



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
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 Vice-Chairman Heim on **Monday, May 8, 2023** at 1830 hours. Commissioner Gaske led the Pledge of Allegiance.

ROLL CALL:

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

Absent: Commissioner Work

Guests: Chief Brett Hanford, Assistant Chief Ruth Rider-Work, David Metzger, Robert Boye and Linda Boye.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HAWES, second by BURKE, to approve the April 10, 2023 meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS' REPORT: By Madeline Hanford

- 1) New laptops are in service for Company Secretary and Treasurer.
- 2) There is an upcoming pavilion work detail scheduled in preparation for summer activities.

PRESIDENT'S REPORT:

Absent.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Business cards have been distributed to new Commissioners.
- 3) Additional keyfobs were ordered and picked up from Amherst Alarm.
- 4) New member binders were recently completed including an additional mentor binder.

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 April and found all to be in order.

Board of Fire Commissioners reviewed the credit card statements from March 20 to April 19, 2023 in the amount of \$6,973.94 and found all to be in good order.

Treasurer reports all bills paid since the previous meeting were covered by the following checks: #6938 - #6975 which have been audited and found to be in order.

Total of all checks = \$180,870.45

Total paid electronically = \$7,704.81

Income = \$6,190.36

- 1) Dividend checks from the State Insurance Fund were received. Treasurer Hallnan recommends depositing them into the A-400 Contractual and Other Administration budget line.

TREASURER’S REPORT (cont):

- 2) The next principal and interest payments for the building bond are due to be paid on June 1st. The principal payment is \$80,000 and the interest payment is \$5,384.25
- 3) The State Comptrollers office inquired via email regarding AUD. They are requiring a few account number assignments to be changed to reflect their state guidelines.

CHIEF’S REPORT:

- 1) There were 40 total calls for the month of April as follows: 1 Fire, 1 Hazardous Materials, 32 EMS, 4 False Alarms, and 2 Service. Mutual Aid was provided 3 times this month. Firefighter of the Month was Dave Metzger.
- 2) Updated drill schedule has been posted for May and June.
- 3) Over the coming weeks, the Chief’s office will be working on presenting a list of tools and equipment for the new heavy rescue.
- 4) Chief Hanford recognizes Assistant Chief Ruth Rider-Work, Assistant Chief Christian Rider-Work, and Mackenzie Rider-Work for covering while he was on vacation.
- 5) Chief Hanford recognizes crew for participating at recent events including the Easter Egg Hunt, and Standby Crew for Clarence Center Volunteer Company installation.
- 6) Chief Hanford recognizes crew that participated in the RecruitNY Open House on April 22nd. The event was well attended with 2 new applicants.
- 7) Chief Hanford recognizes Mackenzie Rider-Work and Ben Hanford for covering while Assistant Chief Ruth Rider-Work and Assistant Chief Christian Rider-Work attended FDIC.
- 8) Chief Hanford recognizes the crew that responded to the recent 2-car MVA including the extended delay returning to service.
- 9) Updated vinyl graphics have been installed on all three chief trucks.
- 10) Class B uniforms have been distributed to members. A signed inventory for District records will be turned in shortly.
- 11) Memorial Day service is scheduled on Monday, May 29th with parade to follow. A work detail is scheduled on Saturday to prepare trucks for the parade.
- 12) The Buffalo truck has been dropped off for maintenance work in preparation to have it ready for the Memorial Day parade.
- 13) There are several summer events scheduled in the Clarence Town Park that will require our participation with EMS standby.

COMMISSIONER WORK: Presented by Vice-Chairman Heim

- 1) Challenge Coin for December Blizzard Crew is tentatively being shipped on May 17th.
- 2) 2023 Medical Clearances have been distributed to the Board and Chiefs for review.
- 3) Wilmington Trust Update – Due to lack of performance in 2022, a work session is suggested for June 12th at 6:00pm.
- 4) Ambulance Repairs - An emergency tire repair is required. Cost and invoice to follow.
- 5) FDIC Conference Report – This conference continues to offer the best hands-on and classroom training in the world. Commissioner Work highly encourages the BOFC to attend in the future.
- 6) National EMS Week will take place May 21 - 27, 2023. The Chief’s Office would like to purchase Raptor Rescue scissors for our EMT’s to be used on EMS calls.

COMMISSIONER HEIM:

- 1) Insurance policy update – Bills are arriving separately.
- 2) 2022 LOSAP Service Award Annual report – There are a few incorrect addresses for longtime inactive members.

COMMISSIONER GASKE:

- 1) Banquet Room reservation request for member #95 for a birthday party taking place on July 8, 2023 from 11am to 3pm with no alcohol served or catering.
- 2) The Promotional tent & other materials arrived and are on display in the truck bay.
- 3) Meeting Room Conversion Update – Room has been painted with ceiling tiles ready for install. Lighting will be upgraded with recommended new commercial grade flooring. Furniture and a/v equipment will need a motion for approval to purchase.

