



# 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, August 8, 2022** at 1830 hours.

## **ROLL CALL:**

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

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

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

**MOTION** by LARKIN, second by DUDAS, to approve the July 11, 2022 regular meeting minutes. All in favor, motion carried.

**MOTION** by HEIM, second by LARKIN, to approve the July 19, 2022 work session minutes. All in favor, motion carried.

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

- 1) A letter has been submitted to the District Office reporting members that have yet to complete the Sexual Harassment training.
- 2) By-laws updates will be completed soon and reviewed with the Board and Pinsky Law Group.

**PRESIDENT'S REPORT:** Absent.

## **SECRETARY'S REPORT:**

- 1) In/Out Correspondence was reviewed.
- 2) Turnout Identification card template has been approved by the Chief's office and will be ordered in the next few weeks.

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

**Board of Fire Commissioners reviewed the credit card statements from June 20, 2022 to July 19, 2022 at \$885.84 and found all to be in good order.**

**Treasurer Larkin reports bills paid during last month were from check #6537 - 6573, in the amount of \$30,402.74**

- 1) Cleanscapes timely invoice issue continues. 3 delayed invoices were recently received by the vendor.
- 2) FEMA Covid-19 Project update – eligibility has been denied for full funding. Partial request is granted and should be resolved soon.
- 3) 2023 Budget – NYS is finalizing our budget and should be published by next month's meeting.
- 4) Annual audit was completed with a final copy being mailed to District office and directly to NYS.
- 5) 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 46 total calls for the month of July as follows: 22 EMS, 14 False Alarms, 1 Good Intent, 3 Hazardous Condition, and 6 Service. Top responder for July was Dave Metzger with 38 calls.
- 2) Updated Drill schedule has been posted including joint Haz Mat drills on August 17<sup>th</sup> and August 29<sup>th</sup>.
- 3) Chief Hanford thanks the members attending the MSA Airpack drills to assist with researching the best and cost effective equipment.
- 4) Chief Hanford recognizes the EMS Standby crew assisting with the Taste of Clarence event recently.
- 5) Labor day is approaching and the plan is to participate in the parade with the assistance of the CFD Fire Police to direct traffic.
- 6) Commissioner Work and Chief Hanford will begin the Driver Recertification process on August 22<sup>nd</sup> with additional drills taking place in September. All drivers will need to recertify.

**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) Debrief: National EMS Memorial Service: Arlington, VA – Assistant Chief Ruth Rider-Work and Chairman Nathan Work attended and represented Clarence Fire District #1 at the service and ceremony.
- 3) Surplus of 2019 Chief Trucks – Clarence Bee posting is required to sell 3 trucks utilizing a bid process. Commissioner Larkin inquires about keeping one truck as a utility/extra vehicle for multiple purposes including transporting equipment, fire police use, etc rather than selling it.
- 4) NYS Comptroller: Request for Records for G&G Grantwriting - all business contracts were requested by the State.
- 5) NYS DOH Ambulance Recertification was received and posted.
- 6) 2023 Fire Company Installation Update – A change in venue is being discussed with an increase cost per person. The Board is reviewing the Installation policy and costs associated.
- 7) Stryker Lifepac unit has arrived and will be assembled soon with training to follow.
- 8) LOSAP entitlement age was reviewed with the Board per Tony Hill of Firefly Admin, Inc. due to a potential entitlement of a new member without earning a 5-year vesting period.
- 9) Secretary Mora inquires about protocol when communicating documents to Treasurer Larkin via email. Commissioner Larkin requests Secretary Mora post her contact information at both District doors for members asking for it.

**COMMISSIONER HEIM:**

- 1) Apparel Update - The 100<sup>th</sup> Anniversary golf shirt order is complete and will arrive this week after holding several sizing sign up opportunities.

**COMMISSIONER LARKIN:**

- 1) Property conditions on back lot and behind pole barn are discussed for potential clean-up and maintenance in conjunction with the Clarence Parks Department. Many Town-based events utilize our back lot.

**COMMISSIONER GASKE:**

- 1) 8 Keys for the cabinet in the President's office have been made and 3 keys were issued to President Beil.
- 2) Ceiling Tile Update – grid and tiles are ready to be picked up. Project should be completed in the next week.
- 3) Concrete is being sourced and a team of members will assist in the completion of the project.
- 4) The #2 Garage Door is having issues with opening and closing. Hamburg Overhead door has been contacted.

**COMMISSIONER GASKE (CONT.):**

- 5) Snowplowing Contract is up for bid for this year and will be posted soon.
- 6) All Fire extinguishers in the building will be tested this week by Suburban Oxygen.
- 7) Heating & Cooling Contract is up for bid for this year and will be posted soon.
- 8) Quarterly Sprinkler Test was completed last week.
- 9) Town Inspection on Drainage is being conducted on premise this month.
- 10) A refrigerator request was received for the Standby room.

**COMMISSIONER DUDAS:**

- 1) District Office Computer Purchase Update – USB cameras will be ordered for new desktops.
- 2) Wifi Access Points - Fire Company Dayroom requires a wireless access point purchase and cabling for new television purchase and streaming services.

**PUBLIC COMMENTS:**

Public comments were heard by the Board.

