



# **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, July 14, 2025** at 1836 hours. Commissioner Heim led the Pledge of Allegiance.

### **ROLL CALL:**

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

Absent: Commissioner Gaske

Guests: Chief Ruth Rider-Work, David Metzger and Jeffrey Schlabach.

### **BID OPENING FOR 1992 SIMON DUPLEX WALK-IN HEAVY RESCUE:**

Two bids were received and opened by the District Secretary as follows:

- 1) Brandon Dadswell in the amount of \$4,500.00
- 2) Jeffrey Schlabach in the amount of \$4,750.00

**MOTION** by WORK, second by BURKE, to approve the June 9, 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/Red Alert/ Software Issues Update – Error issues have returned after temporary fix. Tech Support is working with developers for new resolve to continued issues.

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

Credit Card Statement – BOFC Review from 5/20/2025 to 6/19/2025 in the sum of \$3,379.32 (Commissioner Gaske to reimburse District for charges totaling \$24.63 for accidental charges to his District credit card.)

Checks #8095 – 8160 in the amount of \$170,140.56 with Paid Electronically - \$15,801.22

- a. Voided Checks – 8029
- b. Income for the Month - \$9,253.99

- 1) Voided check #8029 issued 4/14/25 and reissued as check #8127 on 6/22/25 as check was reported lost.
- 2) Amazon Update – Issue has been resolved and closed as follows: Amazon issued gift cards (\$449.99 in total), which have now been used for a purchase. Outstanding invoices appear to have been deleted.
- 3) Treasurer Hallnan informs Board that he will be out of office for future travel during August 8 – 17.
- 4) Checks below were issued, however, they were not cashed and are beyond the 90 days to cash – recommendation is to void checks in the system and reissue:

**TREASURER'S REPORT(CONT.):**

4)

Check #	Date	Vendor	Amount	Item
7463	3/29/24	Mackenzie Rider-Work	\$120.00	Cell Phone
7729	9/23/24	Zach Braunscheidel	\$120.00	Cell Phone
7847	12/14/24	Mackenzie Rider-Work	\$120.00	Cell Phone
7982	3/30/25	David Burke Jr.	\$150.00	Cell Phone
8033	4/21/25	Chad Hawes	\$13.86	Mileage Reim.

**CHIEF'S REPORT:**

- 1) There were 53 total calls for the month of June as follows: 1 Fire, 30 EMS/sERVICE, 3 Hazardous Conditions, 9 Service, 5 Good Intent, and 5 False Alarms. Firefighter of the Month for May was Brian Gaske.
- 2) Updated Training, Drill & Special Events schedule is posted in hallway. Chief Rider-Work seems permission for the following drills and equipment use:
  - a. July 16<sup>th</sup> - 7-1 Trailer Review
  - b. July 19<sup>th</sup> – Town of Clarence Touch a Truck with Engine #2
  - c. July 23<sup>rd</sup> - Drill with Erie County Forced Entry Trailer
  - d. July 24<sup>th</sup> - Annual Perry's Hazmat Tour with Erie County Haz Mat Team
  - e. July 29<sup>th</sup> - HazMat Leadership Meeting at CFD #1
  - f. August 4<sup>th</sup> – Taste of Clarence Standby from 3-8pm with Engine #2
- 3) Purchase request with Boundtree for replacements of expired EMS supplies and final Lifepac 15 upgrade.
- 4) Chief Rider-Work reports upcoming out of town travel from August 5- August 9, 2025 to attend FASNY conference in Long Island with respective Chiefs moving up.

