



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 17th day of June 2025

PRESENT:

- Commissioners: Burt Bugbee – Chairman
Griebner, Hudson, Merrill, Tiberi
- Treasurer: Mye
- Deputy Treasurer:
- Secretary: Merrill
- District Clerk:
- Chief: Oliver
- Asst. Chief: Hudson, O’Connor
- 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 May 20th, 2025. Upon a motion made by Commissioner Tiberi, seconded by Commissioner Griebner, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the regular meeting minutes from May 20th, 2025.

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

NEW MEMBER APPLICANTS

Candidates for membership Henry Kaczmarczyk, Liam Moore and Simon Ramos were present and brought before the board individually. After answering some questions, they were dismissed.

GENERAL PUBLIC COMMENTS

There were no comments offered by members of the general public.

DEPARTMENT LIAISON

Commissioner Hudson discussed the recent block party held by the department and local businesses.

Commissioner Hudson reported the department's board of directors was conducting a department wide survey regarding social activities.

Commissioner Hudson reported that a blood drive will be held on July 9th if approved by the board later in the meeting.

COMMUNICATION

Secretary Merrill reviewed the monthly correspondence:

Incoming:

Background checks returned from Amherst Police, Erie County Sheriff and JD Palatine for applicants Liam Moore and Simon Ramos

Request to use the training room and kitchen received from James Sullivan for a blood drive event on July 9th from 2:00 pm until 8:00 pm.

Training certificates from members who recently completed the New York State Apparatus Operator Pumper Operations class were filed. Received from Assistant Chief Ryan O'Connor, Captain Zachary Polvino, Captain Michael Gugliuzza, Captain Michael Lowe, Lieutenant David Buckfelder, Firefighter Matthew Fortune, Firefighter Tyler Evans, Firefighter Jacob Sorensen and Firefighter David Halm.

Notification received that Lieutenant Michael Bastedo recertified as a New York State Emergency Medical Technician. A copy of the certification was filed in his personnel file.

Notification from Gear Wash Pre Safety Care Specialists that Safety Officer John Fildes attended NFPA 1851 – 2020 Edition Class and is recognized to perform advanced cleaning and routine inspection

Verification from the Town of Amherst Clerk's Office that Treasurer Mye filed the Snyder Fire District Annual Financial Report with the Town as required by law.

Copies of letters sent by the department secretary to candidates for membership Simon Ramos, Henry Kaczmarczyk and Liam Moore directing them to appear before the board at the June meeting.

A training history report from the Division of Homeland Security for Firefighter Jerry Johnson was received and filed in his personnel file.

C-2F insurance form to district's insurance provider for medical episode experienced by Firefighter Matthew Fortune at a recent training drill.

Communication (continued)

Outgoing:

Letter to candidate for membership Graeme Guest informing him that he was approved for membership pending successful completion of his physical examination

Notification to Michael Bastedo and Zach Polvino informing them their request to use the training room and kitchen were approved.

Requests for background checks for applicants Liam Moore and Simon Ramos sent to Amherst Police, Erie County Sheriffs and JD Palatine.

CONVENTIONS AND MEETINGS

Commissioner Griebner reported:

A mini fire district training summit was held at the South Line Fire Company at the end of May. Commissioner Merrill attended a portion of it and provided a summary of his experience. He also reported that he would be arranging a tour of the firehouse in the near future so board members could see the building updates and modifications their commissioners have made over the past few years.

The New York State Chiefs Conference was held June 4th – June 6th in Syracuse. Chief Oliver reported Firefighters Evans, Gayles and Jacob Sorensen all had very favorable comments about the training they received, and he also heard from class instructors about the exceptional work done by those members.

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 Commissioner Hudson reported they would not be attending, and Assistant Chief was possibly going to attend.

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

INSURANCE

Commissioner Merrill reported he opened an insurance claim for a member who experienced a medical episode at a recent training drill.

PROTECTIVE CLOTHING

Chief Oliver reported all former member Karen Murray's equipment has been partially returned.

UNIFORMS & RESPONSE CLOTHING

Commissioner Bugbee had nothing to report.

