



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 15th day of July 2025

PRESENT:

- Commissioners: Burt Bugbee – Chairman
Hudson, Merrill, Tiberi (Commissioner Griebner was absent)
- 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 June 17th, 2025. Upon a motion made by Commissioner Tiberi, 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 June 17th, 2025.

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

NEW MEMBER APPLICANTS

Candidate for membership David Viall was present and brought before the board. After answering some questions, he was dismissed.

GENERAL PUBLIC COMMENTS

Several members from the general public made positive comments and stated they were impressed with Candidate David Viall.

DEPARTMENT LIAISON

Commissioner Hudson reported:

New members Kaczmarczyk, Moore and Ramos have been onboarded and assigned a mentor.

Two additional applications have been received.

Probationary member Chuck Nwaedozie was dismissed from membership by the department's examining board.

The information received via the survey sent out by the department's board of directors regarding social events is being reviewed.

The recent blood drive held at the firehouse collected 18 units.

COMMUNICATION

Secretary Merrill reviewed the monthly correspondence:

Incoming:

Email from The New York State Comptrollers Office notifying the Snyder Fire District that it has been selected for an audit.

Letter from McNeil and Company confirming a cancer claim for a Snyder firefighter was successfully completed and a benefit payment was approved.

Background checks returned from Amherst Police, Erie County Sheriff and JD Palatine for applicants Deonta Johnson and David Viall.

Notification that Firefighter Brett Lawhon successful recertified as a New York State Emergency Medical Technician. A copy of his certificate was placed in his personnel file.

Notification that Firefighter Matthew Fortune completed his basic life support and CPR training. The training certificate was filed in his personnel file.

Request to use the training room and kitchen from Justin Woodruff on September 6th, 2025 for a first birthday party

Notification from Sean Wilkinson that he was withdrawing his previously granted request to use the training room and kitchen on August 23rd.

Outgoing:

Letter to candidates for membership Henry Kaczmarczyk, Liam Moore and Simon Ramos informing them that they were approved for membership pending successful completion of their examination.

Notification to Jim Sullivan informing him that his request to use the training room and kitchen was approved.

Letters to Zack Campbell from RL Fence and Klumppe Fence thanking them for submitting a quote to replace fencing on the department property and informing them the work was awarded to another company.

Communication (continued)

Requests for background checks for applicants Deonta Johnson and David Viall sent to Amherst Police, Erie County Sheriffs and JD Palatine.

CONVENTIONS AND MEETINGS

Commissioner Merrill reported that he attended the National Volunteer Fire Councils Training Summit in Salt Lake City Utah in June and found it to be an excellent conference. Many timely and relevant topics were discussed, and he recommended that commissioners and officers should try to attend future summits.

In the absence of Commissioner Griebner, Commissioner Bugbee reported:

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 Chief O'Connor is unable to attend and he previously indicated he may try to.

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

INSURANCE

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

Commissioner Bugbee reported he received an estimate to repair the fence that was damaged in front of the firehouse when a car struck it. Upon a motion made by Commissioner Bugbee, 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 amount of \$1500.00 to have Crosby Iron Works repair the damaged fence in front of the firehouse.

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

PROTECTIVE CLOTHING

Chief Oliver reported that former member Karen Murray's equipment and deceased member Peter Voss' equipment have been fully returned.

UNIFORMS & RESPONSE CLOTHING

Commissioner Bugbee had nothing to report.

LEASES & CONTRACTS

Commissioner Bugbee had nothing to report.

INFORMATION TECHNOLOGY

Commissioner Hudson reported:

She is preparing specifications to replace the departments computers as planned for in the 2025 budget.

She has been making progress reviewing the Spectrum accounts and has been assigned a representative to assist. There are many unanswered questions, and it was also discovered that Spectrum was charging tax to the district. She raised for discussion the necessity of having premium channels as part of the district's package, noting that it is pricey. More discussion followed and the board agreed to have Spectrum offer a quote with different package options. Commissioner Hudson reported she was also contacting Spectrum and getting information from them regarding their FIOS system.

There was a problem with the ESO CAD import and it was not working for approximately one month. Tri Delta was able to get the program working again, but she was going to work with them to determine exactly what caused the problem and take steps to ensure it does not happen again.

PHYSICAL EXAMINATION & MEDICAL PROGRAM

Commissioner Griebner was absent and there was no report.

SERVICE AWARD COMMITTEE

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

Commissioner Tiberi reported he would be hosting a meeting with the LOSAP Committee to review fund performances and gauge committee member's satisfaction with fund allocations.

APPARATUS

Commissioner Bugbee reported:

Engine 2 had a leak in the master drain and it was repaired.

Vehicle 5-1 had the thermostat replaced and there was no charge for the repair.

MASTER MECHANIC

Commissioner Bugbee reported the master mechanic requested permission to order supplies for the upcoming annual preventative maintenance work on the vehicles and he authorized it. All the supplies have been received.

Commissioner Bugbee reported all vehicles received a New York State Inspection with the exception of Rescue 7.

HYDRANTS

Commissioner Bugbee had nothing to report.

PURCHASING

Commissioner Griebner was absent and there was no report.