COMMISSIONER BURKE:

- 1) The dayroom remodel committee has an upcoming meeting to discuss plans.

COMMISSIONER HAWES:

- 1) There are two new members for approval tonight.

PUBLIC COMMENTS:

- 1) Maddie Hanford thanks Board for recent FDIC training.
- 2) New member Bob Boye thanks Board for approval of new membership.

OLD BUSINESS: No motions.

NEW BUSINESS

MOTION by HEIM, second by HAWES, to resolve the invoice with APEX Automotive in the sum of \$495.00 for emergency tires repairs on Ambulance #8 on May 8, 2023. All in favor, motion carried.

MOTION by HEIM, second by HAWES for the purchase a sound-off blue light for fire police in the amount of \$353.92 from 1075 Emergency Services. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to purchase 10 x Raptor Rescue Scissors to be issued to current EMT's from Amazon at a cost not to exceed \$1,200.00. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to approve purchase of 35 keyfobs from Amherst Alarm in sum of \$293.50. All in favor, motion carried.

MOTION by HAWES, second by BURKE, to approve Allyson Griner as an active member pending Occustar physical. All in favor, motion carried.

MOTION by HAWES, second by GASKE, to approve Hilary Dollinger as an active member pending Occustar physical. All in favor, motion carried.

MOTION by HEIM, second by BURKE to purchase 75 membership hats to coincide with new Class B uniforms not to exceed \$1,500 from Axe Head Threads. All in favor, motion carried.

MOTION by GASKE, second by HAWES to approve use of the banquet room and pavilion request for Michael Forster on July 8, 2023 for a birthday party. All in favor, motion carried.

MOTION by GASKE, second by HEIM, to approve purchase for furniture and a/v equipment in the new meeting room not to exceed \$5,000. All in favor, motion carried.

NEW BUSINESS (CONT.)

MOTION by HEIM, second by BURKE to purchase 10 pagers from SAIA Communication in the amount of \$3,757.00. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Christian Rider-Work the sum of \$483.00 for travel expenses accrued while attending the FDIC International Conference in Indianapolis, Indiana on April 23-29, 2023. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to reimburse Madeline Hanford the sum of \$483.00 for travel expenses accrued while attending the FDIC International Conference in Indianapolis, Indiana on April 23-29, 2023. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Daniel Beil the sum of \$483.00 for travel expenses accrued while attending the FDIC International Conference in Indianapolis, Indiana on April 23-29, 2023. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to reimburse Zach Braunscheidel the sum of \$483.00 for travel expenses accrued while attending the FDIC International Conference in Indianapolis, Indiana on April 23-29, 2023. All in favor, motion carried.

MOTION by HEIM, second by BURKE, to reimburse Ruth Rider-Work the sum of \$483.00 for travel expenses accrued while attending the FDIC International Conference in Indianapolis, Indiana on April 23-29, 2023. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to reimburse David Metzger the sum of \$276.00 for travel expenses accrued while attending the FDIC International Conference in Indianapolis, Indiana on April 23-29, 2023. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to reimburse Nathan Work the sum of \$495.44 for travel expenses accrued while attending the FDIC International Conference in Indianapolis, Indiana on April 23-29, 2023. All in favor, motion carried.

MOTION by HEIM, second by BURKE, per Treasurer's request, to transfer funds received into A-400 Contractual and other admin account in the amount of \$4,967.46 and \$107.47. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to transfer funds, from sale of the former Chiefs' vehicles and previously transferred, out of the reserve fund back into the general fund in the amount of \$119,500. All in favor, motion carried.

This motion was previously conducted in October 2022 then again in March 2023 thus reversing the second transfer as it was already completed.

MOTION by GASKE, second by BURKE, to approve additional purchase rolling bag to carry promotional tent and supplies from LOOK OUR WAY Promotions in the amount of \$94.25. All in favor, motion carried.

MOTION by HEIM, second by GASKE, to pay bills #6938-6975 minus line 29. All in favor, motion carried.

GOOD OF THE DISTRICT

Commissioner Gaske to attend the Board of Directors meeting on May 16, 2023.

The next Regular District Meeting is on June 12, 2023 at 6:30 pm.

A work session is scheduled at 6:00pm with Wilmington Trust.

EXECUTIVE SESSION:

MOTION by HEIM, second by BURKE, to enter into executive session at 1928 hours to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons. All in favor, motion carried.

No action was taken.

MOTION by HEIM, second by GASKE, to return to regular session at 1943 hours. All in favor, motion carried.

MOTION by GASKE, second by HAWES, to suspend keyfob for member #14 until further discussion regarding an incident when the building was left unsecured.

MOTION by WORK, second by BURKE, 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