



# 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 2026 Public Budget Hearing was called to order by Chairman Work on **Monday, October 20, 2025** at 1800 hours.

### **PUBLIC HEARING FOR 2025 BUDGET:**

*Chairman Work states this is the public hearing regarding the 2026 proposed budget. In accordance with New York State Town Law, all Fire Districts must, prior to the adoption of their budget, hold a public hearing on their budget. This budget hearing must be held in such a manner to maximize participation in the budget process. The purpose of this hearing is to discuss the contents of the budget. The Board of Fire Commissioners, in accordance with legal requirements has adopted their proposed budget on September 8, 2025, which is more than 21 days prior to this budget hearing.*

*The Secretary of the fire district has filed with this district an affidavit:*

- 1. Stating that the notice of this public hearing was at published or posted at least once at least 5 days before the date specified for the hearing in*
  - a. The official newspaper of the fire district, (Clarence Bee)*
  - b. The official signboard of the Town or Towns where the district is located,*
  - c. On the fire district's website and signboard, and*
- 2. The notice of public hearing specified the time and date when and the place where this public hearing would be held. Upon its adoption, the fire district secretary also made available for inspection, and copying of the proposed budget to any interested person during district office hours.*
- 3. The purpose of this public hearing is to allow members of the public to make comments on the budget. Any person may be heard in favor of, or against, the preliminary budget or any item in it. Please note that this is only a proposed budget until the Board of Fire Commissioners adopts the final budget.*
- 4. Prior to the public comment portion of this budget hearing, we will hear from the Fire District Treasurer who will make a brief presentation about the preliminary budget to the Board of Fire Commissioners and members of the public who are present. The Fire District Treasurer will be asked to submit the proposed budget to the Board of Fire Commissioners and members of the public who are here this evening.*
- 5. This budget must be adopted no later than November 4, and submitted to the Town budget officer by November 7.*

### **PUBLIC COMMENTS:**

*Chairman Work states that the public comments period begins. I will now ask any person present wishing to be heard on this proposed budget to come forward so that that person may be heard in favor of, or against, the proposed budget or any item in it. I request that if you wish to address the Board on the proposed budget, please raise your hand to be recognized. Clearly state your name and address for the record. Please limit your comments to five (5) minutes. Please direct all your questions to the Board or the Treasurer. This is not a question and answer session. Your question will not be answered when asked. The board is looking for your opinion on the budget or any part of it, whether favorable or not. Please tell us what you are in favor of regarding this budget or what you are against. You may ask questions, but this Board and the treasurer will not answer any questions, until the conclusion of the public comments period.*

**PUBLIC COMMENTS (cont.):**

There were no public comments made regarding the Fire District's proposed 2026 budget. No questions were raised regarding the budget from the Commissioners or any others in attendance.

Chairman Work concluded the budget hearing at 1831 hours.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, October 20, 2025** at 1831 hours. Commissioner Burke 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 Mackenzie Rider-Work & Jennifer Burke.

**BID OPENING FOR ASBESTOS REMOVAL**

- Fibertech Environmental Services in the amount of \$48,000.00

**BID OPENING FOR SNOW REMOVAL CONTRACT**

- CAM Services in the amount of \$16,500.00

**APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by HAWES, second by HEIM, to approve the September 8, 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) 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 September and found all to be in order.**

- 1) Credit Card Statement – BOFC Review from 9/20/2025 to 10/19/2025 in the sum of \$1,709.99
- 2) Motion to pay bills, check #8228 – 8299 in the amount of \$74,568.93
  - Paid Electronically - \$15,241.62
  - Voided Check – 8292
- 3) Income for the Month was \$12,882.72
- 4) Motorola credit on account. Motorola requested a W-9 to issue a refund check in the amount of \$1,796.00.
- 5) The annual LOSAP contribution to Wilmington Trust will be deposited in December.
- 6) FY2026 Annual Clarence Fire District Budget Adoption - One change was made from the preliminary budget adopted in September due to a correction of the anticipated bank account interest. Rates have decreased, thus a reassessment of next year's anticipated funds was performed. The budget was adjusted for this to remain under the NYS Tax Cap.