DISTRICT RULES & REGULATIONS

Commissioner Hudson reviewed the Firefighter Qualifications policy that was amended at the June meeting and with board input over the past month. Upon a motion made by Commissioner Hudson, 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 the revised Firefighter Qualifications policy.

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

The revised policy is attached to these minutes.

Commissioner Hudson reviewed the Torchboy policy that was accidentally left out of the recent Snyder Fire District policy update. Discussion was held with few changes recommended and she will revise it and submit for approval at the August meeting.

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:

- Justin Woodruff for a birthday party on September 6th, 2025

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Hudson reported that the background checks conducted by the Erie County Sheriffs for applicants will be expanded beyond arson and sexual assault offenses.

NEW APPLICANT(S)

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

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

INVENTORY & TESTING RECORDS MANAGEMENT, FIXED ASSETS

Commissioner Merrill reported that new members Arriannah Davis' and Graeme Guest's assigned equipment is not entered in Red Alert as of yet.

Chief Oliver reported the two white helmets deemed obsolete at the last meeting had not been disposed of, but the two MSA Altair 4-Gas Meters had been.

Commissioner Merrill reported that Chief Oliver was seeking permission to deem some old and unused equipment obsolete and dispose of it. He provided a list to the board and discussion followed. It was decided that the chief would work with Commissioner Bugbee to determine what equipment should be kept, what equipment can be offered to other departments that may have a need for it and what equipment can be disposed of.

BUILDING AND GROUNDS

Commissioner Tiberi reported:

The kitchen, bathrooms, TV room and fitness room all received a deep cleaning as approved at a previous meeting. He was satisfied with the work and recommended that this be done once or twice a year.

The companies provided by Commissioner Hudson for possibly cleaning the kitchen appliances would be contacted over the next month to provide proposals. The appliances are not in bad shape, but he recommended the freezer be replaced and will secure pricing so the board can consider it.

Facilities Manager Johnson is having difficulty securing a legitimate third quote for replacing the exercise room's HVAC unit. He did receive one but is in the process of vetting it to ensure it complies with our requirements.

The fence replacement approved at the June meeting is not scheduled yet but should be started within 4-6 weeks.

Facilities manager Johnson has begun replacing damaged and worn ceiling tiles throughout the building

Commissioner Tiberi reported he would be finishing up outlining the various job descriptions as compiled over the years and working with the board to approve them. Commissioner Merrill reported that once the job descriptions are completed, he will provide them to Erie County Civil Service so they can create the Civil Service positions as discussed at May's meeting.

Commissioner Tiberi reported Sutton Architects would be coming to the firehouse on July 23rd to review their recommendations for building improvements and enhancements.

Commissioner Merrill reported he is scheduling a tour of the South Line firehouses and discussion followed regarding dates that would work for everybody. He will advise the board when a final date is selected.

Buildings and grounds (Continued)

Commissioner Merrill reported the work on the firehouse alerting system was nearly completed. The new alerting radio needed to be programmed by Saia Communications to work correctly.

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

The Snyder Fire District authorizes Saia Communication to program the new alerting radio for an amount not to exceed \$390.00.

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Tiberi discussed some needed landscape work around the property.

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

The Snyder Fire District authorizes Fortune Landscaping to conduct landscape enhancements around the firehouse property and replace various plants and shrubbery for an amount not to exceed \$1450.00, providing a list of recommended plants and shrubbery are provided to the board prior to planting.

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Tiberi reported Monroe Fire Extinguished Company recently completed the hood suppression system inspection.

AMHERST FIRE ALARM OFFICE

Commissioner Merrill had no report.

CHIEFS' INSTALLATION

Commissioner Griebner was absent but left a report stating the 2026 installation would be held again at The Statler and is scheduled for April 18th, 2026. He received the contract and will have it signed, and the required deposit approved at the August meeting.

CHIEF'S REPORT

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

Received: Brooms and squeegees; dress uniform gloves; weight bar for exercise room; AED pads; emergency services textbook

Partially Received: EMS supplies; office supplies; dress uniform parts (January)

Not Received: Five (5) sets of non-structural turnout gear; two (2) sets of structural turnout gear; replacement jacket; Twelve (12) pair of firefighter gloves; firefighter and past chief helmet fronts;

Completed: Vehicle 5-1 center console; training supplies for drill; four gas and CO meter calibration;

Not Completed: 2025 Hose testing (September); 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 \$3100 for 25 Lion Particulate FF Hoods to replenish stock (Acct 36003)
4. An amount not to exceed \$625 for 5 FF's (\$125 each) to attend the NYS Chiefs Flashover Training Sept. 27th at Harris Hill (Acct 34000)
5. An amount not to exceed \$635 for the 2025 NFPA Fire Prevention in a Box for 500 (Acct 29000)
6. An amount not to exceed \$3500 for Helmets and other handout items from Alert All for Open House (Acct 29000)
7. An amount not to exceed \$700 for pens and keychains to hand out at Open House (Acct 29000)

In addition, Chief Oliver:

