



SNYDER FIRE DISTRICT
Snyder, New York



Minutes of a Regular Meeting of the
Board of Commissioners of the Snyder Fire District
Held at the Snyder Firehouse
on the 20th day of May 2025

PRESENT:

Commissioners: Burt Bugbee – Chairman
Griebner, Hudson, Merrill, Tiberi
Treasurer: Mye
Deputy Treasurer:
Secretary: Merrill
District Clerk:
Chief: Oliver
Asst. Chief: Hudson
Others:

Chairman Bugbee called the meeting to order at 7:30 p.m.

APPROVAL OF PREVIOUS MINUTES

Commissioner Bugbee asked for approval of the minutes from the regular meeting held on April 15th, 2025. Upon a motion made by Commissioner Griebner, seconded by Commissioner Hudson, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the regular meeting minutes from April 15th, 2025.

Bugbee: Aye
Griebner Aye
Hudson: Aye
Merrill-Aye
Tiberi: Aye

NEW MEMBER APPLICANTS

Candidate for membership Graeme Guest was unable to attend the meeting.

GENERAL PUBLIC COMMENTS

Robert Monkelbaan, Region 6 Director for the Association of Fire Districts of the State of New York and Treasurer for the South Line Fire District addressed the board and discussed the upcoming mini summit being held at South Line at the end of the month. He encouraged participation at the quarterly county wide district meetings and covered a variety of other topics of concern to the fire service and informed the board he is always available to consult or provide assistance. Discussion followed and the board thanked Mr. Monkelbaan for stopping by.

DEPARTMENT LIAISON

Commissioner Hudson reported:

New member Tristine Tatta has been onboarded and assigned a mentor.

Three new applicants will be ready for approval at the next meeting, including two torch boys.

The department will be sponsoring a community block party on June 14th.

COMMUNICATION

Secretary Merrill reviewed the monthly correspondence:

Incoming:

Background checks returned from Amherst Police, Erie County Sheriff and JD Palatine for applicants Henry Kaczymarczyk and Graeme Guest.

Training certificates from the recent FDIC conference turned in from Chief Timothy Oliver (5), Captain Zach Polvino (8), Captain Joe Raffaele (12), Commissioner Thomas Tiberi (6), Commissioner Paul Griebner (5), Commissioner Burt Bugbee (4), Commissioner Thomas Merrill (8), Lieutenant Michael Gugliuzza (7) and Firefighter Jerry Johnson (4). The certificates were filed in their personnel files.

Training certificates from the recent Getzville Fire Company rapid intervention training program turned in from Mickey Wilkinson, Tyler Probst, Joe Tomczak, Matt Fortune, Scott Goodwin, Jacob Sorensen and Jasmine Gayles. The certificates were filed in their personnel file.

Training certificate from Lieutenant Michael Bastedo for completion of the New York State Vital Signs CHF respiratory Emergencies training course. The certificate was filed in his personnel file.

Training certificate from Safety Officer John Fildes for completion of a three-hour Certified Instructor Course Update training course. The certificate was filed in his personnel file.

Training certificate from Firefighter Jacob Sorensen for completion of the New York State Truck Company Operations training course. The certificate was filed in his personnel file.

Training certificate from Matthew Fortune for completion of the New York State Officer Truck Company Operations training course. The certificate was filed in his personnel file.

Training certificate from Matthew Fortune for completion of the New York State Officer Development Firefighter Health and Safety course. The certificate was filed in his personnel file.

Training certificate from Matthew Fortune for completion of the New York State Officer Development Planning and Emergency Response training course. The certificate was filed in his personnel file.

Training certificate from Matthew Fortune for completion of the New York State Officer Development Company Training and Community Risk Reduction training course. The certificate was filed in his personnel file.

Training certificate from Matthew Fortune for completion of the New York State Officer Development Leadership and Supervision training Course. The certificate was filed in his personnel file.

Communication (continued)

Training certificate from Matthew Fortune for completion of the New York State Fireground Strategies and Tactics for First Arriving Companies training course. The certificate was filed in his personnel file.

Training certificate from Matthew Fortune for completion of the New York State Fire Officer 1 Supervising Fire Officer Module Series training course. The certificate was filed in his personnel file.