**COMMISSIONER WORK:**

- 1) Updated mileage table is almost completed for presentation at the next Board meeting.
- 2) Pierce photo shoot was successful, taking place in various local spots. Five final photos will be selected by Pierce to potentially use in 2026 calendar.
- 3) Ongoing Issues with Pierce Heavy Rescue – Airhorn not working, bigfoot system not working.
- 4) Clarence Hollow Farmers Market event was a busy and successful morning distributing fire prevention materials and touring the new Heavy Rescue.
- 5) Ladder Update - Mechanical issue will be addressed by Pen Power, out of service for a few days.
- 6) Training Award from Erie County – Idea is presented for a challenge coin to honor award.
- 7) Commissioner Work will be unable to attend the August Fire Company meeting, seeking another commissioner to represent the Board.
- 8) Drivers List for #5 Update – To be reviewed for next Board meeting.

**COMMISSIONER HEIM:**

No report.

**COMMISSIONER GASKE:** Absent presented by Chairman Work

- 1) Two cleaning proposals were received and reviewed with the Board.
- 2) Baughman Magic Seal Bid Update – Additional back parking lot quote is reviewed.
- 3) Security Camera Update - Project will be completed soon after final cameras are received.

**COMMISSIONER BURKE:**

- 1) Work Session Agenda is shared with Board for upcoming BOD meeting regarding Dayroom Project.

**COMMISSIONER HAWES:** No report.

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

**OLD BUSINESS:**

**MOTION** by WORK, second by BURKE, to resolve the invoice with Firematic Supply Company, Inc. in the sum of \$790.98 for the emergency repairs required on the steering column (adjustment) on Engine 1. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to review and authorize the purchase of necessary and required office supplies from Amazon.com in the sum of \$58.07 on June 5, 2025. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to resolve the invoice with APEX Automotive Inc. in the sum of \$210.42 for the preventative maintenance required on the #9 vehicle on June 9, 2025. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to resolve the invoice with Firematic Supply Company in the sum of \$5,989.03 for the additional tool mounting (labor & mounting hardware) required on the new Heavy Rescue. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the invoice with Firematic Supply Company in the sum of \$5,409.56 for the emergency repairs to the alternator on Ladder 6 on June 6, 2025. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to resolve the invoice with APEX Automotive Inc. in the sum of \$844.50 for the emergency repairs to the rear brakes of the #9 Chief Vehicle on June 17, 2025. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse firefighter Ian Smith in the sum of \$422.24 for mileage and travel expenses associated with the attendance and completion of the New York State HazMat Tech Modules 4 & 5 held May 6th - June 8, 2025 in Angola, New York. All in favor, motion carried.

**MOTION** by HAWES, second by HEIM, to resolve the invoice with Ed Henning Inc. in the sum of \$75.00 for providing a salvaged automobile to be used for firematic training purposes. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse firefighter Ian Smith in the sum of \$98.28 for mileage and travel expenses associated with the attendance and completion of the New York State Firefighter Self Rescue course held June 19-22, 2025 in Orchard Park, New York. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to resolve the invoice with NOCO in the sum of \$1,536.28 for 403 x gallons of diesel fuel, which was delivered on June 18, 2025. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to resolve the invoice with SMG Batavia LLC, *formerly* the Clarence Bee in the sum of \$9.35 for the legal advertisement of the Work Session of the Board of Fire Commissioners to be held on July 21, 2025 at 17:30 hrs. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to review the emergency purchase of and to authorize subsequent payment to Amazon Capital Services in the total sum of \$113.26 for the purchase of insect deterrent spray and poison ivy oil cleaning wipes for responding EMS and firematic crews. All in favor, motion carried.

**OLD BUSINESS (CONT):**

**MOTION** by HEIM, second by HAWES, to reimburse firefighter Ian Smith in the sum of \$57.40 for mileage and travel expenses associated with the attendance and completion of the New York State Apparatus Aerial Operator course held April 30, 2025 through June 14, 2025 in Sanborn, New York. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse firefighter Andrew Hallnan in the sum of \$206.50 for mileage and travel expenses associated with the attendance and completion of the New York State Apparatus Aerial Operator course held April 30, 2025 through June 14, 2025 in Sanborn, New York. Note - Firefighter Hallnan had some scheduling conflicts that prevented him from utilizing the #4 Utility truck with the others also taking the course. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to resolve the in-house charge with Napa Auto Parts on July 8, 2025 in the sum of \$51.96 for the purchase of 10 x gallons of Diesel Exhaust Fluid (DEF) for the applicable fire apparatus. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse Commissioner Nathan Work the sum of \$16.80 for mileage and travel expenses associated with his attendance at the quarterly meeting of the Erie County Fire District Officers Association held June 18, 2025 in Tonawanda New York (Kenilworth Fire District No.2). Commissioner Work Abstains. All else in favor, motion carried.

