



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
Mark Heim, Vice-Chairman
David Burke
Brian Gaske
Chad Hawes

Treasurer

Andrew Hallnan

Secretary

Kristi Mora

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, February 13, 2023** at 1836 hours. Commissioner Burke led the Pledge of Allegiance.

ROLL CALL:

Present: Commissioners Work, Burke, Gaske, and Hawes. Secretary Mora & Treasurer Hallnan.

Absent: Commissioner Heim

Guests: Chief Brett Hanford, President Ken Beil, Assistant Chief Christian Rider-Work, & Mackenzie Rider-Work.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by GASKE, second by HAWES, to approve the January 9, 2023 meeting minutes with no corrections. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to approve the January 14, 2023 work session minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: Absent.

PRESIDENT'S REPORT: By Ken Beil

- 1) Life member, Don George has passed away. Funeral arrangements will be forthcoming. A request for banquet hall is submitted for Saturday from 11am through 4pm for a funeral luncheon.
- 2) The Fire Company Treasurer vacancy remains and interviews will be conducted next Monday.
- 3) The Company Treasurer's desk will return to the President's office from the Coat Room. Possible Coat Room redevelopment is discussed.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) 2022 LOSAP Year End Reporting – Individualized summary sheets and report forms posting period will take place from February 4, 2023 through March 6, 2023 with a notice to firefighters for their review. Any issues need to be addressed in written format to the District Secretary. The Board will need to approve a resolution at the next monthly meeting.
- 3) Secretary Mora suggests an improvement to the District website in place of the former job posting link.
- 4) Chairman Work requests Secretary Mora contact Kim Ignatowski with the Town of Clarence for tax revenue funding protocols.

TREASURER'S REPORT:

Treasurer reports bills paid during last month were from check # 6786-6826, in the amount of \$18,484.24.

Commissioner Heim reviewed the bank statements and found all to be in good order.

Commissioner Work reviewed the Chief's vehicle reports for January and found all to be in order.

TREASURER’S REPORT (cont.):

- 1) Team Viewer request – Treasurer Hallnan is seeking permission to research the cost of this purchase to work remotely.
- 2) Foreign Fire Insurance Premiums form letter was mailed to NYS Comptroller’s office.
- 3) Bureau of labor Statistics on District Employees was filed electronically.
- 4) AUD files have been sent to Chris Nowicki, CPA for completion.
- 5) Bank reconciliations have been completed for November 2022 through February 2023.
- 6) Budget Line Updates - Treasurer Hallnan recommends adding a Storm Response Cost line.
- 7) Signatory cards for M&T Bank need updating.
- 8) New Treasurer Reports – Monthly Invoices & Deposit Detail reports are explained for review.

CHIEF’S REPORT:

- 1) There were 39 total calls for the month of January as follows: 1 Fire, 29 EMS, 1 Hazardous Condition, 1 False Alarm, 4 Good Intent and 3 Service. Mutual Aid was provided 5 times this month. Dispatch doesn’t always complete the mutual aid information in Red Alert. Firefighter of the Month was Al Herrscher, Sr.
- 2) Drill schedule for February and March has been posted. Module 4 for Hazardous Materials training has been scheduled for May 19-21, 2023. HazMat Incident Command and Safety officer courses will be scheduled for March 14-16, 2023.
- 3) Chief Hanford requests the approval of sending two firefighters annually to GRIT training and have it be included in the annual Organization Meeting meetings for future participation.
- 4) Class B uniform order has been completely submitted to United Uniforms.
- 5) Funeral visitation for life member, Don George will take place on Friday at 1800 for membership.
- 6) The coat room has been cleaned out by the past Treasurer and Chief Hanford seeks approval to repurpose the space into a training room.

