



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 regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, September 12, 2022** at 1831 hours. Commissioner Dudas led the Pledge of Allegiance. A moment of silence was held in remembrance of the heroism and lives lost on September 11, 2001.

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, and Assistant Chief Christian Rider-Work

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HEIM, second by DUDAS, to approve the August 8, 2022 regular meeting minutes. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

- 1) The Board is working on setting up a standard procedure for resigning members to return equipment.
- 2) By-laws review work continues with the Board and Pinsky Law Group.
- 3) Installation dinner plans are being finalized regardless of District reimbursement determination.
- 4) Member #16 has been voted into full membership.

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 completed in the next few weeks.
- 3) 2023 Annual Budget Filing & Posting Deadlines are reviewed with the Board. With the Annual Budget Hearing moved from Tuesday to Monday, the publication deadlines are one day earlier than in years past. On or before September 26th, the adopted Proposed Budget needs to be filed with the District Secretary.
- 4) 2022 Annual District Election procedures and deadlines are shared.
- 5) LOSAP Updates –2023 Engagement letter needs to be approved by the Board and a new entitlement's paperwork has been submitted to Firefly for October payments.
- 6) District Laptop/Office Technology Report – new desktops and laptops have been successfully installed.

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 good order.

Board of Fire Commissioners reviewed the credit card statements from July 20, 2022 to August 19, 2022 at \$2464.10 and found all to be in good order.

Treasurer Larkin reports bills paid during last month were from check #6574 - 6633, in the amount of \$110,771.74

- 1) DDR 4480 Grant - FEMA Covid-19 Partial request for funding is granted and should be resolved soon.

TREASURER’S REPORT (CONT.):

- 2) East Hill Foundation Grant – online follow-up documentation has been completed as final step.
- 3) 2022 Adjusted Budget –Budget line adjustments to various fund lines are reviewed to respond to rising inflation and operational costs.
- 4) 2023 Proposed Budget is presented to the Board with addendums. It includes an increase of \$21,709.00 from 2022.
- 5) 2022 Annual Audit was completed with a final copy being mailed to District office and directly to NYS.
- 6) VFBL/Workers Compensation Audit with State Insurance Fund – numbers were updated.
- 7) 2023 LOSAP contribution is recommended by Tony Hill of Firefly, Admin Inc. to be increased to \$160,000.

CHIEF’S REPORT:

- 1) There were 55 total calls for the month of August as follows: 1 Fire, 31 EMS, 13 False Alarms, 6 Good Intent, 2 Hazardous Condition, and 2 Service. Top responder for August was Ben Hanford with 33 calls.
- 2) Mutual Aid is increasing due to Twin City and LVAC short staffing. Our ambulance is being utilized during this time.
- 3) Drill Schedule has been updated. Several successful joint drills have been completed recently with Brighton and Erie County.
- 4) Chief Hanford recognizes the Firefighters and Fire Police members participating in the Clarence Center Labor Day parade.
- 5) Twelve members participated in a hands-on Bus Extrication drill with Newstead and Akron.
- 6) Two additional Driver recertification drills are scheduled to complete the program.
- 7) Live fire drill will take place this week to screen final SCBA vendor.
- 8) Homecoming bonfire drill will take place on Wednesday, September 21 at the Clarence High School.
- 9) Open House has been scheduled for October 15, 2022 from 11am-2pm.

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) TCA Contract negotiations have been extended through 2023 and an MOU may be needed in the future.
- 3) 2023 Firefly Engagement Letter is presented to continue administrator services overseeing the LOSAP program.
- 4) AFDSNY Member Discipline article is shared with the Board for review.
- 5) 2021 Audit Report is complete with no deficiencies or instances of non-compliance.
- 6) The Erie County Fire District Officers, Law and Legislative Committee is holding a non-partisan breakfast on October 8, 2022. All district officers are encouraged to attend.
- 7) EZ Pass Bill was received for ambulance tolls on NYS Thruway and credited.
- 8) Upcoming Pinsky conferences are discussed for possible attendance interest.
- 9) Titles for new 2022 Chief vehicles will need to be requested from the Department of Motor Vehicles.
- 10) Board of Elections representatives have unofficially requested to return to Clarence Fire District in the future.
- 11) Fall OSHA classes will be held on October 11 and 13.
- 12) The 2019 Chief Trucks were surplus and sold for a total of \$119,500.

COMMISSIONER HEIM:

- 1) 100th anniversary golf shirt order has been completed.

COMMISSIONER LARKIN:

- 1) VFBL/Workers' Compensation Audit - Population numbers were updated and adjusted the premium reduction of \$3,8818.00.

COMMISSIONER GASKE:

- 1) Snowplowing Contract bid will be posted soon as a three-year commitment.
- 2) Banquet room requests have been received for November 5 and 26.