**CHIEF'S REPORT:**

- 1) There were 51 total calls for the month of September as follows: 2 Fire, 29 EMS/SERVICE, 2 Hazardous Conditions, 1 Good Intent, 8 Service, and 9 False Alarms. Firefighter of the Month for September was Madeline Hanford. 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) Wilmington Trust – Personnel change: New Investment Advisor has been announced.
- 2) Comerica Printing Error – Repeated emails were accidentally sent regarding last month's payment.
- 3) Capital Region Fall Seminar will be held on November 1<sup>st</sup>.
- 4) NERIS Reporting System is replacing NFIRS on January 1, 2026.
- 5) Chief Vehicle Replacement Plan – Joe Basil Chevrolet was awarded bid with Erie County
- 6) Emergency Repairs Ladder 6 – repeated alternator belt and battery issues.
- 7) Visit from Pierce Representative occurring tentatively this week.
- 8) OSHA – CFD will host an additional course on October 25, 2025.
- 9) 2026 FDIC Registrations – hotels have been reserved.
- 10) Driver recertification results – retesting was required for a few drivers and will be discussed in Executive Session.

**COMMISSIONER HEIM:**

- 1) Two new banquet room reservation requests will be presented for approval.
- 2) Insurance Update – 1992 Rescue & 2017 Stealth Trailer removed from policy.

**COMMISSIONER GASKE**

- 1) Window Cleaning has been completed
- 2) Snow Plowing Bids – one bid received.
- 3) Fire Prevention: Positive Promotions amendment needed.
- 4) Front Red Lights on Firehall for holiday season suggestions are shared.

**COMMISSIONER BURKE**

- 1) Asbestos Abatement Bids – one bid received.

**COMMISSIONER HAWES:**

- 1) Update on the purchase of the portable radios from Motorola/Saia Communications.

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

**OLD BUSINESS:**

**MOTION** by HEIM, second by BURKE, to authorize and approve the payment of \$187.00 to Excelsior Management for the processing of CPR & First Aid cards from the CPR Class held at CFD No.1 on July 28, 2025. All in favor, motion carried.

**MOTION** by BURKE, second by HAWES, to review and authorize the emergency purchase of meals and refreshments from Macy's Place and Gianni Mazia's on Main in the total sum of \$345.19 for the purchase of meals and refreshments for the crews covering the 10-hour firematic standby for Clarence Center Fire Company, as well as the crews who responded to the mutual aid residential structure fire on Greiner Road on September 15, 2025. Said tax exempt purchases were made with Chief Rider-Work's district credit card. All in favor, motion carried.

**OLD BUSINESS (CONT):**

**MOTION** by WORK, second by BURKE, to review and authorize the purchase of necessary office supplies (copy paper) from Amazon Business on September 8, 2025 in the sum of \$37.97. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to resolve the outstanding invoice with Sewing Technology Uniform in the sum of \$88.99 for a White Class A uniform hat for Assistant Chief 9-2. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the invoice with Dival Safety and Supply in the sum of \$465.02 for the purchase of 6 x Diablo Cutting Blades for the Rescue Saws. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to resolve the invoice with Hector's Hardware & Paint Company in the sum of \$104.11 for the necessary and required supplies for the annual driver recertification drills. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve the 2 x invoices with Grainger Inc. in the total sum of \$385.56 for parts required to adjust the corded electric boxes on the new Heavy Rescue. All in favor, motion carried.

**MOTION** by BURKE, second by GASKE, to accept the verbal resignation of Justin Raynor from the elected position of EMS Captain effective October 1, 2025. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to reimburse Fire Chief Ruth Rider-Work the sum of \$280.00 for travel expenses associated with her attendance at the 2025 AFDSNY Annual Meeting & Leadership Expo held October 2-5, 2025 in Saratoga Springs, New York. Commissioner Work abstains. All else in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse Commissioner Nathan Work the sum of \$280.00 for travel expenses associated with his attendance at the 2025 AFDSNY Annual Meeting & Leadership Expo held October 2-5, 2025 in Saratoga Springs, New York. Commissioner Work abstains. All else in favor, motion carried.