COMMISSIONER WORK:

- 1) Dival 4-gas meter motion needs to be amended to reflect updated state bid pricing.
- 2) On-site emergency repairs were necessary for Haz-Mat 7-1 including Emergency Lights & ABS Sensor issues.
- 3) Apparatus Inspection & Preventative Maintenance Update – Churchville completed in January with all trucks needing some form of repair.
- 4) 2023 Installation Dinner - Fire Company Reimbursement in the sum of \$5,121.25 is requested, which represents the active firefighters and district guests that attended.
- 5) AFDSNY Annual Meeting will take place at Turning Stone in Verona, NY on May 18-20, 2023.
- 6) Any interested Fire Commissioners, Fire District Secretary and Fire District Treasurer are invited to attend the annual meeting and installation of the ECFDOA to be held in Cheektowaga, New York on March 18, 2023.
- 7) Updates to the District Plaque have been completed. Additional space is needed for the future.
- 8) 2022 Tahoes - Decals & Wrapping from VSP Graphics to finalize the 2022 Chief truck project.
- 9) Ongoing electrical issues continue with the 2022 Chief trucks.
- 10) SEQRA: ICE Dimar Manufacturing Project on Research Parkway - Building design and traffic flow is under review.
- 11) The unassigned Commissioner Committee Assignments are assigned as follows:
 - Hawes – Firematic Personnel, Haz Mat Liason, Communications & Alarms
 - Burke – Firematic, Personnel, Inventory, Building
 - Heim – Life Insurance
- 11) Concerns with the increased mutual aid requests for the ambulance were discussed. The increased requests came as a result of some shortcomings with commercial ambulance services in WNY.

COMMISSIONER WORK (cont.):

- 12) A work session with Tony Hill of Firefly Admin, Inc. is recommended on April 10, 2023 at 6:00pm.
- 13) Turnout Gear Proposal: Lion vs. Morning Pride – a total of 5 sets of turnout gear to be purchased with a plan to review both brands for future purchases.

COMMISSIONER GASKE

- 1) Banquet room requests have been received for February 18, 2023 and April 2, 2023.
- 2) Banquet Room & Pavilion Reservation Form modifications are presented to include more information regarding insurance requirements.
- 3) Recruiting /Open House materials from 2022 were not received so a credit has been issued.
- 4) A quote for a large promotional tent/booth for use at upcoming local events and open house activities is reviewed.
- 5) Washing Machine Purchase – to be used separately as a heavy-duty washer for in-house linens only.
- 6) New Fitness equipment is suggested for purchase by membership at a cost of \$529.90.
- 7) 5-Year Sprinkler Inspection will be completed by Davis Ulmer in March at a cost of \$1800.

COMMISSIONER HEIM: Absent.

COMMISSIONER BURKE: No report.

COMMISSIONER HAWES: No report.

PUBLIC COMMENTS:

No comments were heard.

OLD BUSINESS

MOTION by WORK, second by GASKE, to amend the January 9, 2023 motion regarding the purchase of 4-gas meters from Dival Safety in the sum of \$2,280.00. It was later discovered that the meters in question are listed on the NYS Bid pricing at the cost of \$2,106.45, which represents a decrease in expenditure of \$173.55. All in favor, motion carried.

MOTION by WORK, second by BURKE, to reimburse the Clarence Fire Company the sum of \$450.00 for the 2023 FASNY dues for 45 x active firefighters at the annual cost of \$10.00 each. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with Sewing Technologies in the sum of \$60.90 for a white Class A dress shirt and uniform alterations for Fire Captain Ben Hanford. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize Network Services to purchase and install the Office 365 software on district computers at the cost of \$1,192.00. All in favor, motion carried.

MOTION by WORK, second by BURKE, to approve the on-site emergency repairs to the 7-1 truck by APEX Automotive in the sum of \$638.83 for repairs to the ABS Sensor. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize the emergency repairs to the 7-1 truck at 10-75 Emergency Lighting in the sum of \$414.95 for repairs to a faulty emergency lighting relay. All in favor, motion carried.

OLD BUSINESS (cont.):

MOTION by WORK, second by GASKE, to approve the \$40.00 expenditure at Rainbow Tinting to have the windshield of the 9-1 vehicle re-tinted after being replaced. Said purchase was placed on Commissioner Work's district charge card. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the invoice with APEX Automotive in the sum of \$178.82 for the preventative maintenance completed on the #9 vehicle on January 31, 2023. All in favor, motion carried.

MOTION by WORK, second by HAWES, to resolve the invoice with APEX Automotive in the sum of \$198.82 for the preventative maintenance and tire rotation completed on the #9-1 vehicle on February 7, 2023. All in favor, motion carried.