LEASES & CONTRACTS

Commissioner Bugbee reported he signed the contract with the new provider for CME training. Commissioner Merrill reported that contract was filed.

INFORMATION TECHNOLOGY

Commissioner Hudson reported she does not believe it is necessary to increase the storage capacity on the video recording system, and it could always be revisited at a later time if necessary.

Commissioner Hudson reported she has begun the process of reviewing the Spectrum accounts and would report back next month.

Commissioner Griebner inquired if any more information had been received regarding the cyber-attack discussed last month that affected users of the Saia Net radio service. Commissioner Hudson reported she has heard nothing more.

PHYSICAL EXAMINATION & MEDICAL PROGRAM

Commissioner Griebner reported one member still required the annual physical examination and he would be getting it completed in the near future.

Commissioner Griebner reported things were working out very well with Occustar and the billing was also very complete and accurate.

SERVICE AWARD COMMITTEE

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

APPARATUS

Commissioner Bugbee reported:

Engine 1 had a seat belt repair.

Vehicle 5-1 had an oil change completed

The mechanic performed the semiannual lube on the aerial system and also replaced some service lights on rescue 7-1.

Commissioner Bugbee reported there was a report filed that Engine 2's was not holding the prime. Discussion followed Assistant Chief O'Connor reported it may have been due to an air lock and it seemed to be working properly.

Commissioner Griebner stated that he believed the recent aerial ladder truck training conducted by Tim Norris was very beneficial for the members who attended. The board agreed that that should be an annual training event.

MASTER MECHANIC

Commissioner Bugbee had nothing to report.

HYDRANTS

Commissioner Bugbee had nothing to report.

PURCHASING

Commissioner Griebner reported that he reviewed the monthly vouchers, and all appeared in order and in compliance.

DISTRICT RULES & REGULATIONS

Upon a motion made by Commissioner Hudson, 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 the use of the department training room and kitchen for:

- Jim Sullivan on July 9th, 2025 for a blood drive

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Hudson reported two policies failed to be included in the new Snyder Fire District Policies update. She handed out the Torchboy program and qualifications for firefighter and asked the board members to review them and they will be acted upon at the July meeting.

Commissioner Hudson introduced Captain Zachary Polvino who spoke on behalf of the recruitment and retention committee. The committee recommended that the board approve modification to the first-year requirements and allow continued membership if a member chooses to complete the New York State Firefighter 1 Course – Basic Exterior Firefighting Operations with Hazardous Materials First Responder Operations. The New York State Firefighter 1 Course – Interior Structure Firefighter will be optional. Discussion followed and 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 approved modifying the membership requirements and allow continued membership if a member chooses to complete the New York State Firefighter 1 Course – Basic Exterior Firefighting Operations with Hazardous Materials First Responder Operations within their first year of membership. The New York State Firefighter 1 Course – Interior Structure Firefighter is optional.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

NEW APPLICANT(S)

Commissioner Hudson, made a motion, seconded by Commissioner Griebner, to approve Henry Kaczmarczyk, Liam Moore and Simon Ramos for membership pending successful completion of their 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 had no report.

BUILDING AND GROUNDS

Commissioner Tiberi reported:

The deep cleaning approved last month has not been completed.

There was no update on cleaning the kitchen appliances

There was no update on the ceiling tile replacement project

As discussed last month, a third quote was requested to replace the exercise room's HVAC unit. Commissioner Bugbee reported that Attorney Pinsky informed him that it was not necessary to receive a third quote as there is a signed service agreement in place with a vendor, and as long as the project is under \$20,000 it is not necessary to get additional quotes. Discussion was held and commissioner Bugbee made a motion to allow John W. Danforth Company to install the new HVAC unit as they were the lowest of the two quotes received so far. The motion failed due to the lack of a second. Discussion followed and the board agreed that because it was not deemed an emergency replacement and in order to follow the district's purchasing policy, a third quote should be solicited. Commissioner Tiberi will report back next month.

Commissioner Merrill reported he compiled the various job descriptions that had been compiled over the years and would work with Commissioner Tiberi to draft final versions to share with the board. Once that is done, they can be provided to Erie County Civil Service to help create the Civil Service positions as discussed last month.