**MOTION** by BURKE, second by HEIM, to resolve the invoice with Sewing Technology Uniform Co. in the sum of \$349.00 for the purchase of 50 x embroidered patches to be used for the future purchase of Class A Uniforms. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by BURKE, to pay all bills, check # 8095 - 8160 in the sum of \$170,140.56 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize the purchase of 3 x Thorogood 14" structural firefighting boots from Witmer Public Safety in the sum of \$1,086.00. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the purchase of 4 x Lion American Legend structural firefighting helmets from Witmer Public Safety in the sum of \$1,598.00. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of 20 x Halo Nomex Particulate-Blocking Firefighting Hoods from Witmer Public Safety in the sum of \$1,618.00. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize the purchase of 23 x Lion Commander Ace Firefighting Gloves from Witmer Public Safety in the sum of \$2,875.00. Note - a competitive quote was obtained from Dinges Fire Company (\$3,435.05) . All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the upgrade to the existing Lifepak 15 to include 12-lead capabilities at a total cost of \$11,013.42. Note - Stryker is the sole-source provider and servicer of the Lifepak 15 Monitors/Defibrillators w/ documentation on file in the fire district office. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the expenditure of up to \$1,000.00 for hand tools, towing items, and safety supplies for the Utility Truck #4. All in favor, motion carried.

**NEW BUSINESS (CONT):**

**MOTION** by WORK, second by HEIM, to authorize the purchase of EMS disposable supplies, ie. albuterol, from Boundtree at a cost of \$269.73. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to authorize the Fire Chief to expend up to \$200.00 for refreshments for the upcoming Hazardous Materials Leadership Meeting to be held at CFD No.1 on July 19, 2025. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to amend MOTION of June 9, 2025 awarding the asphalt sealing bid to Baughman Magic Seal Inc. in the sum of \$17,950.00. The decision was made to also seal the pavilion driveway and far rear parking lot, which brings the total sum of asphalt sealing to \$24,450; which represents an increase of \$6,500 from the 6/9/25 MOTION and is *still* the lowest of the three submitted written quotes/bids. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to accept the Janitorial Service Proposal from Coverall at the rate of \$400.00 per month for weekly cleaning and sanitizing services outlined, as well as the one-time expenditure of \$520.00 for an initial deep-cleaning of the identified areas, and \$673.75 for hot water carpet shampooing/extraction. All in favor, motion carried.

At the April 14, 2025 Board of Fire Commissioner Meeting, a MOTION was passed deeming the 1992 Simon Duplex Walk-In Heavy Rescue (VIN #1D91P11J8N3008458) as surplus. Since that time, the fire district has been soliciting for sealed bids for its sale from numerous local, regional, and international (Canada) vendors, posted sale flyers on various social media platforms, advertised for its sale in the district's official newspaper, and ascertained the vehicles scrap metal valuation as a baseline for a low bid. **MOTION** by WORK, second by HAWES, to accept the sealed bid from Jeffrey J. Schlabach in the sum of \$4,750.00 for the purchase of said heavy rescue and to authorize Chairman Work to execute the sale accordingly. All in favor, motion carried.

**GOOD OF THE DISTRICT**

Commissioner Burke to attend the Board of Directors meeting on July 21, 2025.  
Next Regular District Meeting on August 11, 2025 at 6:30pm.

**MOTION** by WORK, second by HAWES, to adjourn the meeting at 1932 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