



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, August 14, 2023** at 1833 hours. Commissioner Gaske led the Pledge of Allegiance.

ROLL CALL:

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

Guests: Chief Brett Hanford, Asst Chief Christian Rider-Work, Mackenzie Rider-Work, David Metzger, and Ken Beil.

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by HEIM, second by GASKE, to approve the July 10, 2023 meeting minutes with no corrections. All in favor, motion carried.

BOARD OF DIRECTORS'/PRESIDENT'S REPORT: By Ken Beil

- 1) Member #37 has updated status from Inactive Life to Active Life membership.
- 2) Member #96 has been approved to active full membership.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.

CHIEF'S REPORT:

- 1) There were 49 total calls for the month of July as follows: 27 EMS, 12 False Alarms, 4 Mutual Aid, 15 Good Intent, and 3 Service. Firefighter of the Month for July was Mark Heim.
- 2) After discussion with Amherst Fire Control, Chief Hanford would like to review mutual aid request protocol with Board.
- 3) An updated Drill Schedule for August and September has been posted. The annual driver's recertification will be conducted in August.
- 4) Chief Hanford recognizes crews participating in the Fire Prevention event at the Hollow Farmer's Market and Taste of Clarence.
- 5) Chief Hanford requests purchase of 5-11 tactical shorts as part of the new Class B uniforms for future warm weather events.
- 6) Chief Hanford, Assistant Ruth Rider-Work, and David Metzger will be travelling out of town starting August 15, 2023 to complete the pre-construction process of the new Pierce Heavy Rescue truck. Assistant Chief Christian Rider-Work will be acting Chief with Mackenzie Rider-Work and Ben Hanford acting as 9-1 and 9-2 respectively.

COMMISSIONER WORK:

- 1) Kwikfil credit account is now closed.
- 2) Stryker has issued a loaner Lifepak until our order is received.

CHAIRMAN WORK’S REPORT (CONT.):

- 3) Mutual Aid Ambulance request protocol is reviewed by the Board. It is determined that the Clarence Fire District No.1 is ready to assist only in times of need when the EMD protocol and criteria for an ALS "hot" response is met moving forward.
- 4) Sale of Churchville Fire Equipment to Firematic Supply Company has created the need for a language revision of the Pierce Heavy Rescue purchase contract which is being reviewed by Attorney Brad Pinsky.
- 5) Erie County Grant in the amount of \$30,000.00 was approved for the purchase of all-terrain tracks for the Rescue 7 truck. The tracks will drastically improve the effectiveness, availability, and response times, especially in times of blizzards and extreme weather emergencies. Funds will be received within 6-8 weeks.
- 6) CPR/First Aid course was held recently.
- 7) Annual Budget – Review is underway with training and travel lines increased for next year due to Heavy Rescue purchase.
- 8) Annual Ambulance Inspection is scheduled with NYS Department of Health.

COMMISSIONER HEIM:

- 1) Commissioner Heim thanks the Board for his recent travel and attendance at the recent FASNY convention.

COMMISSIONER HAWES: No report.

COMMISSIONER BURKE:

- 1) Stormwater inspection needs to be completed every five years. It is reported that the manholes need to be cleaned out and sediment needs to be removed professionally. A letter will need to be submitted to the Town of Clarence once work is completed.
- 2) Dayroom Remodel Update – Committee meetings continue with new ideas including potential structural additions.

COMMISSIONER GASKE:

- 1) Hot water tank was replaced this month.
- 2) Training Room Update – carpet needs to be ordered for project to be completed.
- 3) Blacktop resurfacing project is projected for Spring 2024.
- 4) Camera/Security System Project with bid pricing is next big project for building.

PUBLIC COMMENTS: No public comments were heard.

OLD BUSINESS:

In preparation for the 2024 budget, a historical accounting of budget line transfers was conducted. For the 2022 fiscal year, \$86,128.50 was budgeted to be transferred into the Building Reserve account and was done so on May 16, 2022. It did not appear that the transfer was made and Treasurer Hallnan made a duplicate transfer into the Building Reserve account on May 19, 2023. A total of \$172,257.00 was transferred into the Building Reserve account. **MOTION** by WORK, second by HEIM, to authorize Treasurer Hallnan to transfer \$86,128.50 from the Building Reserve account into the Equipment Reserve Account as discussed, reviewed, and approved. All in favor, motion carried.

MOTION by WORK, second by GASKE, to authorize the purchase of 3 x mobile radios from Motorola Solutions for the new heavy rescue at a cost of \$11,437.50, which represents NYS Contract Bid Pricing - Contract #PT68722. All in favor, motion carried.

OLD BUSINESS (CONT):

MOTION by WORK, second by HAWES, to amend the motion of June 12, 2023 authorizing the purchase of 10 x EMS jumpsuits. The final cost increased from \$4,290.00 to \$4,515.00. The \$225.00 increase was a result of needing larger sizes 3XL and up. All in favor, motion carried.

MOTION by GASKE, second by BURKE, to pay IRR Supply in the amount of \$6,700.62 for an emergency hot water tank replacement. All in favor, motion carried.