COMMISSIONER DUDAS:

- 1) District Office/Dayroom Technology Update – Cable has been run for the Fire Company Dayroom for new television purchase and streaming services.

PUBLIC COMMENTS:

Public comments were heard by the Board.

OLD BUSINESS:

MOTION by WORK, second by HEIM, to amend August 8, 2022 motion to Apex Automotive from \$1,000 - \$2022.36 for air conditioner repairs to 2019 Chevrolet Tahoe driven by Chief Hanford. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to resolve invoice #10688, in the amount of \$446.89; and invoice #10711, in the amount of \$279.65, to 10-75 Emergency Lighting LLC for additional dome lights, speakers and magnetic mic clips to complete 2022 Chiefs' vehicles. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve invoice #SP12406459, in the amount of \$246.64, to NOCO Energy Corp., for 50 gallons diesel. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to resolve invoice #1923601016985, in the amount of \$351.70, to Interstate All Battery Center for 2 batteries at \$175.85 each. All in favor, motion carried.

MOTION by WORK, second by HEIM, to resolve invoice #8259, 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 #43510, in the amount of \$252.50, and invoice #43576, in the amount of \$38.80, to Sewing Technology Uniform Co., for roll of gold braid and Silver Name Badge for member #86. All in favor, motion carried.

MOTION by WORK, second by GASKE, to resolve invoice #231733847, in the amount of \$156.95, to W.B. Mason Co., Inc, for district office supplies. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to resolve invoice #6988 to Apex Automotive Inc. for air conditioning repairs to 2019 Chevrolet Tahoe, vin #2123 (previously driven by Assistant Chief Ruth Rider-Work), in the amount of \$2,109.36. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to resolve invoice from Hardee Bros in the amount of \$20.25 for uniform cleaning and adjustments for members #58 and #42. All in favor, motion carried.

MOTION by DUDAS, second by WORK, to resolve invoice # CFD-5960, in the amount of \$2,876.23, to

OLD BUSINESS (CONT.):

MOTION by GASKE, second by LARKIN, to resolve invoice #1052-F142993, in the amount of \$273.57, to All State Fire & Security, for the semi - annual kitchen hood inspection. All in favor, motion carried.

MOTION by GASKE, second by DUDAS, to resolve invoice #1052-F143643, in the amount of \$200.00, to Davis-Ulmer Sprinkler Co. Inc., for the quarterly inspection of the sprinkler system. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to resolve the following invoices: #K36438 and #864972, in the total amount of \$230.53, to Gui's Lumber for vehicle cleaning supplies (\$123.63); disposables (\$66.94); and training supplies (\$39.96). [crw] All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to resolve invoice #76008, in the amount of \$750.95, to Tri – R Mechanical Service, Inc. for the replacement of HVAC switch. All in favor, motion carried.

MOTION by GASKE, second by DUDAS, to resolve invoice #13096, in the amount of \$766.15, to Suburban Oxygen Supply, Inc., for annual fire extinguisher inspection, assorted tests, refills, and recharges. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to accept the banquet room request by Ken Beil on November 26, 2022. All in favor, motion carried.

MOTION by GASKE, second by LARKIN, to accept the banquet room request by Jerry Lash on November 5, 2022. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by GASKE, to pay bills, check #6574 - #6633, in the amount of \$110,771.74. All in favor, motion carried.

MOTION by WORK, second by LARKIN to resolve future invoice estimated at \$313.00, to Occustar Workplace Compliance for 2022 New Member physical. All in favor, motion carried.

MOTION by WORK, second by HEIM, to adopt the 2023 annual budget of \$1,039,658.00 as presented, which represents a \$21,709.00 increase from the 2022 budget and is at or below the 2% New York State Tax Cap. All in favor, motion carried. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to purchase an extra set of keys for the 3 x 2022 Chevrolet Tahoe SSV Chief Response Vehicles from Basil Chevrolet at a cost not to exceed \$1,000.00, which includes the programming of said keys. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to purchase floor mats for the 2022 Chief vehicles from Weathertech in the amount of \$648.46. All in favor, motion carried.

MOTION by WORK, second LARKIN, to authorize Chairman Work to sign and execute the contract with Firefly Admin Inc for the 2023 calendar year for LOSAP Administration and Actuarial Services with the estimated fee of \$5,810.00. All in favor, motion carried.

NEW BUSINESS (CONT.):

The Fire District recently took delivery of 3 x 2022 Chevrolet Tahoe SSV Chief Response Vehicles to replace 3 x 2019 Chevrolet Tahoe PPV Chief Response Vehicles. As such:

MOTION by WORK, second by GASKE, to surplus 1 x 2019 Chevrolet Tahoe PPV Chief Response Vehicle (VIN:1GNSKDEC6KR291445) with associated emergency lights and sirens. Approximate mileage 65,000. All in favor, motion carried.

