



CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, P.O. Box 340, Clarence, NY 14031

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Board of Fire Commissioners
Nathan M. Work, Chairman
Douglas J. Larkin, Vice-Chairman
Michael Dudas
Brian Gaske
Mark Heim

Treasurer
Sandra J. Larkin

Secretary
Kristi Mora

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, March 14, 2022** at 1830 hours.

ROLL CALL:

Present: Commissioners Work, Gaske, Heim, Dudas, and Larkin. Treasurer Larkin and Secretary Mora.

Absent:

Guests: Chief Brett Hanford & Board of Director Chairman Dave Metzger

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by DUDAS, to approve the February 14, 2022 regular meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) Life Member Sexual Harassment training is underway with approximately 50% compliance thus far.
- 2) Commissioner Work requests the caterer's insurance certificate for the upcoming Installation Dinner.

PRESIDENT'S REPORT:

Absent.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) 2021 LOSAP Annual Report Update – Annual Roster Points report required posting period ended on February 25, 2022. Member #4 requested a review of his individualized summary sheet due to missing attendance for drills, Company meetings, & fund drive events that was due to failure to sign-in. Anthony Hill of Firefly Admin, Inc. was contacted for verification of attendance procedures and requirements by law. Certification Form & Submission Letter requires Chairman Work's signature and the LOSAP Resolution will need to be approved by roll call vote.

MOTION by HEIM, second by LARKIN, to approve 2021 LOSAP Service Award Program points adjustment for member Mark Zuchlewski to include credit for attendance at one Company meeting, 3 miscellaneous events, and 2 drills as listed in the explanation letter. Commissioners Gaske, Heim, and Larking voting in favor, and Commissioners Work and Dudas voting against. Motion carried.

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 February and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from January 20, 2022 to February 19, 2022 at \$1,080.00 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check # 6306 – 6337, in the amount of \$19,465.38.

TREASURER'S REPORT (cont.):

- 2) 2021 Year End Report is completed and in folders for review. Minor updates to balance budget.
- 3) CAM Services Contract for snowplowing ends on March 31, 2022. The final invoice is due in the amount of \$1,350 on April 1st. Payment will be held until inspection of damages.
- 4) 2021 Year End Report – There is a surplus of \$38,759.32.
- 5) Utilities Expenses are on the rise at a rate increase of 25%. Treasurer Larkin reports that 43% of total utility budget has been used due to rising utility and gas costs.
- 6) Chief's 2022 Budget Line / 2022 Chiefs' Vehicle Project has a \$20,324.77 balance left after gear, mobile radios, and fire police supply purchases. The total cost of new Chiefs' vehicles is at \$189,768.66 thus far.
- 7) Rescue 5 Bond/Bank Accounts review – Bond closing is dated for Tuesday, March 15, 2022 for \$1,000,000. Utilizing an early down payment of \$750,000 saves \$32,012 on total cost of project. Balance of bond in the amount of \$250,000 is required to be in a separate account or CD to track interest earned to be used to repay bond. Treasurer Larkin would like to move 2022 equipment reserve deposit to the equipment reserve savings account in the amount of \$150,000.

CHIEF HANFORD:

- 1) There were 22 total calls for the month of February as follows: 12 EMS, 7 False Alarms, 1 Hazardous Condition and 2 Service. Top responder for February was Al Herrscher, Sr. with 21 calls.
- 2) Chief Hanford thanks Assistant Chief Ruth Rider-Work, Assistant Chief Christian Rider-Work, and Duty Captain Doug Larkin for covering during his absence on vacation last week.
- 3) ePCR Update - ESO and CAD interface is operational however Alpine Software is addressing timing discrepancies as listed in Red Alert versus Dispatch time.
- 4) Drill schedule has been posted and in I am Responding. Firefighter 1 course will be hosted at CFD #1 on March 17, 19, and 22 due to scheduling conflicts.
- 5) Work detail has been scheduled for Saturday, March 26th to prepare for the Installation Dinner. Inspection will be held at 4pm.
- 6) The Annual Easter Parade will be held on Saturday, April 16th between 11am and 2pm. The same route will be used as previous years.
- 7) RecruitNY Open House will take place on Saturday, April 23rd between 11am and 2pm.
- 8) Chief Hanford seeks a follow up from the Board of Fire Commissioners regarding the possible implementation of a Junior Firefighter program in 2022 similar to Brighton Fire District to encourage new young members.
- 9) Clarence Middle School Traffic Concern – Chairman Work will send a formal written letter to address the issue.
- 10) A gear surplus message will be sent to all members.
- 11) Commissioner Heim seeks further information on the new personalization of Lieutenant shields decision and the precedent it has set.

