



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, August 11, 2025** at 1832 hours. Commissioner Hawes led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Treasurer Hallnan and Commissioner Gaske

Guests: Chief Ruth Rider-Work, Asst. Chief Christian Rider-Work, David Metzger and Mark Zuchlewski.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by BURKE, second by HEIM, to approve the July 14, 2025 meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS'/PRESIDENT REPORT: By Mark Zuchlewski

- 1) Change of member status for Jamie Dussing and Jerry Roy to Inactive Life.
- 2) Budget 2026 for the Fire Company will be prepared by December for approval in January or February 2026.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Alpine/Red Alert/ Software Issues Update – Error issues have returned. Remote session completed with Tech Support & Network Services have downloaded software to test system.

TREASURER'S REPORT: Absent presented by Chairman Work

Commissioner Heim reviewed the bank statements and found all to be in good order.

Commissioner Work reviewed the Chief's vehicle reports for July and found all to be in order.

Credit Card Statement – BOFC Review from 6/20/2025 to 7/19/2025 in the sum of \$0.

- 1) Check #8161 – 8196 in the amount of \$62,864.60
 - Paid Electronically - \$2,729.40
 - Voided Checks – 8174, 8176
- 2) Income for the Month was \$7,182.57
- 3) Commissioner Gaske has reimbursed the fire district \$24.63 for personal expenses accidentally charged on the district credit card.
- 4) 2% Foreign Fire Tax was received on 7/3/25. Disbursement check was written to the fire company. Will need a motion to release those funds.
- 5) Draft version of the Audit from Allied Financial has been emailed to the board for their review.
- 6) Checks below were reissued as per discussion from previous meeting:

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 Reimbursement

CHIEF'S REPORT:

- 1) There were 40 total calls for the month of July as follows: 29 EMS/SERVICE, 1 Hazardous Conditions, 5 Service, and 5 False Alarms. Firefighter of the Month for June was Doug Larkin.
- 2) Updated Training, Drill & Special Events schedule is posted in hallway.
- 3) Purchasing request for two new gas detection meters from Dival Safety & Supply.

COMMISSIONER WORK:

- 1) Drivers & Operator List Update – Recreated and updated list with new #5
- 2) Emergency Repairs to Ladder #6 - Transmission leak repaired by Penn Power Systems and both cab cylinders were replaced.
- 3) NYS DMV Title Request – 1992 Rescue & Trailer documents have been requested to process recent sale.
- 4) Mail & Parcel Handling Policy – Board review and approval requested of new policy.
- 5) 2025 FASNY Review – New tax exempt form presented for future use.
- 6) East Hill Foundation Grant - Site walk-through scheduled for August 21, 2025 at 1500 hours.
- 7) Apparatus photoshoot – Tentatively scheduled for August 22, 2025.
- 8) Records Retention Review – Request for outside agency assistance with organizing and filing District records.
- 9) Mileage Document Updates – Review with Treasurer needs to be completed before presenting final draft.

COMMISSIONER HEIM:

- 1) Family of patient in a recent EMS call shares appreciation for the professional response and service given to their loved one.

COMMISSIONER GASKE: Absent. Presented by Chairman Work.

- 1) Amend cleaning service motion to increase \$75 per month.

COMMISSIONER BURKE:

- 1) Dayroom Remodel Project Update - Architect meeting on dayroom project was held. Asbestos abatement quote requires bidding process.

COMMISSIONER HAWES: No report.

PUBLIC COMMENTS: Public comments were heard.

OLD BUSINESS:

MOTION by WORK, second by BURKE, to resolve the invoice with APEX Automotive Inc. in the sum of \$242.22 for the preventative maintenance and NYSI completed on the #9-2 Chief Vehicle on July 15, 2025. 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 \$44.96 on July 1, 2025. All in favor, motion carried.

MOTION by WORK, second by HAWES, to review and authorize the invoice from WNY Accessory Shop in the sum of \$219.95 for the repairs, preventative maintenance, and NYSI of the HazMat Spill Trailer on July 18, 2025. Said charges were placed on Commissioner Work's district credit card. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to accept and approve the written request of Firefighter #24 to be switched to Inactive Life Member status effective July 21, 2025. All in favor, motion carried.

OLD BUSINESS (CONT):

MOTION by WORK, second by BURKE, to review the emergency repairs required on the Ladder Truck, i.e. transmission oil filter bolts, left and right cab lift cylinders, and AC compressor belt, and to resolve the invoice with Penn Power Group in the sum of \$7,239.04. All in favor, motion carried.

MOTION by BURKE, second by HAWES, to resolve the invoice with Sewing Technology Uniform Co. in the sum of \$558.94 for a Class A uniform for Firefighter #51. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Firefighter Austin Hawes the sum of \$114.24 for mileage and travel expenses associated with his attendance and completion of the New York State EVOC Course held April 30, 2025 through May 12, 2025 in Niagara Falls, New York. Commissioner Hawes abstains. All else in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Firefighter Ben Hanford the sum of \$16.66 for mileage and travel expenses associated with his attendance at the Amherst Fire Chief's Day Drill held in Getzville, New York. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to amend the July 7, 2025 MOTION *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.* The correct monthly rate for the requested scope of cleaning and janitorial services is \$475.00 per month; which still represents the lowest of the quotes reviewed. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with APEX Automotive Inc. in the sum of \$1,367.00 for the emergency repairs, i.e. front and rear brakes, required on the #9-1 Chief Response vehicle on August 4, 2025. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to reimburse Commissioner Nathan Work the sum of \$387.00 for travel expenses associated with his attendance at the 2025 FASNY Meeting and Convention held August 5-9, 2025 in Hauppauge, Long Island. Commissioner Work abstains. All else in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Chief Ruth Rider- Work the sum of \$387.00 for travel expenses associated with her attendance at the 2025 FASNY Meeting and Convention held August 5-9, 2025 in Hauppauge, Long Island. Commissioner Work abstains. All else in favor, motion carried.

