

**Clarence Fire District No. 1**  
**Board of Fire Commissioners Monthly Meeting**  
**10355 Main St., Clarence, NY 14031**  
**Monday, September 8, 2025, 6:30 PM**

1. **CALL TO ORDER AND PLEDGE TO THE FLAG** – led by \_\_\_\_\_
2. **ROLL CALL**
3. **BID OPENING**
4. **APPROVAL OF PRIOR MEETING MINUTES**
  - 07/21/25          Work Session Meeting Minutes
  - 08/11/25          Regular Board Meeting Minutes
5. **BOARD OF DIRECTORS/PRESIDENT REPORT**
6. **SECRETARY’S REPORT**
  - 5.1 In/ Out Correspondence
  - 5.2 Alpine/Red Alert Software Update
6. **TREASURER’S REPORT**
  - 6.1 Bank Statements Reports Review (Commissioner Heim)
  - 6.2 Chief Vehicle Reports - Review (Commissioner Work)
  - 6.3 Credit Card Statement – BOFC Review from 7/20/2025 to 8/19/2025 in the sum of \$\_\_\_\_\_.
  - 6.4 Pay Bills, check #\_\_\_\_\_ – #\_\_\_\_\_ in the amount of \$\_\_\_\_\_.
    - Paid Electronically -
    - Voided Check –
  - 6.5 Income for the Month was \$\_\_\_\_\_
7. **CHIEF’S REPORT**
  - 7.1 Monthly Calls & Firefighter of the Month Review
  - 7.2 Drill Schedule Update
8. **COMMISSIONER WORK**
  - 8.1 2024 Audit Report
  - 8.2 Apparatus Photography Shoot
  - 8.3 Tour Bus MCI - August 22, 2025
  - 8.4 Firefly Admin: Updated Record Retention Policy & Discussion
  - 8.5 Chief Vehicle Replacement Plan
9. **COMMISSIONER HEIM**

10. **COMMISSIONER GASKE**

11. **COMMISSIONER BURKE**

12. **COMMISSIONER HAWES**

13. **PUBLIC COMMENTS**

14. **OLD BUSINESS**

- 14.1 Accept the 2024 Audit Report
- 14.2 Required Office Supply Purchases
- 14.3 Annual Fire Extinguisher Inspection

15. **NEW BUSINESS**

- 15.1 Firefly Admin Inc. - 3 -year Contract Proposal/Renewal
- 15.2 Amend 2025 Budgeted Equipment Capital Reserve Contribution
- 15.3 Portable Radios for Engine 2
- 15.4 Portable Radio Updating & Reconditioning for Engine 1 & Ladder 6
- 15.5 Paratech Air Bags - Heavy Rescue
- 15.6 PPE for Medical Director

16. **GOOD OF THE DISTRICT**

- 16.1 Commissioner Burke to attend the Board of Directors meeting on 9/15/25.
- 16.2 Next Regular District Meeting on 10/20/25 at 6:30 pm.

17. **MOTION TO ADJOURN** - Maker \_\_\_\_\_, Second \_\_\_\_\_, Time \_\_\_\_\_

Cc: BOFC, District Bulletin Board, Mailroom, Website