Notification that Lieutenant Chris Holzmann successfully recertified as a New York State Emergency Medical Technician. A copy of the certification certificate was filed in his personnel file.

Notification that Firefighter Christopher Robinson successfully recertified as a New York State Emergency Medical Technician. A copy of the certification certificate was filed in his personnel file

Request to use the training room and kitchen for a scout meeting on June 19th, 2025 submitted by Lieutenant Michael Bastedo.

Request to use the training room and kitchen for a birthday party on July 20th, 2025 submitted by Captain Zach Polvino.

VF-1 insurance form from Firefighter Joe Tomczak who suffered facial injuries at a recent training drill.

Outgoing:

Letter to candidate for membership Tristine Tatta informing her that she was approved for membership pending successful completion of her physical examination

Notification to Michelle Barrett, Michael Cessario, Paul Griebner, and Michael Lowe informing them their request to use the training room and kitchen were approved.

Notification to Matthew Fortune from Fortune Lawncare informing him that he was the successful bidder for landscape service for the coming season providing that he produces a certificate of liability insurance. In addition, he will need to provide a certificate of workers compensation insurance if he has employees working for him.

Notification to Regan Lawncare, Tolsma Landscaping and Rob's Property Solutions informing them that their proposals for landscaping service were not accepted.

Requests for background checks for applicants Henry Kaczmarczyk and Graeme Guest sent to Amherst Police, Erie County Sheriffs and JD Palatine.

CONVENTIONS AND MEETINGS

Commissioner Griebner reported:

A mini fire district training summit will be held at the South Line Fire Company at the end of May. Commissioner Merrill will be attending and he encouraged others to attend as well.

The New York State Chiefs Conference is scheduled for June 4th – June 6th in Syracuse. Chief Oliver reported Firefighters Evans, Gayles and Jacob Sorensen would be attending some of the hands-on training classes.

Convention and Meetings (continued)

The Firefighter Association of the State of New York conference is scheduled for August 7th- August 9th in Long Island, New York.

The Association of Fire Districts of the State of New York conference is scheduled for October 2nd – 4th in Saratoga Springs, New York.

The FireFusion conference is scheduled for October 14th - October 16th in Charleston, South Carolina. Assistant Chiefs Hudson and O'Connor were planning on attending and Commissioner Hudson reported she may attend. Upon a motion made by Commissioner Merrill, seconded by Commissioner Griebner, and after discussion held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize a district credit card to be used pay for conference, travel and lodging fees for Commissioner Hudson, Assistant Chief Hudson and Assistant Chief O'Connor if they attend the FireFusion conference.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

The IAFC Symposium in the Sun Conference is scheduled for November 13th-16th in Clearwater Beach, Florida. Chief Oliver, Commissioner Bugbee and Commissioner Merrill expressed interest in attending.

Upon a motion made by Commissioner Merrill, seconded by Commissioner Griebner, and after discussion held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize a district credit card to be used pay for conference, travel and lodging fees for Commissioner Merrill, Commissioner Bugbee and Chief Oliver if they attend the IAFC Symposium in the sun conference.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

An invitation was received to attend the Wyoming County Fire Convention to be held in Perry, New York in June.

INSURANCE

Commissioner Merrill reported Fortune Landscaping provided the required insurance certificate as requested. the insurance claim for the roof top HVAC unit had been settled and a check was received for a portion of the cost.

Commissioner Merrill reported a cancer claim has been filed with the insurance agency.

Chief Oliver reported injured firefighter Chris Robinson expects to be cleared to return to duty and will complete his annual physical examination at that time.

PROTECTIVE CLOTHING

Chief Oliver reported all required equipment was returned from retired life member Kremzier but it was still outstanding from former member Karen Murray.

UNIFORMS & RESPONSE CLOTHING

Commissioner Bugbee had nothing to report.

Commissioner Hudson stated she recently saw uniforms used by Mercy EMS and liked the khaki pants look along with navy blue shirt.

LEASES & CONTRACTS

Commissioner Bugbee reported the new provider for CME training is Ray Hubert and he would be signing the contract to continue with the training.