**MOTION** by WORK, second by GASKE, to review and authorize the emergency purchase of EMS disposable supplies (suction tubes, nasal airways, suction catheters) from Bound Tree Medical Supply in the sum of \$498.68. Said purchase was made on October 7, 2025 with Chief Rider-Work's district credit card and required on account of an increase in ALS calls and emergencies. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to review and authorize the purchase of 4 x 256GB memory cards required for the 360 degree camera monitoring system on the new heavy rescue, which were purchased on October 10, 2025 from Amazon.com in the total sum of \$146.95. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to resolve the invoice with Blue Shark Window Cleaning in the sum of \$1,200.00 for professional window cleaning services. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to amend the August 11, 2025 motion authorizing 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. The actual cost of the purchase was \$2,000.75, which represents a \$0.75 price difference/increase. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by HEIM, second by GASKE, to pay all bills, check #8228 - 8299 in the sum of \$74,658.93 as audited, prepared, and presented by Treasurer Hallnan. All in favor, motion carried.

**NEW BUSINESS (cont.):**

**MOTION** by WORK, second by HEIM, to authorize the payment of \$300.00 to the Getzville Fire Company to send any interested EMT's to their CME Weekend to be held November 1st & 8th in Getzville, New York. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of EMS Disposable Supplies from Bound Tree Medical in the sum of \$1,668.84. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to send up to 5 x Firefighters/EMT's to the 2025 Vital Signs EMS Conference in Syracuse, New York to be held November 11-15, 2025. Note - registration fees vary based on the training sessions and workshops each attendee intends to complete. All in favor, motion carried.

**MOTION** by GASKE, second by BURKE, to reimburse the Clarence Center Volunteer Fire Company, Inc. the sum of \$1,185.28, which represents the Fire District's share (1/4) of the annual service charge for the ESO ePCR software. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to reimburse the Clarence Fire Company the sum of \$580.00 for the 2026 FASNY Membership Dues of \$10.00/person for 58 x active firefighters, which the Fire Company pre-paid on the Fire District's behalf on October 3, 2025. 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 Apparatus/Truck Room from Grainger Inc. at a cost of \$204.99. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to approve the following information regarding the Clarence Fire District No. 1 election:

- 1) It will be held on Tuesday, December 9, 2025 from 6:00 PM to 9:00 PM;
  - 2) It is for one Commissioner seat as follows: one Commissioner five-year term commencing January 1, 2026 through December 31, 2030.
  - 3) Notice of the election will be posted in the District's designated newspaper (Clarence Bee) in the November 6, 2025 edition.
  - 4) Fire District Secretary will request registration rolls of eligible registered voters as of November 18, 2025 from the Erie County Board of Elections,
  - 5) Fire District Secretary Kristi Mora will serve as Election Chairperson, Maureen Rider of 9907 Grantham Court and Yvonne Work of 4646 Stonebridge Way will serve as Election Inspectors/Ballot Clerks. All will be compensated at \$70 pursuant to Town Law, Section 175. Alternate Election Inspectors will be contacted when a list is provided by Erie County Elections in the event the appointed inspectors are unable to serve.
  - 6) Election will be held in accordance with Clarence Fire District No. 1 Election policy.
  - 7) In addition to the compensation as set forth in Town Law, the above-mentioned chairperson and election inspectors will be compensated \$100.00/each for the preparation of the polling place and register.
- Commissioner Work Abstains, All else in favor, motion carried.

**(Continued)**

**NEW BUSINESS (cont.):**

**MOTION** by WORK, second by GASKE, to approve the following resolution adopting the form of the nominating petition for election of the Fire District Commissioner: RESOLVED, that the Clarence Fire District No. 1 Board of Fire Commissioners adopt, as its official nominating petition, the attached form to be used by all candidates for the office of Fire District Commissioner, and it is further RESOLVED, that only registered electors of the Clarence Fire District No. 1 may obtain signatures on the form and in the manner as set forth in the nominating petitions, and it is further RESOLVED, that the signature of the witness to the signers of the nominating petition must be notarized in the form and in the manner as set forth in the nominating petitions, and it is further RESOLVED, that signatures of all signers of the nominating petitions must be dated between October 21 and November 19, 2025 (the date petitions are required to be filed with the Secretary), and it is further RESOLVED, that the Secretary of the Clarence Fire District No. 1 shall make the nominating petitions available to any interested party no earlier than October 21, 2025. All in favor, motion carried.