MOTION by WORK, second by HAWES, to reimburse Treasurer Andrew Hallnan the sum of \$16.52 for mileage and travel expenses associated with picking up financial records from the independent auditor (Fire District Business) located in Amherst, New York on August 3, 2025. All in favor, motion carried.

NEW BUSINESS:

MOTION by HEIM, second by BURKE, to pay all bills, check #8161 - 8196 in the sum of \$62,864.60 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

MOTION by WORK, second by HEIM, to accept and adopt the "*Receipt and Opening of Mail*" policy as presented by Chairman Work and to direct Secretary Mora to update the website and any and all policy-related documents accordingly. All in favor, motion carried.

NEW BUSINESS (CONT):

MOTION by HAWES, second by BURKE, to surplus the following district Hazardous Materials assets. Given the dates of purchase, and current condition of the materials equipment, there is no monetary value in any of the items. As such, they will need to be properly disposed of.

4 x Kappler Banox FR3 Cooling Vests - Size Large, #800-633-2410

2 x Kappler Level A HazMat Suit

- S/N: 00252268, Size 2XL, Date of Purchase = 6/21/2002

- S/N: 00251686. Size 2 XL, Date of Purchase = 6/21/2002

25 x Microchem 2300 Standard "Ebola Preparedness Kits"

- Lot #: 1408022A42628604726P3. Size 3XL, Date of Purchase = 10/28/2014

All in favor, motion carried.

MOTION by HEIM, second by HAWES, to reimburse Commissioner Work the sum of \$30.66 for mileage and travel expenses associated with Fire District Business conducted on July 21, 2025. Commissioner Work Abstains. All else in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize the purchase of firefighting hand tools, i.e. Halligans, axes, sledge hammers, etc. from Witmer Public Safety Group in the sum of \$1,020.00. All in favor, motion carried

MOTION by WORK, second by BURKE, to authorize the purchase of 4 x Fire Maul Firewraps (hand grip) from Witmer Public Safety Group in the sum of \$112.00. All in favor, motion carried

MOTION by HEIM, second by HAWES, to purchase 15 x Rothco Fire Police whistles from Dival Safety & Supply in the sum of \$18.30. All in favor, motion carried

MOTION by HEIM, second by BURKE, to purchase 10 x Fire Police LED Safety Vests from Nite Beam Products LLC. in the sum of \$894.10. All in favor, motion carried

MOTION by WORK, second by HEIM, to purchase 5 x Scott Vision C5 Eyeglass Kits from Dival Safety & Supply in the sum of \$675.00 to be issued to interior firefighters who have prescription corrective lenses. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to authorize Treasurer Hallnan to release the Foreign Fire Insurance Funds to the Clarence Fire Company in the sum of \$37,866.37. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to authorize the expenditure of up to \$300.00 for the purchase of video surveillance notification signs to be displayed in and around the facility and property. All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize the purchase of recruitment and retention supplies and materials for the upcoming Open House in October from Positive Promotions at a cost not to exceed \$2,000.00. All in favor, motion carried.

NEW BUSINESS (CONT):

MOTION by HAWES, second by BURKE, to authorize the purchase of 2 x Four-Gas Detection Meters from Dival Safety & Supply at the cost of \$1,130.50. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by HAWES, to enter into executive session at 1925 hours to discuss the medical history of a particular person or persons. All in favor, motion carried.

No actions were taken during executive session.

MOTION by WORK, second by BURKE, to return to regular session at 1952 hours. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to place Firefighter #94 on Medical Leave effective July 29, 2025. Said Firefighter is permitted to continue to complete non-firematic administrative tasks as associated with his Fire Company administrative role. All in favor, motion carried.

MOTION by WORK, second by BURKE, to amend the current *Driver and Operator* listing, as approved at the October 21, 2024 Board of Fire Commissioners Meeting, to include the following individuals who have been trained to drive and operate the new Heavy Rescue:

Colin Arndt
Paul Blonski
Zach Braunschedel
Pat Casillio
Brian Gaske
Travis Griner Jr.
Andy Hallnan
Ben Hanford
Brett Hanford
Maddy Hanford
Chad Hawes
Marshall Helms
Doug Lash
Matt Meister
Dave Metzger
Paul Meyer Jr.
Christian Rider-Work
Mackenzie Rider-Work
Ruth Rider-Work
Jeff Schlabach
Pat Thompson
Nathan Work
Mike Zekas
Mark **Zuchlewski**

All in favor, motion carried.

GOOD OF THE DISTRICT:

Commissioner Work to attend the Board of Directors meeting on August 18, 2025.

Next Regular District Meeting on September 8, 2025 at 6:30pm.

MOTION by WORK, second by HAWES, to adjourn the meeting at 1954 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