INFORMATION TECHNOLOGY

Commissioner Hudson reported there was a recent cyber-attack that affected users of the Saia Net radio service and that prompted her to send an email to the department membership outlining precautions members should take to help prevent it from happening to our network.

Commissioner Hudson reported that she is still investigating increasing the storage limit on the video recording system and was hoping to discuss it with Past Commissioner Koeppel before making any recommendations.

Commissioner Hudson reported is continuing to review the Spectrum accounts.

PHYSICAL EXAMINATION & MEDICAL PROGRAM

Commissioner Griebner reported one of the members requiring the annual physical examination had completed it and the one other member requiring it would get it done soon.

Commissioner Griebner solicited the board's opinion regarding the fire district paying the cost of CDL physical examinations as part of the annual fire department physical.

Upon a motion made by Commissioner Tiberi, seconded by Commissioner Merrill, and after discussion held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize providing a DOT physical examination as part of the annual fire department physical examination for any member requiring it. The cost of the DOT portion of the physical examination will be paid for by the member.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

SERVICE AWARD COMMITTEE

Commissioner Tiberi discussed the service awards fund performance month to date and year to date.

APPARATUS

Commissioner Bugbee reported:

The aerial ladder training with a Sutphen representative is scheduled for Saturday, June 7th.

A broken marker light was replaced on Truck 6

Apparatus (continued)

Chief vehicle 9 had an oil change

A broken airhorn cable was repaired on Rescue 5.

The seatbelt on Engine 1's officer's side needs to be replaced, and the mechanic will be taking care of it.

MASTER MECHANIC

Commissioner Bugbee reported the mechanic was on vacation until later in the week.

HYDRANTS

Commissioner Bugbee had nothing to report.

PURCHASING

Commissioner Griebner reviewed the purchasing procedures to ensure everyone was on the same page.

- All purchases must adhere to the Snyder Fire District's purchasing policy
- When invoices are submitted to the treasurer for payment, the signed packing slip or work order indicating the product was received or the project was completed should also be included with it. When possible, it should also note the meeting date the purchase or project was approved.
- The bid form should also be included with the invoice and packing slip.
- The individual in charge of the project or making the purchase is to ensure the paperwork is submitted properly.
- No invoices will be authorized to be paid if this procedure is not followed

DISTRICT RULES & REGULATIONS

Upon a motion made by Commissioner Hudson, seconded by Commissioner Tiberi, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the use of the department training room and kitchen for:

- Michael Bastedo on June 19th, 2025 for a scout meeting
- Zach Polvino on July 20th, 2025 for a birthday party.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

NEW APPLICANT(S)

Commissioner Hudson, made a motion, seconded by Commissioner Griebner, to approve Graeme Guest for membership pending successful completion of his physical examination. After discussion, the motion carried.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

INVENTORY & TESTING RECORDS MANAGEMENT, FIXED ASSETS

Commissioner Merrill reported the sound bar deemed obsolete at the previous meeting was disposed of.

Chief Oliver reported the I-Pads previously deemed obsolete were disposed of.

BUILDING AND GROUNDS

Upon a motion made by Commissioner Tiberi, seconded by Commissioner Griebner, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve an expenditure of \$699.00 for a one-time deep cleaning of select firehouse rooms by Coverall Cleaning.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Tiberi reported:

Two quotes were received for replacing the exercise room's HVAC unit and a third will be provided next meeting.

There was no update on cleaning the kitchen appliances

There was no update on the ceiling tile replacement project

Odor reducing measures were successful implemented in the men's bathrooms

Commissioner Bugbee reported he secured two quotes for fence replacement and would be getting one more for the next meeting.

Commissioner Tiberi reported that some additional fence repairs in other areas would be taken care of at the time the new fence is installed.

Commissioner Tiberi discussed the proposal received from Sutton Architecture to provide services to the district for possible building renovations and improvements. He was satisfied with the scope of the work as outlined and clarified by Sutton, and upon a motion made by Commissioner Tiberi, seconded by Commissioner Merrill, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve an expenditure of \$17,300.00 for the services of Sutton Architecture to provide concepts and designs for firehouse building enhancements and improvements.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Tiberi reported he would provide an update to the department regarding the building enhancements project.

