13, 2025 Fire Commissioner Meeting. Life Safety Integrated Systems was the lowest responsible bidder at \$59,774.00. At the February 10, 2025 meeting of the Fire District, a successful resolution was passed accepting the terms and conditions from Life Safety Integrated Systems. After meeting with the contractor, it was determined that some change orders were necessary to meet the board's expectations for video camera coverage of the building and grounds. **MOTION** by GASKE, second by BURKE, to accept the change orders in the sum of \$35,745.00. All in favor, motion carried.

MOTION by WORK, second by HEIM, to surplus 1 x 1992 Simon Duplex Walk-In Heavy Rescue, VIN #1D91P11J8N3008458. The district believes that this apparatus has real value and strives to achieve the best reasonable value by soliciting sealed bids that will be opened and awarded at the June 9, 2025 Meeting. The Board of Fire Commissioners reserves the right to reject all bids and to accept a bid other than the highest. All in favor, motion carried.

NEW BUSINESS (CONT):

MOTION by HEIM, second by BURKE, to accept VFIS renewal insurance policy at a cost of \$44,631.34, which represents a 6.1% (\$2,582.00) increase from the 2024-2025 term; and the Accident and Sickness insurance for volunteers policy at a cost of \$1,742.00 (0% increase) from Emerling Floss Murphy & Associates. Commissioner Gaske not in favor. Commissioners Work, Burke, Hawes, Heim in favor, motion carried.

MOTION by GASKE, second by BURKE, to authorize purchase of recruitment items from Positive Promotions not to exceed \$1,000.00. All in favor, motion carried.

MOTION by GASKE, second by HAWES, to authorize purchase of one 2.5 ton pallet jack not to exceed \$500.00 from Harbor Freight. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to authorize purchase of red light filters from Amazon for RecruitNY in the amount not to exceed \$200.00. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to authorize purchase of one 19' refrigerator for the Chief's office from Home Depot not to exceed \$400.00. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to purchase one Keurig coffee maker for the Chief's office from Amazon not to exceed \$200.00. All in favor, motion carried.

MOTION by HEIM, second by WORK, to approve banquet room request from Mike Canfield on May 3rd for a baby shower. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to approve banquet room and pavilion request from Quinten Burke on May 24th for a bachelor party. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to approve banquet room request from Nolan Jackson on April 25th for a Red Knights motorcycle club meeting. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to approve banquet room request from Travis Griner, Jr on July 12th for a private party. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize Treasurer Hallnan to transfer the 2024 unappropriated fund balance of \$2,833.68 into the Building Capital Reserve Fund. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by BURKE, to enter into Executive Session to discuss matters involving the employment history of a particular person or persons. All in favor, motion carried.

MOTION by WORK, second by BURKE, to enter into Executive Session at 2009 hours. All in favor, motion carried.

No actions were taken during executive session.

MOTION by WORK, second by HEIM, to return to regular session at 2036 hours. All in favor, motion carried.

NEW BUSINESS (CONT):

MOTION by WORK second by HEIM, to appoint Madeline Hanford as the District's Graphic and Visual Designer at an hourly rate of \$40.00. The scope of this work will be done on an as-needed basis and hours will fluctuate as projects, events, and needs arise. This position to be reviewed and evaluated annually at the organizational meeting. All in favor, motion carried.

MOTION by WORK, second by HEIM, to reimburse Firefighter Ian Smith the sum of \$101.13 for out-of-pocket medical expenses associated with an injury sustained while he was enrolled in a New York State Firefighter I course in Niagara County, New York in July 2024. All in favor, motion carried.

MOTION by WORK, second by HEIM, to send up to 6 x Interior Firefighters to the New York State Chief's Flashover Training held locally at the Harris Hill Volunteer Fire Company in September 2025 at a cost of \$125.00/each and not to exceed \$750.00. All in favor, motion carried.

GOOD OF THE DISTRICT

Commissioner Burke to attend the Board of Directors meeting on April 21, 2025.
Next Regular District Meeting on May 12, 2025 at 6:30pm.

MOTION by WORK, second by GASKE, to adjourn the meeting at 2039 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