Due to an increasing number of non-emergent mutual aid requests for CFD #8, as well as the manpower and apparatus that these calls require, **MOTION** by WORK, second by HAWES, to authorize Chairman Work and Chief Hanford to jointly send correspondence on behalf of the Board of Fire Commissioners to The Town of Lancaster's Emergency Dispatch Office, as well as all of the Fire Companies under the Town of Lancaster's Dispatch area stating that the Clarence Fire District No.1 can no longer be utilized for non-emergency mutual aid calls and requests. Furthermore, the letter will clearly state that the Clarence Fire District No.1 is at the ready to assist in times of need whereas the EMD protocol and criteria for an ALS "hot" response is met.

Roll call vote:

- Commissioner Burke – aye
- Commissioner Gaske – aye
- Commissioner Heim – aye
- Commissioner Hawes – aye
- Chairman Work – aye

All in favor, motion carried.

MOTION by WORK, second by GASKE, to partner with the CPR Pulse Center to host a CPR & First Aid Training Course at CFD No.1 on Tuesday, August 8th, 2023. Per firefighter invoice to be forthcoming. All in favor, motion carried.

NEW BUSINESS:

MOTION by WORK, second by HAWES, to authorize the purchase of Genesis battery-powered extrication tools (cutter & spreader) from Dival Safety & Supply at a cost of \$37,390.00. Dival Safety and Supply is the documented and verified sole source provider of Genesis Rescue Tools in the state of New York. Commissioner Work requests that Dival updates their contact information for the Fire District to reflect current personnel. All in favor, motion carried.

MOTION by HEIM, second by HAWES, to authorize the payment of \$50.00 to Absolute CPR for the bi-annual CPR Instructor Renewal for Assistant Chief 9-1 Ruth Rider-Work. Commissioner Work abstains. All in favor, motion carried.

MOTION by GASKE, second by WORK, for Marshall Helms to use pavilion on August 19, 2023 from 12pm-10pm for a family reunion. All in favor, motion carried.

MOTION by WORK, second by BURKE, to purchase 3 x Mirage Radio Antennas for the new heavy rescue from Saia Communications at a cost of \$300.30. All in favor, motion carried.

MOTION by WORK, second by HEIM, to reimburse the Town of Clarence the sum of \$1,160.77, which represents the Amherst Alarm Central Telephone charges for the 2022 calendar year. All in favor, motion carried.

NEW BUSINESS (CONT.):

MOTION by WORK, second by BURKE, to authorize the travel of Chief Brett Hanford, Assistant Chief 9-1 Ruth Rider-Work, Commissioner Nathan Work, and Committeeman David Metzger to Pierce Manufacturing in Appleton Wisconsin for the pre-construction work for the new heavy rescue (8/15/23 through 8/19/2023). All in favor, motion carried.

MOTION by WORK, second by HEIM, to authorize Chairman Work to execute the contract with Firefly Admin Inc. for a two-year (1/1/2024 - 12/31/2025) contractual engagement for LOSAP administration, actuarial, and consulting services. As set for in the contract, this motion also approves the \$5,750 annual fee for said services. All in favor, motion carried.

MOTION by WORK, second by HEIM, to reimburse \$383.97 Commissioner Heim for training and travel while attending convention in Niagara Falls, NY. Commissioner Heim abstains. All in favor, motion carried.

MOTION by WORK, second by HAWES, to authorize the purchase of ETCO3 monitoring disposable supplies from Emergency Medical Products (EMP) at a total cost not to exceed \$500.00. All in favor, motion carried.

Working with Erie County Legislator Christopher Greene, the Clarence Fire District No.1 was awarded a \$30,000.00 grant for the purchase of all-terrain tracks for the Rescue 7 truck. The tracks will drastically improve the effectiveness, availability, and response of Clarence Fire District No.1, especially in times of blizzards and extreme weather emergencies. Chief Hanford has requested and obtained written quotes from three different track manufacturers (American Track, Mattrack, & Track-n-Go). **MOTION** by WORK, second by HEIM, to authorize the purchase of a set of Dominator XL HD Tracks from American Track at a cost of \$32,000 plus an approximate \$1,000.00 in shipping and freight. All in favor, motion carried.

MOTION by WORK, second by HEIM, to pay vouchers #7055-#7106 in the amount of \$81,394.00. All in favor, motion carried.

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 order.

Treasurer reports all claims against the District covered by Vouchers #7055 - #7106 have been audited and found to be in order in the amount of \$81,394.00.

Board of Fire Commissioners reviewed the credit card statements from June 20 to July 19, 2023 in the amount of \$23,232.54 and found all to be in good order.

- 1) 2022 Central Alarm telephone charges balance due letter was received. Treasurer Hallnan seeks Board review before payment.
- 2) Annual Fire District Budget process is approaching. Treasurer Hallnan requests Board to submit larger project proposal to be included in 2024 Budget.

EXECUTIVE SESSION

MOTION by WORK, second by BURKE, to enter into executive session at 1946 pm 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 actions were taken during executive session.

MOTION by WORK, second by HAWES, to return to regular session was made at 1953 hours. All in favor, motion carried.

GOOD OF THE DISTRICT

Commissioner Work to attend the Board of Directors meeting on August 21, 2023.

The next Regular District Meeting is on September 11, 2023 at 6:30 pm.

MOTION by WORK, second by GASKE, to adjourn the meeting at 1959 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