**MOTION** by HEIM, second by HAWES, to provide a meal for the fire district election staff not to exceed \$100.00. Commissioner Work Abstains. All else in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to authorize the payment of \$200.00 to the New York State Association of Fire Chiefs for the department's 2026 annual dues. All in favor, motion carried.

**AWARDING OF BID FOR ASBESTOS ABATEMENT:**

**MOTION** by BURKE, second by GASKE, WHEREAS, in accordance with New York State General Municipal Law §103, the Clarence Fire District No. 1 duly advertised and solicited sealed bids for the removal of asbestos at the firehouse located at 10355 Main Street, Clarence, NY 14031; and WHEREAS, bids were due on or before October 20, 2025, at 6:00 p.m., and were publicly opened and read at 6:30 p.m. that same day at the Clarence Fire District No. 1 firehouse; and WHEREAS, all bids received were reviewed and evaluated by the Board of Fire Commissioners in accordance with the advertised specifications and applicable procurement requirements; and WHEREAS, this bid is accepted pending submission of the required Non-Collusive Bidding Certification, Sexual Harassment Policy and Training Certification, and Iran Divestment Act Certification in compliance with District and State requirements; NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of the Clarence Fire District No. 1 hereby awards the bid for Asbestos Removal at 10355 Main Street to Fibertech Environmental Services, Inc. in the amount of \$48,000.00, as the lowest responsible and responsive bidder; and BE IT FURTHER RESOLVED that the Board authorizes the Chairman and/or Commissioner David Burke to execute all necessary contracts and documents to effectuate this award and proceed with the project in accordance with applicable laws and regulations. All in favor, motion carried.

**MOTION** by GASKE, seconded by BURKE to approve the rental of a 30-yard dumpster from Cragco Inc for district use at a cost of \$645.00. The price includes delivery, removal, up to 4 tons of material, and a 10-day rental period. Additional charges will apply for excess tonnage (\$85.00 per ton) and extended rental (\$20.00 per day or \$150.00 per additional 10-day period). The dumpster will be placed in the driveway or parking lot area in accordance with vendor policy. All in favor, motion carried.

**MOTION** by GASKE, second by HAWES, to authorize the expenditure of up to \$750.00 for the purchase of a supply of shelf-stable food from BJ's Wholesale Club for the fire department to be consumed during emergency situations when the firehall serves as a shelter for first responders and/or civilians. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize the purchase of 4 x Evac Turnout Gear bags to be used for the storage of HazMat suits from Witmer Public Safety in the sum of \$376.00. All in favor, motion carried.

**NEW BUSINESS (cont.):**

RFP's were sent out to numerous local and regional snow plowing contractors and the Fire District received 1 x bid from CAM Services for said work . **MOTION** by GASKE, second by WORK, to accept the 3-year snow plowing bid from CAM Services at the yearly cost of \$16,500.00. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the expenditure of up to \$600.00 for food and refreshments for the 8-hour OSHA Course to be held at CFD No.1 on October 25, 2025. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to approve the banquet room use request of Nathan Work #58 on March 6-7, 2026 for a Sportsman's Raffle, with alcohol to be served and the necessary and required insurance documentation to be provided before the event. Commissioner Work Abstains. All else in favor, motion carried.

**MOTION** by HEIM, second by GASKE, to approve the banquet room use request of Travis Griner Jr. #26 on December 6, 2025 for a Birthday Party, with alcohol to be served and the necessary and required insurance documentation to be provided before the event. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to authorize the purchase of 1 x 20" Milwaukee battery-powered chainsaw, as well as the associated and required chainsaw kit from Dival Safety and Supply in the sum of \$1,505.29. All in favor, motion carried.