**OLD BUSINESS:**

**MOTION** by WORK, second by DUDAS, to resolve invoice #8118, in the amount of \$313.00 to Occustar Workplace Compliance for 2022 new member physical. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve invoice #6800, in the amount of \$21.00 to Apex Automotive Inc., for NYS Inspection on #9-1 Chief's vehicle. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve invoice #SP12381828, in the amount of \$1,452.93 to NOCO Energy Corp., for 300 gallons of diesel fuel for the exclusive use of fire district apparatus, as well as the standby diesel generator. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve invoice #199794, in the amount of \$375.00 to Churchville Fire Equipment Co., for the June 2022 Monthly Fleet Inspection. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to resolve invoice #82765721, in the amount of \$1,399.93, to WEX Bank, for the July 2022 fuel statement. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to resolve invoice #12626, in the amount of \$148.00, to Suburban Oxygen Supply, Inc. for oxygen cylinder refills. All in favor, motion carried.

**MOTION** by WORK, second by LARKIN, to resolve invoice #14GNF11JGDLC, in the amount of \$146.47, to Amazon Capital Services for district office and firematic office supplies. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to authorize the emergency repairs and preventative maintenance required on Rescue 7 at Basil Ford on 8/5/22 in the sum of \$967.59. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to deactivate key fobs and restrict building access for the following non-active life members for failure to complete and/or satisfy the mandatory sexual harassment training for the 2022 calendar year: Jacquie Blonski, Don George, Vince Haas, Don Helms, Jim Kwiatkowski, Doug Lash, Bill Major, Gary McNally, Mike Schlabach, Russ Siracuse, Bill Smith, Greg Stanley, and Lewis Wargo. Should said life members complete this required trainings, as mandated by New York State law, the Fire District will happily reinstate their building access in a timely fashion. All in favor, motion carried.

**OLD BUSINESS (CONT.):**

**MOTION** by LARKIN, second by WORK, to amend July 11, 2022 motion for purchase of 2 Dickie custom rollup signs with stands, from Dival at a cost of \$460.00 plus delivery fee, for training. All in favor, motion carried.

**MOTION** by GASKE, second by LARKIN, to approve invoice #42903, in the amount of \$49.98, to Hector's Hardware for the purchase of 2 new wall clocks for the building. All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to approve invoices #735708; 735899; and 736141 for the total amount of \$151.83 to Guis Lumber for cleaning supplies for vehicles (\$111.85) and Building Operations (\$39.98). All in favor, motion carried.

**MOTION** by GASKE, second by HEIM, to approve invoice #244187, in the amount of \$116.00, to Suburban Lock & Key for extra keys to the President's office. All in favor, motion carried.

**NEW BUSINESS:**

**MOTION** by GASKE, second by WORK, to pay Panzika Printing in the amount of \$77.50 for 5 nameplates for new firefighters. All in favor, motion carried.

**MOTION** by WORK, second by GASKE, to publish the advertisement of bids for the sale of the 3 x 2019 Chevrolet Tahoe Chief Vehicles in the Clarence Bee. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to authorize the purchase of up to \$1,000.00 with InstantCard for the ordering of additional Member ID and Firefighter Accountability tags. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to authorize the purchase of 1 x Vortex Diamondback 10x42 binoculars from Cabelas at a cost of \$249.99, said binoculars to be utilized on HazMat responses. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to purchase a pair of Thorogood 14" leather firefighting boots from Wilmer Public Safety Group, aka "The Fire Store," at a cost of \$359.44. All in favor, motion carried.

**MOTION** by WORK, second by HEIM, to have the A/C unit on the #9 Fire Chief vehicle repaired at APEX Automotive for an estimated cost of \$1,000.00. All in favor, motion carried.

**MOTION** by WORK, second by DUDAS, to pay bills, check #6537- #6573, in the amount of \$30,402.74. All in favor, motion carried.

**MOTION** by LARKIN, second by HEIM, to approve new member Julius Merlino as approved by the Clarence Fire Company, as all his checks and balances checked out. All in favor, motion carried.

**MOTION** by LARKIN, second by WORK, to purchase one additional blue LED lightbar for Fire Police from 1075 like we bought last year in the amount of \$353.92 for Jim Laczkowski. All in favor, motion carried.

**MOTION** by DUDAS, second by HEIM, to approve purchase of new Wireless Access Point, in the amount of \$ 190.00, from Network Services LLC. Access point will be installed in Clarence Fire Company dayroom. All in favor, motion carried.

**NEW BUSINESS (cont.):**

**MOTION** by DUDAS, second by WORK, to approve purchase a box of cable and any necessary parts for day room wiring, not to exceed \$200.00. All in favor, motion carried.

**MOTION** by HEIM, second by WORK, to reimburse Brian Gaske \$21.25 for mileage to Suburban Lock & Key. All in favor, motion carried.

**EXECUTIVE SESSION:**

**MOTION** by WORK, second by LARKIN, to ENTER INTO EXECUTIVE SESSION at 2035 hours to discuss the medical history of a particular person or persons as it related to their qualifications as an active firefighter. All in favor, motion carried.

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

**MOTION** by WORK, second by LARKIN, to return to REGULAR SESSION at 2103 hours. All in favor, motion carried.

**GOOD OF THE FIRE DISTRICT:**

Commissioner Work will be attending the Board of Directors meeting on August 15, 2022.  
The next Regular District meeting is on Monday, September 12, 2022 at 1830 hours.

**MOTION** by WORK, second by LARKIN, to adjourn the meeting at 2105 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