MOTION by WORK, second by GASKE, to reimburse Firefighter Victor Miller the sum of \$6.29 for mileage accrued while driving to his annual physical at Occustar per district policy and IRS guidelines. All in favor, motion carried.

MOTION by WORK, second by BURKE, to resolve the \$1,060.64 balance with SMEC energy consortium for outstanding utility bills to make the account current. All in favor, motion carried.

NEW BUSINESS

MOTION by WORK, second by HAWES, to pay bills, check #6786 - 6826, in the amount of \$18,484.24. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize the purchase of 4 x Firefighter gear bags to be used to transport turnout gear and equipment to and from district approved training from Witmer Public Safety, aka The Fire Store, at a cost of \$358.40. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize the purchase of a Firefighter identification name plate for an existing set of turnout gear from Witmer Public Safety, aka The Fire Store, in the sum of \$114.30. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize Treasurer Hallnan to work with Network Services to explore the possibility of having remote access to his district computer, as well as the expenditure of up to \$500.00 if necessary to accomplish this task. All in favor, motion carried.

MOTION by WORK, second by GASKE, to update the signatories with M&T Bank to include Treasurer Andy Hallnan, Chairman Nathan Work, Vice-Chairman Mark Heim, Commissioner David Burke, Commissioner Brian Gaske, and Commissioner Chad Hawes. All in favor, motion carried.

MOTION by WORK, second by BURKE, to approve the expenditure of up to \$1,000.00 for the meal for the upcoming 8-hour OSHA training to be held at CFD No. 1 on February 25, 2023. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize the expenditure of up to \$1,050.00 for any interested Fire Commissioners, Fire District Secretary and Fire District Treasurer to attend the annual meeting and installation of the ECFDOA to be held in Cheektowaga, New York on March 18, 2023. All in favor, motion carried.

NEW BUSINESS (cont.):

MOTION by WORK, second by GASKE, to reimburse the Clarence Fire Company the sum of \$5,121.25, which represents the active firefighters and district guests that attended the January 21, 2023 Installation and Inspection Dinner. All in favor, motion carried.

MOTION by WORK, second by BURKE, to authorize Chairman Work to sign the contract with Nowicki Certified Public Accounting Firm for bookkeeping/reporting services and to assist Treasurer Hallnan as requested and necessary. The contract for the 2023 calendar year is \$5,000.00, to be billed in quarterly installments of \$1,250.00. All in favor, motion carried.

MOTION by WORK, second by HAWES, to purchase 1,000 blank bank checks for the Fire District from Deluxe at a cost not to exceed \$600.00. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize expenditure of up to \$600.00 to send two firefighters to GRIT training should spaces become available. All in favor, motion carried.

MOTION by WORK, second by GASKE, to purchase vinyl graphics from VSP Graphics in the amount of \$5,400 to finalize the 2022 Chief truck project. All in favor, motion carried.

MOTION by WORK, second by BURKE, to purchase two sets of Lion Vforce turnout gear from Whitmore Public Safety Group in the amount of \$8,352 at NYS contract bid pricing. All in favor, motion carried.

MOTION by WORK, second by HAWES, to purchase three sets of Morning Pride turnout gear from Municipal Emergency Services in the amount of \$7,796.83 with 2 sets priced at a 50% off discount as well as NYS contract bid pricing. All in favor, motion carried.

MOTION by HAWES, second by WORK, to approve the new membership of Colin Folck. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to approve the new membership of Nicolas Murphy. All in favor, motion carried.

MOTION by GASKE, second by HAWES, to approve the banquet room request for Marshall Helms for a funeral luncheon on February 18, 2023 from 12-4pm. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to approve the banquet room request for Kayla Myers for a birthday part on April 2, 2023 from 12-4pm. All in favor, motion carried.

MOTION by GASKE, second by HAWES, to approve the purchase of G&G Fitness equipment in the amount of \$529.00. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to purchase a heavy duty washer for linens and towels not to exceed \$1,500. All in favor, motion carried.

GOOD OF THE DISTRICT

Commissioner Gaske to attend the Board of Directors meeting on February 20, 2023.

The next Regular District Meeting is on March 13, 2023 at 6:30 pm.

MOTION by WORK, second by GASKE, to adjourn the meeting at 2057 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