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 reported Sutton Architects would be coming to the firehouse in the near future to begin getting information for their recommended building improvements and enhancements.

Commissioner Merrill reported the work on the firehouse alerting system was nearly completed.

Buildings and Grounds (continued)

Commissioner Bugbee reported he received three quotes to replace the fence around the south end of the property at previous meeting.

The quotes received and amount quoted were:

RL Fence: \$9,100.00

Klumppe Fence: \$9,00.00

Citi Fence, Inc: \$8,800.00

Upon a motion made by Commissioner Bugbee, seconded by Commissioner Merrill, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve an expenditure of \$8,800.00 to replace the fence on the south end of the property and the work is awarded to City Fence, Inc. of Lancaster, New York.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

AMHERST FIRE ALARM OFFICE

Commissioner Merrill had no report.

CHIEFS' INSTALLATION

Commissioner Griebner the 2026 installation would be held again at The Statler and is scheduled for April 18th, 2026. He should be receiving the proposal and contract in the near future.

CHIEF'S REPORT

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

Received Chainsaw chains

Partially Received: EMS supplies; office supplies;

Not Recvd: Dress uniform parts (January); vehicle 5-1 center console; five (5) sets of non-structural turnout gear; two (2) sets of structural turnout gear; replacement jacket; training supplies for upcoming drill; FF past chief helmet fronts

Completed: R-5 headset wiring; SCBA flow testing; refreshments for R & R block party

Not Completed: 4-Gas and CO meter calibration; FireFushion (October); IAFC Symposium in the Sun conference (November)

Chief's Report (continued)

Chief Oliver requested the following:

1. \$250 for Office Supplies (Acct 24000)
2. \$500 for EMS Supplies (Acct 32000)
3. Approval for the purchase of Push style Brooms for Engine 3 for clean up at MVA's replacing 2 older brooms and a floor squeegee. Cost was \$165 through Grainger
4. \$259 for new weight bar for exercise room
5. \$87 for Fire and Emergency Services Instructor Textbook for upcoming course
6. An amount not to exceed \$1155 for 12 pairs of FF Gloves (5 LG, 5 Med, 2 XL) for stock
7. An amount not to exceed \$1860 for 12 sets of AED Pads for Pediatrics
8. An amount not to exceed \$1095 for 12 sets of AED Pads for Adults
9. Approval for the purchase of 25 pairs of white uniform gloves to replenish stock at cost of \$223.75.
10. An amount not to exceed \$2500 for dress uniforms for FF's Z. Sorensen, J. Cicatello, J. Johnson and J. Gayles, and alterations and new L/S Dress Shirt for Capt. Lowe
11. An amount not to exceed \$160 for 2 floor squeegees from Tri-Star. This along with the squeegee from Grainger will be tested to see which works better on our apparatus floor.

In addition, Chief Oliver:

1. Requested board approval to deem 2 white Ben II FF Helmets obsolete and dispose of them. They were replaced by 3 new helmets given to SFD by Honeywell/MES. Helmets will be out of date in 2026
2. Requested board board approval to deem 2 MSA Altair 4-Gas meters obsolete and dispose of them. These were replaced at the end of 2024
3. Inquired if the board was interested in purchasing EPI-Pens in place of the Check & Inject EPI system currently being used by for EMT's.
4. Request permission to attend the 2025 Old Home Days Parade on Tuesday July 15th. Apparatus will return to quarters immediately following the parade

Discussion was held regarding the epi pens and the chief was directed to secure pricing and provide additional information at the July meeting.

OLD BUSINESS

Commissioner Merrill reported the office supplies were partially received

Chief Oliver reported the 2026 model specifications are not out yet.

Chief Oliver reported there was no updates on the developments at Main Street/Chateau Terrace and Westwood Country Club.

Commissioner Merrill reported there was no update on the proposed new OSHA standards.

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

Commissioner Merrill reported he was continuing to work 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.

