



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, September 8, 2025** at 1830 hours. Fire Chief Rider-Work led the Pledge of Allegiance.

ROLL CALL:

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

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

OPENING OF SEALED BIDS FOR EXCISED TRAILER (2017 STEALTH):

Secretary Mora opened 7 sealed bids as follows:

- 1) George Hauer in amount of \$4,727.00
- 2) Jim O'Donnell in the amount of \$6,410.00
- 3) James Klopfer in the amount of \$4,556.00
- 4) Steven Schlabach in the amount of \$6,150.00
- 5) Brian Gates in the amount of \$4,500.00
- 6) Greg Havas in the amount of \$5,503.00
- 7) Mark Young in the amount of \$5,795.00

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by BURKE, second by GASKE, to approve the July 21, 2025 work session meeting minutes with no corrections. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to approve the August 11, 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 – Issues seem to be resolved. Secretary Mora will continue to input outstanding records.
- 3) The Annual District Election procedures and deadlines are shared with the Board for the upcoming election to be held on December 9, 2025 from 6-9pm.

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 August and found all to be in order.

Credit Card Statement – BOFC Review from 7/20/2025 to 8/19/2025 in the sum of \$3,179.66

- 1) Motion to pay bills, check #8197 – 8227 in the amount of \$32,606.77
 - Paid Electronically - \$10,585.72
 - Voided Check – N/A
- 2) Income for the Month was \$11,723.10

TREASURER'S REPORT (CONT.):

- 3) Annual year end audit from SMEC was completed. No discrepancies noted.
- 4) Audit report was provided to S&P Global on 8/17/25 to maintain our bond rating.
- 5) NYSIF Payroll audit was submitted on 8/18/25.
- 6) Annual Budget Hearing Dates (Shortened version from NYSAFD website)
 - Before September 30th – Adopt a proposed budget for 2026 including fund balance estimate for 2025.
 - Complete tax cap on NYS Comptrollers website.
 - October 1st -6th Post notice of budget hearing on fire district website and signboard, copy to town clerks.
 - On or before October 16th publish notice of budget hearing in newspaper.
 - Any day in third week of October (20-24) hold budget hearing.
 - Between October 21st – November 4th make changes alterations and revisions to proposed budget. Determine if tax levy will be exceeded.
 - Before November 4th adopt fire district annual budget
 - Before November 7th, District Secretary delivers 2 certified copies to town clerk and obtains receipt.

CHIEF'S REPORT:

- 1) There were 56 total calls for the month of August as follows: 1 Fire, 33 EMS/SERVICE, 2 Hazardous Conditions, 4 Good Intent, 6 Service, and 10 False Alarms. Firefighter of the Month for July was Ian Smith. Chief Rider-Work recognizes the outstanding response from membership on recent intense calls occurring over the last month.
- 2) Updated Training, Drill & Special Events schedule is posted in hallway.

COMMISSIONER WORK:

- 1) 2024 Audit Report – No deficiencies found.
- 2) Apparatus Photography Shoot was postponed due to call response.
- 3) Tour Bus MCI on August 22, 2025 – Excellent member response for a Friday afternoon accident. Chairman Work requests a PPE purchase for Medical Director to be utilized on for future calls. District insurance company offers counseling for firefighters on scene.
- 4) Firefly Admin: Updated Record Retention Policy & Discussion – 3 year proposal is due.
- 5) Chief Vehicle Replacement Plan – Year behind in rotation plan, therefore bids to be requested for October.
- 6) 1932 Buffalo truck – repair has been completed.
- 7) 1992 Heavy Rescue title has not been received from NYS DMV.
- 8) Ladder 6 Repairs – low voltage light and alternator belt repairs completed.

COMMISSIONER HEIM:

- 1) Two new banquet room reservation requests will be presented for approval.

COMMISSIONER GASKE:

- 1) Security cameras in mailroom and resource room are requested by membership.

COMMISSIONER BURKE:

- 1) RFP for dayroom asbestos removal will need to be posted in Clarence Bee this month.

COMMISSIONER HAWES:

- 1) Requests to purchase of 6 x Motorola APX6000 XE Portable Radios, along with the associated handheld microphone, vehicle charger, engraving and programming from Motorola Solutions for approval tonight.

PUBLIC COMMENTS: Public comments were heard.

