



# 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, May 12, 2025** at 1830 hours. Chief Ruth Rider-Work led the Pledge of Allegiance. A moment of silence was held for Gary McNally.

### **ROLL CALL:**

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

Guests: Chief Ruth Rider-Work, Asst Chief Mackenzie Rider-Work, David Metzger, Brett Hanford, and Dan Cummysky.

**MOTION** by WORK, second by GASKE, to approve the April 14, 2025 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) Alpine Software Issues Update – An update from developers was supposed to happen today – not completed to my knowledge. Delayed NFIRS 1<sup>st</sup> quarter submission will be completed as soon as possible.

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

Credit Card Statement – BOFC Review from 3/20/2025 to 4/19/2025 in the sum of \$19,197.63.

Checks #8030 – 8073 in the amount of \$229,809.47

- a. Paid Electronically - \$28,458.55
- b. Voided Checks - #7929, 8048, 8072
- c. Income for the Month - \$8,204.48

- 1) Amazon Update – Outstanding invoice issues have been resolved with a \$400 gift card credit issued.
- 2) Standard Mileage Rates are further discussed update policy on frequently visited locations such as Occustar.
- 3) Next HR Update – An error in employee's paycheck was resolved with no issue.

### **CHIEF'S REPORT:**

- 1) There were 49 total calls for the month of April as follows: 3 Fire, 29 EMS, 1 Hazardous Conditions, Service, 7 Service and 8 False Alarms. Firefighter of the Month for April was Dave Metzger.
- 2) Chief Rider-Work highlights the dedication and hard work for the busy month of activities.
- 3) Drill schedule is posted in hallway. 4 firefighters will be attending a day drill on May 14<sup>th</sup> with apparatus out of the District. Engine 1 will be at Starpoint High School on May 17<sup>th</sup>, Engine 1 will be at Snyder on May 22<sup>nd</sup>.

### **COMMISSIONER WORK:**

- 1) There is no update on the Erie County Civil Service status for District employees at this time.

**COMMISSIONER WORK (CONT.):**

- 2) Overage charges from the hotel room in Syracuse (NYS Fire Training) were due to agent error and are being addressed.
- 3) Final firefighter with an outstanding annual physical has been completed.
- 4) Chairman Work recognizes efforts for the Dedication Ceremony of the 2024 Pierce Heavy Rescue that was held on April 27<sup>th</sup>. Challenge coins and t-shirts commemorating event were well received.
- 5) Pierce is hosting a Road Rally in Henrietta to view apparatus. Our New Heavy Rescue is invited to attend for display purposes on June 19, 2025.

**COMMISSIONER HEIM:**

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

**COMMISSIONER GASKE:**

- 1) Blacktop sealing – Bids have been received under \$20,000 budget for main areas. Back parking lot will be addressed separately.
- 2) Recent purchase of pallet jack and backup blower have been received and are in use.
- 3) Alarm System Update – June 1<sup>st</sup> is new target date to begin installing, and it is anticipated to be complete within 2 weeks.

**COMMISSIONER BURKE:**

- 1) Pavilion Update – Spring updates will be replacing lights to upgraded LED lighting for pavilion and pole barn.

**COMMISSIONER HAWES:**

- 1) Drug & Alcohol Policy – Recommended to review and update to reflect current policies.

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

**OLD BUSINESS:**

**MOTION** by BURKE, second by GASKE, to review and authorize the purchase of breakfast refreshments for the dedication ceremony for the new Heavy Rescue from Ohlson's Bakery in the sum of \$151.80, which was paid using Commissioner Work's district credit card. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to review and resolve the invoice with Emily Davis in the sum of \$655.00 for the purchase of 175 x individually wrapped cookies to commemorate the dedication ceremony of the new heavy rescue. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to reimburse Treasurer Hallnan the sum of \$16.24 for travel and mileage expenses associated with fire district business that necessitated a trip to Amherst, New York on April 20, 2025. All in favor, motion carried. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve the invoice with Woodcutters Headquarters Inc. in the sum of \$115.96 for the purchase of 4 x gallons of pre-mixed fuel for gasoline powered tools. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to review and authorize the purchase of Office Supplies for the Fire District and Chiefs' Offices from Amazon in the total sum of \$510.43. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by BURKE, second by HEIM, to review and authorize the purchase of refreshments for the Heavy Rescue Dedication Ceremony, as well as the annual RecruitNY event held on Sunday, April 27, 2025 in the total sum of \$289.32 (Tim Hortons \$99.95, Wegman's \$112.00 & \$77.37). Said purchases were made with Chief Ruth Rider-Work's district credit card. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to review and authorize the purchase of 4 x *Pumping & Aerial Apparatus: Driver and Operator* textbooks from Amazon in the total sum of \$411.08 for firefighters currently enrolled in the New York State Aerial Operator Course in Niagara County, New York. All in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to reimburse Captain C-2 Zach Braunscheidel the sum of \$85.40 for travel and mileage expenses associated with his attendance and completion of the NYS Fire Instructor I course held in Cheektowaga, New York, March 14-23, 2025. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse Duty Captain W. Chad Hawes the sum of \$13.86 for travel and mileage expenses associated with the completion of his annual physical at Occustar in Cheektowaga, New York on March 26, 2025. Commissioner Hawes Abstains. All else in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to resolve the invoice with Sewing Technology Uniform in the sum of \$46.80 for a new Class A name bar for President Jerry Roy. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by BURKE, to pay bills check # 8030-8073 in the amount of \$229,809.47. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the purchase of 8x pairs of Lion Thorogood structural firefighting bunker boots from Witmer Public Safety at the cost of \$2,896.00, with competitive quotes from The Public Safety Store (\$3,016.00). All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse Assistant Chief 9-1 Christian Rider-Work the sum of \$92.94 for necessary and required items purchased for an upcoming fire drill from Amazon. Assistant Chief Rider-Work knows and understands that he cannot be reimbursed for tax be paid in the sum of \$8.12. Commissioner Work Abstains. All else in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize the purchase of battery and tool mounting brackets for the new Heavy Rescue from Home Depot at a cost not to exceed \$250.00. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of 14 x Leatherman Tools (6-in-1 Shears, Skeletool, 19-in-1 Multi-Tool) to be issued to all current EMT's at a cost not to exceed \$1,985.00. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the purchase of 2 x Little Giant Jumbo 2-Step folding steel ladders for the new Heavy Rescue at a cost not to exceed \$500.00. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of EMS Disposable Supplies from BoundTree Medical Supply at a cost not to exceed \$300.00. All in favor, motion carried.

**NEW BUSINESS (CONT):**

**MOTION** by WORK, second by BURKE, to authorize purchase EMS Disposable supplies, as well as EMS cleaning and sanitation supplies from Amazon at a total cost of \$113.73. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to approve banquet room request made by Austin Hawes for a wedding reception for the dates of Friday, July 24, 2026 through Sunday, July 26, 2026 at noon for 200 people. All in favor, motion carried.

**GOOD OF THE DISTRICT**

Commissioner Heim to attend the Board of Directors meeting on May 19, 2025.

Next Regular District Meeting on June 9, 2025 at 6:30pm.

**MOTION** by WORK, second by HAWES, to adjourn the meeting at 1919 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