COMMISSIONER WORK:

- 1) 100 Year Anniversary – Vinyl window exterior graphics to be installed this week to commemorate the 100-year anniversary of the Fire District and to assist with the ongoing recruitment efforts of new firefighters.
- 2) Marijuana Policy – Draft of policy is presented to Board for review, future discussion, and adoption.
- 3) Maintenance is scheduled for Trucks 7-1 and 8 on March 17, 2022 for NYS Inspection and oil changes.
- 4) District Inspection is scheduled for Saturday, March 26, 2022 at 1600 hours prior to Installation Dinner.
- 5) OSHA Training Update – 42 participants were in attendance on February 26, 2022.
- 6) Emergency Repairs to Rescue 5 Update – Rescue 5 currently remains out of service due to rim damage.

COMMISSIONER WORK (cont.):

- 7) Tire Replacement Across Fleet – Large commercial tires range between \$500-\$1,000 per tire. A preliminary purchase schedule is presented for planning new tires per apparatus after taking inventory of current tire age and condition on all apparatus. State contract bid pricing will apply to the purchase of new tires.
- 8) Fire Safety Day – To be held at the Clarence Hollow Farmers Market on July 16, 2022 in conjunction with Fire Prevention day. The plan is to fly large American flag over Main St. during event.
- 9) Ongoing Pandemic & Response - Chairman Work reviews the current status of the ongoing pandemic response with the Chief and members of the Board. Masks are still required for all EMS calls. No changes, modifications, or adjustments were discussed or necessary at this time.
- 10) ASD/FNY conference rates and lodging rates were financially unreasonable and will not be attended this year.
- 11) Tamper-proof EMS bag locks have been ordered.
- 12) FDIC Conference – COVID credits applied to trainings in 2022.
- 13) Maddie Hanford is applauded for Tahoe flyer creation that has generated lots of interest.
- 14) Uniform Policy – Life member uniforms are to be covered by the Fire Company.
- 15) CPR basic life support DVD's are requested to be purchased for use during on-site training from the American Heart Association.

COMMISSIONER LARKIN:

- 1) A review of the Uniform Standard Operating Guidelines document dated effective 7/1/2016 is presented.

COMMISSIONER GASKE:

- 1) Banquet room and pavilion request by member #83 is presented for a baby shower to be held on May 22, 2022.
- 2) Banquet room and pavilion request by member #84 is presented for a hockey team party to be held on July 29, 2022.
- 3) Quotes for replacing ceiling tiles for the Board of Directors' Room and President's Office need to be reviewed and possibly re-quoted.

MOTION by HEIM, second by GASKE, to approve the purchase of new ceiling tiles not to exceed \$3000. All in favor, motion carried.

COMMISSIONER HEIM:

No report.

COMMISSIONER DUDAS:

No report.

PUBLIC COMMENTS:

No comments.

OLD BUSINESS:

MOTION by WORK, second by DUDAS, to amend the 2/14/22 motion authorizing the expenditure of \$1,893.68 on EMS durable goods from Emergency Medical Products. The final total came to \$1,999.00, which is a \$105.32 increase from what was originally approved. All in favor, motion carried.

OLD BUSINESS (cont.):

MOTION by WORK, second by LARKIN, to amend the 2/14/22 motion authorizing the expenditure of up to \$750.00 on the meal for the OSHA training held at CFD on 2/26/22. The final total came to \$821.95, which is a \$71.95 increase from what was originally approved and attributed to the market price and availability of chicken wings, as well as the influx of Life Members attending for annual Sexual Harassment training. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the invoice from Grainger supply in the sum of \$15.72 for the tamper-proof locks for EMS bags. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve the invoice (#196703) from Churchville Fire Equipment in the sum of \$409.40 for the required repairs to Engine 2, which were found during the monthly preventative maintenance inspection. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve the invoice (#227870508) from W.B. Mason in the sum of \$166.79 for miscellaneous office supplies required for the District Office. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve the invoice with Pinsky Law Group, PLLC in the sum of \$609.00 for legal services rendered in January 2022. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to resolve the bill from Sewing Technology Uniform Co., Inc. in the sum of \$87.90 for new Class A pants for Life Member Jim Schlabach, as well as required Class A uniform braid and cordage required for local alterations with Clarence Fire Company to reimburse life member cost for \$72.90 pants. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to pay Davis-Ulmer in the amount of \$200.00 for the quarterly inspection of fire protection sprinkler system on January 24, 2022. All in favor, motion carried.

MOTION by GASKE, second by DUDAS, to pay Gui's Lumber/ Ace Hardware in the amount of \$154.03 for three invoices as listed on motions report. All in favor, motion carried.

Commissioner Gaske updates Board on the truck bay light project. New lights and ballasts have arrived and project will start soon.

NEW BUSINESS:

MOTION by WORK, second by DUDAS, to pay bills, check #6306 - 6337, in the amount of \$19,465.38. Commissioners Gaske, Larkin, Heim, and Dudas voting in favor, Commissioner Work abstains. Motion approved.

MOTION by WORK, second by GASKE, to authorize the expenditure of \$1,064.61 to Emergency Medical Products for EMS slingbags to be issued to the members who hold current EMT certification. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to approve the 2021 certified points of the length of service award. All in favor, motion carried. {See attached resolution with roll call vote.}

MOTION by WORK, second by LARKIN, to resolve the bill with WEX Bank in the sum of \$623.33 for February 2022's fleet fuel usage. All in favor, motion carried.