NEW BUSINESS

Commissioner Merrill reported he would like to explore connecting the firehouse fire alarm system directly to the Fire Alarm Office like it had been done in the past. The Alarm Office is now capable of receiving cellular signals and those are replacing the dedicated copper lines used in the past. He reported there would be some minimal costs involved and would report back with more information as he proceeds with the project and before any decisions are made. No objections were raised.

Commissioner Merrill reported the Buffalo News sent a renewal notice and there was a cost increase. Commissioner Griebner stated that he would contact the Buffalo News to discuss the matter and report back next month.

Commissioner Merrill reported he received the 2024 telephone charges as provided by the Town of Amherst. He reminded the board members that once a year the Town sends out the charges and they reflect the cost of operating and maintaining the phone lines that are used at the Central Alarm Office. The charges are divided among all 16 fire departments dispatched following a long-established formula and sent out once a year to collect. He gave the statement to Treasurer Mye to process.

Commissioner Merrill reported he would be attending the National Volunteer Fire Council Training Summit in Salt Lake City Utah in at the end of the week and may not have the meeting minutes completed in a timely manner.

Commissioner Merrill reported that Past Commissioner and Past Chief of Department Jim Koeppel's mother recently passed away.

Commissioner Griebner reported he would be exploring post meeting food ideas and other options as there has been a lot of left overs recently.

Upon a motion by Commissioner Merrill, seconded by Commissioner Griebner, 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 \$8245.75.

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

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

Be it resolved that the Board of Fire Commissioners of the Snyder Fire District deem two (2) Ben II white helmets and two (2) MSA Altair 4-Gas meters as obsolete and order the chief to dispose of them

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

New Business (continued)

Upon a motion by Commissioner Griebner, seconded by Commissioner Bugbee, 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 department participation in the Williamsville Old Home Days Parade on July 15th, 2025. Apparatus is to return at the conclusion of the parade.

- 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 May and all appeared in order.

TREASURER’S REPORT

Treasurer Mye reported he provided Secretary Merrill with verification from the Town of Amherst Clerk’s Office that the Annual Financial Report was properly filed.

Treasurer Mye reported he completed the task of transferring funds from lower performing accounts at M & T Bank to higher performing accounts administered through New York Class. He outlined the process and asked permission to close out several M & T Accounts. Upon a motion by Commissioner Bugbee, seconded by Commissioner Hudson, and after discussion was held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners authorize the Snyder Fire District’s Treasurer to close out M & T account numbers 6570 (general fund savings) 6562 (repair reserve savings) 6269 (LOSAP checking), 6251 (apparatus & equipment capital reserve checking), 5141 (apparatus & equipment capital reserve savings), 6244 (capital reserve for buildings checking) and 6588 (capital reserve for building savings).

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

Treasurer Mye reviewed the new account set up and noted M & T account number 8067 (general fund checking) would remain at M & T Bank. The remaining funds would be administered by New York Class and be categorized as a General Fund, Apparatus and Equipment Reserve Fund and Building Reserve Fund.

Treasurer Mye reported he would be meeting with M & T representatives to resolve the matter of the credit card invoice being automatically deducted from the district’s account in advance of the regular meeting. He will report back next month.

Treasurer's Report (continued)

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

Be it resolved that the Board of Fire Commissioners of the Snyder Fire District accept and file the 2024 financial audit as completed by Lumsden McCormick CPA and note that no significant corrections were recommended.

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

Commissioner Merrill reminded Treasurer Mye that the preliminary 2026 budget meeting will be held on August 26th and discussion was held regarding the documents that will need to be prepared for the meeting.

Treasurer Mye reviewed the schedule of cash receipts and disbursements as of May 31st, 2025 and a copy is included as part of these minutes. Upon a motion made by Commissioner Merrill and seconded by Commissioner Hudson, and after discussion was held, the following resolution was approved:

The Commissioners of Snyder Fire District, at their regular meeting on June 17th, 2025 audited bills numbered 2025.197-2025.220 and authorize and direct the Treasurer to pay the aforementioned bills in the amount of \$79,493.53 Further, the Commissioners acknowledge and authorizes the payment of utilities, telephone, freight and other charges prior to audit in the amount of \$20,188.22

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

ADJOURNMENT

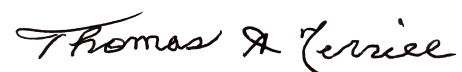
Commissioner Griebner reported he would not be in attendance at the July meeting.