OLD BUSINESS:

MOTION by WORK, second by HEIM, to accept the 2024 financial audit from Allied CPA's PC, which finds that there were no deficiencies in internal control and all transactions were neutral, consistent, and clear and were handled with authoritative guidance and consensus. Said audit was uploaded to the New York State Comptroller's Office on August 5, 2025. All in favor, motion carried.

MOTION by WORK, second by HAWES, to review and authorize the purchase of necessary and required office supplies from Amazon.com in the sum of \$99.62 on August 19, 2025. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with Coca-Cola Beverages Northeast, Inc. in the sum of \$1,617.84 for 168 x cases of drinking water that was delivered to the firehall on August 20, 2025. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the invoice with Dival Safety Equipment in the sum of \$303.78 for the quarterly inspection and maintenance of the breathing air compressor, which was completed on June 19, 2025. All in favor, motion carried.

MOTION by BURKE, second by HEIM, to review and authorize the purchase of required office supplies from Office Depot on September 3, 2025 in the sum of \$78.82. Said purchase was made with Chief Ruth Rider-Work's district credit card. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with Suburban Oxygen Supply Inc. in the sum of \$969.15 for the fire extinguisher inspection, as well as oxygen tank hydro-testing and refills. All in favor, motion carried.

MOTION by WORK, second by HAWES, to review and authorize the purchase of required office supplies (print toner) from Amazon Business in the sum of \$76.98. All in favor, motion carried.

MOTION by HAWES, second by HEIM, to resolve the invoice with Dival Safety & Supply in the sum of \$173.60 for the calibration of a gas meter that was performed on August 27, 2025. All in favor, motion carried.

OLD BUSINESS:

MOTION by HEIM, second by GASKE, to pay bills, checks number 8197 - 8227 in the sum of \$32,606.77 as reviewed, presented, and audited by Treasurer Hallnan. All in favor, motion carried.

MOTION by BURKE, second by HAWES, to authorize the request of the fire district's legal counsel to draft a Request for Proposal (RFP) for asbestos abatement required at the Clarence Fire District No.1 (10355 Main Street, Clarence NY 14031) and to authorize Secretary Mora to publish the legal ad for said RFP upon receipt. The Board of Fire Commissioners intends to review bids for the asbestos abatement at the October 20, 2025 business meeting. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to authorize the purchase of a new wall-mounted First Aid Kit for the kitchen/banquet room area from Grainger Inc. at a cost not to exceed \$250.00. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the purchase of 8 x automobile extrication cribbing carry straps from MES at a cost of \$584.00. All in favor, motion carried.

OLD BUSINESS (CONT):

MOTION by WORK, second by HEIM, to accept the 3-year contract proposal from Firefly Admin Inc for LOSAP administration, actuarial, and consulting services at the annual rate of \$5,850.00 for the time period January 1, 2026 through December 31, 2028. The Board of Fire Commissioners is very pleased with the professional services received from Firefly Admin Inc and considers their customer service to be second-to-none. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize the purchase of 1 x Junkin Plastic Splint Stretcher (Stokes Basket) from Witmer Public Safety Group Inc. at a cost of \$1,147.00. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize the purchase of 1 x set of Lion Med-Pro turnout gear from Witmer Public Safety Group Inc in the sum of \$1,860.00, which will be issued to the Fire District's Medical Director - Dr. John McNamara, and used on emergency scenes. All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize the purchase of 1 x pair of Thorogood EMS Wildland firefighting boots and 1 x Cairns technical rescue protective helmet from Witmer Public Safety Group Inc. in the sum total of \$607.59. All in favor, motion carried.

MOTION by HEIM, second by WORK, to accept the donation from Kenneth Wells for 1 x 1998 Lincoln Towncar (VIN#NFM82W4WY644542) to be utilized for an automobile extrication demonstration at the upcoming Open House on October 18, 2025. Of note, there will be towing charges associated with this donation to be paid by the fire district. All in favor, motion carried.

MOTION by BURKE second by GASKE, to honor the request of Firefighter #4 to be placed on the Non-Active Life Member list effective September 3, 2025. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the purchase of 12 x Box 31 Portable Radio Straps from Witmer Public Safety Group at the cost of \$1,880.00. The quartermaster or Chief's designee to issue the radio straps to active firefighters who need one and also oversee the return of the district property should the firefighter become inactive or resign. All in favor, motion carried.