**CHIEF RESPONSE VEHICLE MOTION**

WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No. 1 (the "District") has determined the need to purchase replacement vehicles for use by the District's Fire Chief and Assistant Chiefs to ensure the continued safe and effective operation of fire district services; and WHEREAS, pursuant to New York State General Municipal Law §103(16), the District is authorized to "piggyback" on contracts let by the United States Government, or any state or any political subdivision thereof, provided such contract was let in a manner consistent with competitive bidding requirements; and WHEREAS, On April 16, 2024 Erie County, New York, has awarded a competitive bid contract (#240059-004) for the purchase of vehicles, including Chevrolet models suitable for fire district command use, to Joe Basil Chevrolet; and WHEREAS, the Board has reviewed the specifications and pricing under the Erie County contract and finds that the use of this piggybacking bid will provide the District with favorable pricing, compliance with applicable procurement laws, and is in the best interest of the taxpayers of the District; NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of the Clarence Fire District No. 1 hereby authorizes the purchase of fire chief vehicles (2 x 2026 Chevrolet Tahoes & 1 x 2026 Chevrolet Silverado 2500) from Joe Basil Chevrolet utilizing the Erie County contract in the total sum not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00); and BE IT FURTHER RESOLVED, that the Chairman of the Board of Fire Commissioners is hereby authorized to execute any and all documents necessary to complete said purchase and to take any other actions required to effectuate this resolution. **MOTION** by WORK, second by HAWES, all in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to reimburse firefighter Ian Smith in the sum of \$86.10 for mileage and travel expenses associated with the attendance and completion of the New York State Fire Instructor 1 Course held September, 2025 in Cheektowaga, New York. All in favor, motion carried.

**NEW BUSINESS (cont.):**

**MOTION** by GASKE, second by WORK, to purchase a 40-Hour pre-paid block of professional service hours from Network Services at the total cost of \$5,200.00, which equates to a discounted rate of \$130.00 per hour. All in favor, motion carried.

**MOTION** by WORK, second by BURKE, to authorize the purchase of a Stihl Chainsaw for Ladder 6 from Woodcutters Headquarters to replace the saw that was damaged at the mutual aid structure fire in Newstead on October 16, 2025. Said expenditure not to exceed \$2,000.00. All in favor, motion carried.

**MOTION** by HEIM, second by BURKE, to authorize the purchase of fleece-lined winter hats to be issued to active firefighters at a cost not to exceed \$1,200.00. All in favor, motion carried.

**APPROVAL OF FINAL 2026 ANNUAL BUDGET:**

**MOTION** by Work, second by Gaske, to approve the following resolution: WHEREAS, the Board of Fire Commissioners of the Clarence Fire District No. 1 is required to adopt a proposed budget for 2026 and an estimate of fund balance in preparation for the annual fire district budget hearing; and WHEREAS, the Board duly held the annual budget hearing on public notice on October 20, 2025; and WHEREAS, the Board has reviewed and considered the proposed budget and all public comments received at said hearing; NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners hereby approves the Final Budget for the Clarence Fire District No. 1 for the fiscal year 2026 in the amount of \$1,467,508.00, which reflects an estimated tax rate of \$1.212572 per \$1,000 of assessed valuation, and is consistent and compliant with the New York State 2% tax cap.

**ROLL CALL VOTE:**

Burke - Aye

Gaske - Aye

Heim - Aye

Hawes - Aye

Work – Aye

**Motion carried.**

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by GASKE, to enter into Executive Session to discuss matters involving the employment history of a particular person or persons as well as matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or persons. All in favor, motion carried.

**MOTION** by WORK, second by HAWES, to enter into Executive Session at 19:57 hours. All in favor, motion carried.

*No actions were taken during executive session.*

**MOTION** by WORK, second by GASKE, to return to regular session at 20:49 hours.

**MOTION** by HEIM, second by BURKE, to appoint Chairman Nathan Work as the Interim Secretary effective immediately, at a rate of \$30.00 per hour. This appointment is to assist in the transition from current Secretary Kristi Mora to the new Secretary to be hired in January 2026. Commissioner Work Abstains. All else in favor, motion carried



In accordance with Article VII of the Rules & Regulations, **MOTION** by WORK, second by HAWES, to approve the list of Drivers and Operators of fire district apparatus as presented and recommended by Chief Ruth Rider-Work effective November 1, 2025. All in favor, motion carried.

**GOOD OF THE DISTRICT:**

Commissioner Gaske to attend the Board of Directors meeting on November 17, 2025.

Next Regular District Meeting on November 10, 2025 at 6:30pm.

**MOTION** by WORK, second by HAWES, to adjourn the meeting at 1955 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