Buildings and Grounds (continued)

Commissioner Tiberi reported that he continued to work on job outlines and responsibilities.

Commissioner Merrill reported the work on the firehouse alerting system was nearly completed. The radio was received and Saia completed programming it and it would be installed shortly. The technicians were able to get the historic light repaired and operational so it will flash when a call is received. However, it is necessary to purchase some parts to modify it so it will work properly.

Upon a motion made by Commissioner Merrill, seconded by Commissioner Hudson, and after discussion was held, the following resolution was approved: Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize an expenditure of \$300.00 to modify the historic warning light for use with the firehouse alerting system.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

AMHERST FIRE ALARM OFFICE

Commissioner Merrill reported the alarm office dispatchers have been training with various fire departments on emergency evacuation and mayday procedures.

Commissioner Griebner asked about the Level Zero ambulance designation and how the process worked when ambulances were getting low. Discussion followed and the process was outlined.

CHIEFS' INSTALLATION

Commissioner Griebner provided a final report for the 2025 Chief Officer's Installation Banquet. He stated the 2026 installation would be held again at The Statler and the date is tentatively set for April 18th, 2026.

Commissioner Griebner reported it was necessary to purchase additional service bars for the winners of the President/Chiefs award. Upon motion made by Commissioner Griebner, seconded by Commissioner Tiberi, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve an expenditure of \$125.00 to purchase uniform service bars for the winners of the President/Chiefs Award as announced at the 2025 installation banquet.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

CHIEF'S REPORT

Chief Oliver provided a status report on the following previously approved purchases:

Received Nine (9) lengths of 2 ½" hose and hose pigtails; Six (6) APX mobile radios; Training board; Fire Soap; Two (2) water cans; Hard shell case for rescue 7; IFSTA training books; AA batteries

Partially Received: EMS supplies; office supplies;

Not Recvd: Dress uniform parts (January); Vehicle 5-1 center console; Ten (10) sets of non-structural turnout gear; Five (5) sets of structural turnout gear; Replacement jacket

Completed: SCBA bottle hydro testing

Not Completed: 2025 SCBA flow testing; New York State Chiefs Conference (June); FireFusion (October); IAFC Symposium in the Sun conference (November)

Chief Oliver requested the following:

1. \$250 for Office Supplies (Acct 24000)
2. \$500 for EMS Supplies (Acct 32000)
3. An amount not to exceed \$5625 for 2025 Hose Testing to be completed September 23rd & 24th
4. \$250 for OSB and other training materials to be used at the East Amherst Station #2 training facility in June
5. An amount not to exceed \$1991 for 8 Tempest Raptor Chainsaw Chains (Includes shipping)
6. \$250 for refreshments and permission for the Recruit & Retention Committee to host the annual neighborhood block party on the front pad & apparatus floor on Saturday June 14th from 1000hrs-1200hrs. No dogs this year
7. An amount not to exceed \$650 for the semi-annual calibration of all 4-gas and single gas CO meters
8. An amount not to exceed \$400 for a FF helmet front replacement for FF Binda and 6 Past Chief Helmet Fronts

In addition, Chief Oliver reported:

1. Westwood property has been turned over to Erie County and will go back to a 9 hole golf course and park land.
2. Benderson redesigned Main & Fruehauf to a 2 story retail only space with a 2 story parking garage in the back. No residential units
3. Captain Polvino and I are working with MES & Honeywell on updating our turnout gear spec due to the discontinuation of the fabric for the inner shell of the gear. Honeywell is providing a set of gear with the new fabric liner for testing along with the set that was approved for Capt. Lowe. FF Jacob Sorensen will be testing along with Capt. Mike Lowe

Commissioner Griebner reported soap for washing vehicles we needed and Chief Oliver reported he would ensure it is ordered.

OLD BUSINESS

Commissioner Merrill reported the office supplies were partially received

Chief Oliver reported specifications for the new Rescue 7-1 were prepared and ready to be bid. He recommended holding off on bidding the vehicle until the 2026 model are available. The board agreed.

