



# **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  
Douglas J. Larkin, Vice-Chairman  
Michael Dudas  
Brian Gaske  
Mark Heim

**Treasurer**  
Sandra J. Larkin

**Secretary**  
Kristi Mora

The Board of Fire Commissioners' work session was called to order by Chairman Work on **Monday, July 11, 2022** at 1800 hours.

## **LOSAP INVESTMENT REVIEW BY WILMINGTON TRUST**

A detailed investment performance summary analysis is presented to the Board. The impact of inflation is driving the current market volatility with suggestion it will decelerate through 2022. Portfolio positioning has been adjusted to reduce the exposure to US equities while increasing cash allocation assets. The recommendation is to review the portfolio bi-annually with the Board and another work session is planned for October 17, 2022.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, July 11, 2022** at 1830 hours.

## **ROLL CALL:**

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

Absent: Commissioner Gaske

Guests: Chief Hanford, Board of Director Chairman Dave Metzger, Assistant Chief Christian Rider-Work, and Madeline Hanford.

## **APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION** by WORK, second by DUDAS, to approve the June 13, 2022 regular meeting minutes with one minor correction. All in favor, motion carried.

## **BOARD OF DIRECTORS' REPORT:** By Dave Metzger

1) Sexual Harassment training attendance report is delayed due to cabinet lock issue.

## **PRESIDENT'S REPORT:** Absent.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) Red Alert 2<sup>nd</sup> Quarter report was reviewed.
- 3) New Member Binders Update – to assist new firefighters in completing regularly used forms, sample forms are now included for reference.
- 4) 2022 Member Identification Cards will be distributed this week in mailboxes. Members that need a photo on file with District Office should contact District Secretary via email at [kmora@clarencfiredistrict.org](mailto:kmora@clarencfiredistrict.org) to arrange.

## **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 June and found all to be in good order.**

**However, the fuel report for #8 was not received by the time of the meeting.**

**TREASURER’S REPORT (cont.):**

**Board of Fire Commissioners reviewed the credit card statements from May 20, 2022 to June 19, 2022 at \$292.75 and found all to be in good order.**

Treasurer Larkin reports bills paid during last month were from check #6489 - 6536, in the amount of \$201,786.91

- 1) Treasurer Larkin requests to amend last month’s motion on bills paid due to a check number sequence error.
- 2) Cleanscapes timely invoice issue continue with extremely delayed notifications by the vendor.
- 3) Capital Market Advisors report – Treasurer Larkin recommends renewing contract for future purposes for professional bond counsel service.
- 4) 2022 Budget Review is completed with monthly summary reports. Budget lines will need to be adjusted to respond to rising inflation costs for utilities and fuel.

**CHIEF’S REPORT:**

- 1) There were 39 total calls for the month of June as follows: 24 EMS, 7 False Alarms, 2 Good Intent, 3 Hazardous Condition, and 3 Service. Top responder for June was Walt Buechi with 39 calls.
- 2) Drill schedule has been updated.
- 3) Chief Hanford thanks the members attending the extrication drills to assist with the demo Extrication Tool project.
- 4) EMS Standby is requested for the Taste of Clarence on August 1st from 4pm to 8pm.
- 5) Chief Hanford recognizes the EMS Standby crew assisting with the Bark in the Park event recently along with the crew to clean the trucks for the 100<sup>th</sup> Anniversary event and the Memorial Day parade.
- 6) Assistant Chief Christian Rider-Work and Madeline Hanford will be attending training on July 30<sup>th</sup> with permission to use the search and rescue equipment for the ATV course.

**COMMISSIONER WORK:**

- 1) 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.
- 2) Fire Police Fuel Stipend – After consulting the District’s counsel, state law does not allow for reimbursement of fuel directly however there may be other options. A concern regarding fire police using their personal vehicles for hours on an individual scene needs causing extra wear and tear on their vehicle is discussed.
- 3) The Buffalo truck hood is being repaired at Miranda Collision.
- 4) Pole Barn work detail will be scheduled in coming weeks which will require a dumpster rental.

**COMMISSIONER HEIM:**

- 1) The 100<sup>th</sup> Anniversary golf shirt order is complete and will be ordered soon once final proof is received.

**COMMISSIONER LARKIN:**

- 1) Work continues on the antenna/radio issue with a block wall issue not allowing access to run wires.
- 2) Buffalo truck repairs including the master cylinder issue will be worked on soon.
- 3) Banquet Room and pavilion requests have been received by three active members for Board approval tonight.

**COMMISSIONER GASKE:**

Absent

**COMMISSIONER DUDAS:**

1) District Office New Computers Update - A quote for new technology including 2 desktops and 2 laptops is presented.

**PUBLIC COMMENTS:**

Madeline Hanford suggests the need for a utility truck in the future.