NEW BUSINESS (cont.):

MOTION by WORK, second by GASKE, to purchase 1 x pair of STC Commander structural firefighting boots from ElizaCo Inc at the discounted and closeout cost of \$300.00. In December of 2021, ElizaCo was sold to Witmer Public Safety Group, aka The Fire Store; however, these boots were from ElizaCo's remaining demo inventory and stock. All in favor, motion carried.

MOTION by WORK, second by GASKE, to purchase CPR and BLS-First Aid training curriculum from the American Heart Association at cost not to exceed \$400.00. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to approve the banquet room and pavilion request from Brian Gaske for a Buffalo Sabres Thunder picnic on July 29, 2022 from 1500-1900 hours with no caterer and alcohol served. Commissioners Work, Larkin, Heim, and Dudas voting in favor, Commissioner Gaske abstains. Motion approved.

MOTION by LARKIN, second by HEIM, not to exceed \$275.00 for eight black turtleneck shirts for the Fire Police squad with white lettering "CFP" on the collar. All in favor, motion carried.

MOTION by LARKIN, second by WORK, pay annual dues to Erie County Fire Chiefs Mutual Aid Organization, Inc. in the amount of \$35.00. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to reimburse Mackenzie Rider-Work for mileage to Scene Size Up and Aerial Ops courses in the amount of \$88.44. Mileage and maps have been submitted. Commissioners Gaske, Larkin, Heim, and Dudas voting in favor, Commissioner Work abstains. Motion approved.

MOTION by LARKIN, second by HEIM, to reimburse Colin Arndt for mileage for Aerial Ops course in the amount of \$61.32. Mileage and maps have been submitted. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to reimburse Victor Miller for mileage to Occustar for a physical pending a map in the amount of \$5.73. All in favor, motion carried.

MOTION by LARKIN, second by WORK, pay invoice from Interstate Batteries in the amount of \$66.72 for Fire Police and building use. All in favor, motion carried.

MOTION by HEIM, second by WORK, to pay Bee Publications in the amount of \$63.83 for the Heavy Rescue bond referendum. All in favor, motion carried.

MOTION by HEIM, second by DUDAS, to reimburse Brian Gaske for mileage to BIFO classes held in Getzville in the amount of \$203.13 pending completion. Commissioners Work, Larkin, Heim, and Dudas voting in favor, Commissioner Gaske abstains. Motion approved.

MOTION by DUDAS, second by LARKIN, to approve first quarter cell phone stipend for Commissioners, Employees, and Firematic Officers in the amount of \$1,800.00. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to accept the banquet room and pavilion request from member Dana Ford for a baby shower up to 60 people on May 22, 2022 from 1300 to 1600 hours with alcohol served, none sold. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Work will be attending the Board of Directors meeting on March 21, 2022.
The next Regular District meeting is on Monday, April 11, 2022 at 1830 hours.

MOTION by WORK, second by LARKIN, to adjourn the meeting at 2056 hours. All in favor, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kristi Mora, District Secretary
cc: Chief, Commissioners, Day Room Bulletin Board, Website



CLARENCE FIRE DISTRICT NO. 1

RESOLUTION OF THE CLARENCE FIRE DISTRICT NO. 1 TO APPROVE THE 2021 CERTIFIED POINTS OF THE LENGTH OF SERVICE AWARD PROGRAM.

In the matter of approving the 2021 certified points

WHEREAS, the Fire District is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the Clarence Fire Company in accordance with Article 11-A of the New York State General Municipal Law (GML); and

WHEREAS, as required by GML § 219-a(2)(c), the Clarence Fire Company has submitted the attached list, certified under oath, of active members of the Fire Company, indicating those volunteers who earned at least fifty points during 2021 to qualify for service credit; and

WHEREAS, the certification made by the Fire Company includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Fire District to be in effect during calendar year 2021, and to the best of the knowledge of the Fire Company, is a true and accurate reflection of the activities performed by the active members; and

WHEREAS, GML § 219-a(2)(d) requires the Board of Fire Commissioners (Board) to review and approve the attached list, then return it to the Fire Company to be posted for thirty days; and

WHEREAS, the Board has completed its review of the attached list; NOW, THEREFORE BE IT

RESOLVED, that the Board of Fire Commissioners approves the attached list of volunteer firefighters of the Clarence Fire Company and the points earned by these firefighters during calendar year 2021; and be it further

RESOLVED, that a copy of this adopted resolution and the attached list shall be returned to the Fire Company for posting for a minimum of thirty days.

Commissioner Work raised the motion to approve, Commissioner Larkin seconded the motion, and upon roll call the vote of the Board was as follows:

*Chairman Work: Aye
Commissioner Dudas: Aye
Commissioner Heim: Aye
Commissioner Gaske: Aye
Commissioner Larkin: Aye*

The resolution was thereupon duly declared to have been adopted.

Dated:
Clarence, New York
March 14, 2022

Kristi Mora
Secretary
Clarence Fire District No. 1