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 09:18 p.m.

Respectfully submitted,



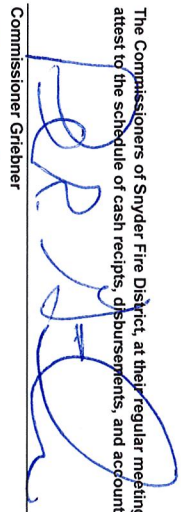
Thomas A. Merrill
Secretary

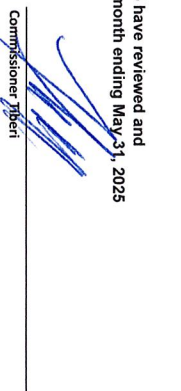
Snyder Fire District
 Schedule of Cash Receipts & Disbursements
 May-25

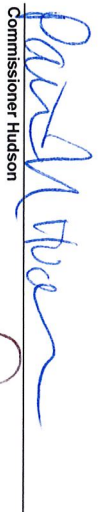
	10001 General Fund Checking 8067	10003 General Fund Savings 6570	10010 Repair Reserve Savings 6562	10020 LOSAP Checking 6289	10030 Appr. and Equip. Cap Res. Checking 6251	10031 Appr. and Equip. Cap Res. Savings 5141	NY Class	10040 Cap. Res for Buildings Checking 6244	10041 Cap. Res for Buildings Savings 5588	Total
Balance - May 1, 2025	217,202.67	27,688.02	29,989.30	1,248.47	13,246.73	7,321.02	2,498,344.03	4,618.17	3,644.54	2,803,301.95
Receipts - May, 2025										
Misc Cash Deposit (FDIC - Tiber)							6.00			6.00
Transfers In - Close out M&T to NYClass Interest		60,067.23					60,067.23			60,067.23
Total Receipts		60,067.23					60,067.23			60,067.23
Beginning Cash & Receipts	6.00	60,070.08					8,811.33			68,890.55
Disbursements - April, 2025										
Commissioner Mfg. May 20, 2025 Bills Approved for Payment	81,192.80									81,192.80
Auto Pre-Payments in May, 2025	20,188.22									20,188.22
Payroll & Processing Fee in May, 2025	7,338.34									7,338.34
Total Disbursements	108,719.36									108,719.36
Transfers			(29,989.30)	(1,248.47)	(13,246.73)	(7,321.02)	87,755.25	(4,618.17)	(3,644.54)	27,688.02
Balance May 31, 2025	108,489.31	87,758.10	2.30	-	-	0.56	2,594,910.61	-	0.28	2,791,161.16

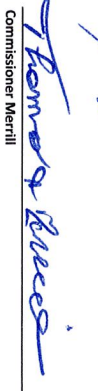
	5/11/2025	General	NY Class Activity	Total
Transfers In/(Out)	1,491,231.52	571,210.52	435,901.99	2,498,344.03
Interest	28,936.49	35,561.90	23,256.86	87,755.25
Balance - 5/31/25	5,259.39	2,014.56	1,537.38	8,811.33
	1,525,427.40	608,786.98	460,696.23	2,594,910.61

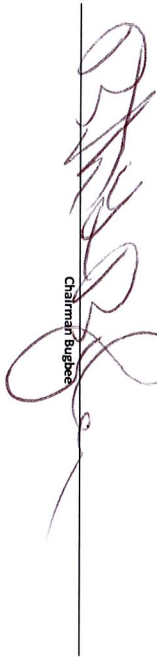
The Commissioners of Snyder Fire District, at their regular meeting on June 17, 2025 have reviewed and attest to the schedule of cash receipts, disbursements, and account balances for the month ending May 31, 2025


 Commissioner Griebner


 Commissioner Tiber


 Commissioner Hudson


 Commissioner Merrill


 Chairman Bugbee