At the July 21, 2025 Board of Fire Commissioner Work Session, a **MOTION** was passed deeming the 2017 Stealth 7' x 20' Enclosed Trailer (VIN#: 52LBE2023HE050973) as surplus. Since that time, the fire district has been soliciting for sealed bids for its sale, i.e. posted a sale flyer on various social media platforms, and advertised for its sale in the district's official newspaper. **MOTION** by WORK, second by HAWES, to accept the sealed bid from Jim O'Donnell in the sum of \$6,410.00 for the "as-is" purchase of said enclosed trailer and to authorize Chairman Work to execute the sale accordingly. All in favor, motion carried.

Given the immediate need to replace portable radios on Engine 2, as well as purchase some high-pressure lifting air bags (vehicle extrication) for the new Heavy Rescue, **MOTION** by WORK, second by GASKE, to amend the *A3410.9 Reserve for Apparatus* budget line from \$400,000.00 to \$344,220.59 to make the aforementioned required purchases. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to accept the quotation from Saia Communications Inc., and authorize the purchase of 6 x Motorola APX6000 XE Portable Radios, along with the associated handheld microphone, vehicle charger, engraving and programming from Motorola Solutions, Inc at a cost of \$32,674.38. Said cost represents New York State Contract Pricing (PT68722). All in favor, motion carried.

OLD BUSINESS (CONT):

MOTION by HAWES, second by GASKE, to authorize the expenditure of up to \$6,315.60 with Saia Communications Inc. for the updating and reconditioning of 12 x existing portable radios, i.e. new batteries, antennas, etc.. as well as the purchase of 12 x new vehicle chargers. All in favor, motion carried.

MOTION by WORK, second by BURKE, to accept the quotation from Fire and Rescue Products (FRP) and authorize the purchase of high-pressure *Paratech* air bags, ratcheting chain binders, and rescue sling at a cost of \$16,789.43. Note - competitive bids were received and reviewed from Continental Fire & Safety (\$18,906.00) and Paratech (\$18,596.47). All in favor, motion carried.

MOTION by WORK, second by HEIM, to reimburse firefighter Ian Smith the sum of \$135.52 for mileage and travel expenses associated with his attendance and completion of the New York State Truck Company Operations course held July 1 -24, 2025 at the Erie County Fire Training Tower in Cheektowaga, New York. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to authorize the purchase of a 1 x replacement battery and 1 x desktop home charger for the C-3 Fire Captain's portable radio from Motorola Solutions Inc. (Saia) in the total sum of \$222.90. Said pricing represents New York State Contract Pricing (PT68727). All in favor, motion carried.

MOTION by HEIM, second by BURKE, to approve the banquet room use request of Liz Eyrick for a *Celebration of Life* gathering to be held on October 25, 2025 from 10:00 AM to 7:00 PM, with alcohol to be consumed, but not sold. Note - a copy of the required liability insurance was already submitted and is on file in the district office. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to approve the banquet room use request of Chad Hawes for a *Bridal Shower* to be held on March 15, 2026, with no alcohol to be sold or consumed, and no catering. Commissioner Hawes Abstain. All else in favor, motion carried.

MOTION by WORK, second by HAWES, to adopt the 2026 proposed annual budget of \$1,467,508.00 as presented by Treasurer Hallnan. Said proposed budget carries an estimated tax rate of \$1.212.72 per assessed \$1,000.00, which is compliant with the New York State 2% Tax Cap. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by HAWES, to enter into executive session at 20:00 hours to discuss the employment history of a particular person. All in favor, motion carried.

No actions were taken during executive session.

MOTION by WORK, second by BURKE, to return to regular session at 20:25 hours.

Based on a mid-year performance review of the Fire District Building Maintenance Manager position,

MOTION by WORK, second by HAWES, to increase Paul Meyer Jr.'s hourly rate for additional authorized maintenance work performed beyond his normal job duties to \$40.00 per hour, effective September 8, 2025. All in favor, motion carried.

GOOD OF THE DISTRICT:

Commissioner Burke to attend the Board of Directors meeting on September 15, 2025.

GOOD OF THE DISTRICT (CONT.):

2026 Budget Public Hearing on October 20, 2025 at 6:00pm.

Next Regular District Meeting on October 20, 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