MOTION by WORK, second by LARKIN, to surplus 1 x 2019 Chevrolet Tahoe PPV Chief Response Vehicle (VIN:1GNSKDEC0KR292123) with associated emergency lights and sirens. Approximate mileage 38,000. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to surplus 1 x 2019 Chevrolet Tahoe PPV Chief Response Vehicle (VIN:1GNSKDEC2KR288669) with associated emergency lights and sirens. Approximate mileage 29,000. All in favor, motion carried.

The Board of Fire Commissioners has the fiduciary duty to secure the best price obtainable for the above-mentioned surplussed apparatus. When determining the selling price of the apparatus, the Board of Fire Commissioners sought appraisal quotes from various in-person and online platforms and vendors, conducted market research, reviewed recent sales of chief Response vehicles, and discussed options with several different municipal surplussing agents. The Board of Fire Commissioners was concerned that a competitive bidding process would result in a lower return as opposed to a negotiated sale. The Board of Fire Commissioners established an agreed upon selling price for each of the above-mentioned vehicles based on their year, condition, and mileage. When the vehicles were listed for sale, the Board of Fire Commissioners received several offers to purchase the vehicles, which were ultimately rejected since the bids were outside of the acceptable selling price range established.

MOTION by WORK, second by HEIM, to sell 1 x 2019 Chevrolet Tahoe Chief Response Vehicle (VIN: 1GNSKDEC6KR291445) to Red Truck Sales Inc., in "AS IS" condition and with no warranty expressed or implied for the sum of \$32,000.00. Seller agrees to remove all Clarence Fire District lettering and markings within 48 hours after taking delivery. All in favor, motion carried.

MOTION by WORK, second by DUDAS, to expend funds with Bubble Boy Car Wash Inc., for the cleaning, detailing and removal of any and all Clarence Fire District lettering and marking from the 2019 - Former 9-1 truck. All in favor, motion carried.

MOTION by WORK, second by GASKE, to sell 1 x 2019 Chevrolet Tahoe Chief Response Vehicle (VIN: 1GNSKDEC0KR292123) to Silver Creek Vol. Fire Department, in "AS IS" condition and with no warranty expressed or implied for the sum of \$42,500.00. All in favor, motion carried.

MOTION by WORK, second by GASKE, to sell 1 x 2019 Chevrolet Tahoe Chief Response Vehicle (VIN:1GNSKDEC2KR288669) to Red Truck Sales Inc., in "AS IS" condition and with no warranty expressed or implied for the sum of \$45,000.00. Seller agrees to remove all Clarence Fire District lettering and markings within 48 hours after taking delivery. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to reimburse Nathan Work \$65.46, for mileage relating to 2022 Chevrolet Tahoe's' project and Building Operations order pickup. All in favor with Commissioner Work abstaining, motion carried.

NEW BUSINESS (CONT.):

MOTION by HEIM, second by GASKE, to resolve future invoice estimated at \$4,500 plus any additional fees for 2022 AUD filing, to Allied Financial Partners for the completion and filing of the fire district's annual audit ending December 31,2021. All in favor, motion carried.

MOTION by HEIM, second by DUDAS, to approve budget line reclassifications for the 2022 budget. All in favor, motion carried.

MOTION by DUDAS, second by LARKIN, to approve distribution of 3rd quarter cell phone stipends, effective 09/30/2022, in the amount of \$1,800.00. All in favor, motion carried.

MOTION by LARKIN, second by HEIM, to authorize purchase of a Class A uniform from Sewing Technology for Firefighter Cameron Tiutiunnyk. All in favor, motion carried.

MOTION by LARKIN, second by DUDAS, to amend the Vehicle Use Policy to remove the make and year of vehicle on monthly report. All in favor, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by DUDAS, to ENTER INTO EXECUTIVE SESSION at 2010 hours to discuss matters regarding pending, proposed and current litigation. All in favor, motion carried.

No action was taken during executive session.

MOTION by WORK, second by HEIM, to return to REGULAR SESSION at 2157 hours. All in favor, motion carried.

GOOD OF THE FIRE DISTRICT:

There is no Commissioner available to attend the Board of Directors meeting on September 19, 2022.

The next Regular District meeting is on Monday, October 17, 2022 at 1830 hours.

2023 Budget Public hearing is scheduled for Monday, October 17, 2022 at 1800 hours.

Wilmington Trust is tentatively scheduled to attend meeting on October 17, 2022.

MOTION by WORK, second by LARKIN, to adjourn the meeting at 2158 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