**OLD BUSINESS:**

**MOTION** by WORK, second by HEIM, to amend payment of bills for June 13, 2022 to check # 6426 to #6488, in the amount of \$43,625.71. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve invoice #7856, in the amount of \$583.00 to Occustar Workplace Compliance for 2022 new member physicals. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve invoice #579204, in the amount of \$55.58 to Bee Publications Inc., for additional meeting date posted. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve invoice #9817206608, in the amount of \$509.30 to Coca Cola Beverages Northeast Inc. for 55 cases of bottled water. All in favor, motion carried.

**MOTION** by LARKIN, second by DUDAS, to resolve invoice #42622, in the amount of \$12.99 to Hectors Hardware for light control switch for pavilion. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to resolve invoice #230591177, in the amount of \$484.70 to W.B. Mason Inc. for janitorial supplies. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to resolve invoice #735306, in the amount of \$8.59, and invoice #735489, in the amount of \$112.14, to Guis Lumber for janitor supplies. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to resolve invoice #06032022, in the amount of \$86.00 to Emerling Floss Murphy & Associates for the addition of Antique Fire Truck to auto policy. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by WORK, second by HEIM, to pay bills, check #6489 - #6536, in the amount of \$201,786.91. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve invoice #82227573, in the amount of \$1,344.90 to Wex Bank for fuel for chiefs' vehicles and #8 for June 2022. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to resolve invoice # 14CX7Y3WNY79, in the amount of \$59.99 to Amazon Capital Services Inc. for firematic training binders. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve order #S126140734, in the amount of \$57.06 to W.B. Mason Co., Inc. for district office supplies. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to purchase 3 x 2.5 gallon Ansul water extinguishers w/ associated carry harnesses for the Chief vehicles from Dival at a cost of \$789.54. All in favor, motion carried.

**NEW BUSINESS (cont.):**

**MOTION** by WORK, second by DUDAS, to contract with a vendor to obtain a large dumpster for the purposes of cleaning out the pole barn. Of note, the cost is charged by the ton and it is expected to be less than \$750.00. All in favor, motion carried.

**MOTION** by LARKIN, second by DUDAS, to approve Justin Raynor into membership pending all background checks. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to purchase 2 Dickie custom rollup signs from Dival at a cost of \$198.52 plus delivery fee for training. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to purchase 2 collapsible decon Husky pools not to exceed \$1500.00. All in favor, motion carried.

**MOTION** by LARKIN, second by DUDAS, to purchase 5 minitor pagers from SAIA Communications in the at state bid price for new members. All in favor, motion carried.

**MOTION** by LARKIN, second by DUDAS, to resolve the insurance premium of \$1,883.00 to Emerling Floss Murphy & Associates, to add 3 - 2022 Chevrolet Chiefs' vehicles at \$611 each. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to approve the pavilion request for Quinten Burke on July 30, 2022 from 4-11pm for a picnic with alcohol served. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to approve the banquet room request for Michael Canfield on August 27, 2022 starting at 7pm through August 28, 2022 at 3pm for a wedding shower. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to resolve invoice #2836, in the amount of \$332.82 to Firefly Admin Inc. for Periodic Payment fees for May, June and July 1, 2022. All in favor, motion carried.

**MOTION** by HEIM, second by WORK, to issue payment to Clarence Fire Co. Inc., in the amount of \$24,329.15 for 2022 Foreign Fire Insurance Receipts. All in favor, motion carried.

**MOTION** by HEIM, second by WORK, to resolve mileage report, in the amount of \$32.24, to Douglas Larkin for mileage used for new radios from Saia Communications, delivered to 10-75 for installation, and payments of new 2022 chiefs vehicles delivered to Basil Chevrolet. Commissioner Larkin abstains. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to WNY Stress Reduction Program in the amount of \$150.00 for the renewal invoice. All in favor, motion carried.

**MOTION** by DUDAS, second by WORK, to purchase 2 Dell computers from Network Services and possible Microsoft Office suite in the amount not to exceed \$6000.00. All in favor, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 2002 hours to discuss the medical history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. All in favor, motion carried.

**No action was taken during executive session.**

**MOTION** by WORK, second by DUDAS, to return to REGULAR SESSION at 2015 hours. All in favor, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Larkin will be attending the Board of Directors meeting on July 18, 2022.

The next Regular District meeting is on Monday, August 8, 2022 at 1830 hours.

- 1) Fire Prevention at the Clarence Hollow Farmer's Market will take place on Saturday, July 16, 2022.
- 2) A Work Session to discuss the Junior Firefighter's program is scheduled for Tuesday, July 19, 2022 at 1800 hours.

**MOTION** by WORK, second by LARKIN, to adjourn the meeting at 2017 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