Updates on the developments at Main Street/Chateau Terrace as well as Westwood Country Club were provided during the chief's report.

Robert Monkelbaan provided an update on the proposed new OSHA standards when he addressed the board during comments from the general public earlier.

Commissioner Merrill reported the department membership photos would be taken on Monday, October 6th, 2025.

Chief Oliver reported the training board was received.

Commissioner Merrill reported he was working with the Erie County Personnel Department to arrange for creating non-competitive civil service positions for the positions of secretary and treasurer as recommended by Attorney Pinsky. Discussion followed and the board may elect to also create civil service titles for the facilities manager and the maintenance manager.

NEW BUSINESS

Commissioner Tiberi reported he would be making an appearance on the TV show Western New York Living to promote EMS week and discuss the importance of early CPR and defibrillation. Dr. Fred Archer, the man successfully revived by Snyder FD and Twin City Ambulance personnel in the fall will be doing it with him.

Commissioner Bugbee reported he had the facilities manager take two dead trees down along the fence line.

Upon a motion by Commissioner Griebner, seconded by Commissioner Hudson, and after discussion was held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners of the Snyder Fire District approve the chief's purchase requests in the amount of \$9916.00.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

FINANCIAL STATEMENTS REVIEW & RECONCILIATION

Commissioner Tiberi reported he completed the audit and review of financial statements for the month of April and all appeared in order.

TREASURER'S REPORT

Treasurer Mye thanked the board for working so well with him and getting receipts, invoices and paperwork taken care of in a timely manner. He stated that the credit card invoice is now pre-paid in advance of the meeting because it was necessary to authorize auto-deduction of the funds in order to have online access to the account. No hard copy statement is sent out and the statement must be accessed online. He even tried paying the credit card bill in person at an M & T branch but was unable to successfully do it. Discussion followed, and the board was not in favor of having the funds automatically deducted for the credit card charges. It was agreed to investigate this further and discuss again next month.

Treasurer Mye reported he filed the annual financial report with the New York State Comptroller's Office prior to the May 1st due date. In addition, he will be filing the report with the Town of Amherst Clerk's Office as required.

Treasurer Mye recommended that the board sign off on the monthly cash balance statement. Discussion followed, and it was agreed that the commissioner performing the monthly financial audit would verify that the bank statements matched the cash reconciliation statement prepared by the treasurer and sign off on it.

Discussion continued from last meeting that it may be in the best interest of the taxpayers to close out some accounts and transfer the balances into the higher yielding New York Class accounts. Upon a motion made by Commissioner Hudson and seconded by Commissioner Merrill, and after discussion was held, the following resolution was approved:

The Commissioners of the Snyder Fire District deem it is in the best interest of the district taxpayers to transfer funds from lower performing accounts at M & T Bank to higher performing accounts administered through New York Class. Specifically, the general fund savings account will move to New York Class general fund. The repair reserve savings account will be moved and split equally between New York Class apparatus and equipment reserve account and the New York Class building reserve account. The LOSAP checking account will be moved to the New York Class general account. The apparatus and equipment capital reserve checking account and apparatus and equipment capital reserve savings account will be moved to New York Class apparatus and equipment reserve account. The building capital reserve checking account and building capital reserve savings account will be moved to the New York Class building reserve account. The General Fund Checking Account will remain at M & T Bank.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Treasurer Mye reviewed the various financial reports prepared for the meeting and they are included as part of these minutes. Upon a motion made by Commissioner Merrill and seconded by Commissioner Griebner, and after discussion was held, the following resolution was approved:

The Commissioners of Snyder Fire District, at their regular meeting on May 20th, 2025 audited bills numbered 2025.160-2025.187 and authorize and direct the Treasurer to pay the aforementioned bills in the amount of \$81,192.80. Further, the Commissioners acknowledge and authorizes the payment of utilities, telephone, freight and other charges prior to audit in the amount of \$10,565.38.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

ADJOURNMENT

Commissioner Merrill introduced a resolution to adjourn the meeting, and it was seconded by Commissioner Griebner, and it was approved.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

The meeting was adjourned at 09:53 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Thomas A. Merrill".

Thomas A. Merrill
Secretary