1. Requested board approval for deeming the list of equipment from the workshop, EMS room and equipment room/radio cabinet obsolete and approve the disposal of said equipment. Discussion was held on this matter prior to his report and is noted in in the committee report for fixed assets and records inventory management.
2. Would like to begin discussing a plan for replacing Car 5-1 in future. The vehicle is a 2018 (purchased in 2017) and has been having some ongoing issues with overheating. The last visit to Bob & Don's found a faulty thermostat that was under warranty from a previous repair so there was no charge but with the vehicle out of the factory warranty costs could add up over time. At 10-75 last week, they found 4 emergency lights that are no longer functioning and moisture in the main light bar. Based on a potentially high trade in value it may be a good time to think about a change.
3. Reported that the 2025 Open House will be held on Sunday October 5th from 1200hrs – 1500hrs

Discussion was held regarding the replacing the 5-1 vehicle and the chief was directed to bring back suggested vehicle ideas and cost estimates.

Commissioner Hudson reminded the chief to investigate headsets for the other vehicles.

As directed last month, Chief Oliver reported information was gathered for stocking Epi pens, and the medical director will write a prescription for them. Pricing is being secured, and he will report back next month.

OLD BUSINESS

Commissioner Merrill reported the office supplies were partially received

Chief Oliver reported the 2026 model specifications for a new 7-1 vehicle would hopefully be available in mid-August.

Chief Oliver reported there were 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. He was working with Commissioner Tiberi and to complete the job descriptions.

Commissioner Merrill reported he was waiting for pricing information to connect the firehouse fire alarm system to the Central Alarm Office.

Commissioner Bugbee inquired if the subscription price was negotiated for the Buffalo News. Commissioner Merrill replied that Commissioner Griebner did get a new price and the issue would will be discussed further at next month's meeting.

Commissioner Hudson reported that Firefighter Mickey Wilkinson was unable to prepare an update in time for the meeting regarding the district sponsored online fitness program. He will have a report prepared for next month's meeting.

NEW BUSINESS

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 approve the purchase of two (2) 2026 diaries for use in the house watch and fitness room for an amount not to exceed \$250.00.

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

New Business (continued)

Commissioner Tiberi reported the LOSAP fund administrator group at Main Street Financial Services would like to meet with the board and review their performance and service over the past year. Discussion followed and the board agreed that it would be prudent to meet in October and if Main Street Financial wanted to invite other districts from the area that would be allowed.

Commissioner Merrill reminded the board and officers that the annual budget workshop would be held on August 26th

Upon a motion by Commissioner Merrill, 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 \$9,310.00.

Bugbee: Aye

Griebner Absent

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 June and all appeared in order.

TREASURER'S REPORT

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. The only account remaining at M & T bank is the general fund checking account. There may be a monthly charge from M & T due to the diminished fund balance.

Treasurer Mye reported he stopped the credit card payment from being an auto deduct as requested last month. He will mail out the payment each month and it will be reflected in the abstract.

Commissioner Merrill inquired as to why there were credit cards listed for former Commissioner Jim Koeppe and former Commissioner Earl Zimmerman. Treasurer Mye reported it was previously set up that way with the accounting software but there was no activity since the cards were closed out. He will remove them from the monthly report.

Treasurer's Report (continued)

Treasurer Mye reviewed the fire district's funds activity and funds balances as of June 30th, 2025 and a copy of the schedule of cash receipts and disbursements as of June 30th, 2025 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 July 15th, 2025 audited bills numbered 2025.229-2025-256 and authorize and direct the Treasurer to pay the aforementioned bills in the amount of \$29,361.90. Further, the Commissioners acknowledge and authorizes the payment of utilities, telephone, freight and other charges prior to audit in the amount of \$3132.22.

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

ADJOURNMENT

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

Bugbee: Aye

Griebner Absent

Hudson: Aye

Merrill-Aye

Tiberi: Aye

The meeting was adjourned at 08:55 p.m.

Respectfully submitted,



Thomas A. Merrill
Secretary

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

	10001 General Fund Checking 8067	10003 General Fund Savings 6570	10010 Repair Reserve Savings 6562	10020 LOSAP Checking 6269	10030 Appr. and Equip. Cap Res. Checking 6251	10031 Appr. and Equip. Cap Res. Savings 5144	10040 Cap. Res for Buildings Checking 6244	10041 Cap. Res for Buildings Savings 6588	Total
Balance - June 1, 2025	108,489.31	87,758.10	2.30	-	-	0.56	-	0.28	2,791,161.16
Receipts - June, 2025									
Voided Check # 1740 (R. O'Connor FDIC per diem)	560.00	-	-	-	-	-	-	-	560.00
Interest	-	-	-	-	-	-	-	-	8,828.70
Total Receipts	560.00	-	-	-	-	-	-	-	9,388.70
Beginning Cash & Receipts	109,049.31	87,758.10	2.30	-	-	0.56	-	0.28	2,800,549.86
Disbursements - June, 2025									
Commissioner Mtg. June 17, 2025 Bills Approved for Payment	79,493.53	-	-	-	-	-	-	-	79,493.53
Auto Pre-Payments In June, 2025	3,132.22	-	-	-	-	-	-	-	3,132.22
Payroll & Processing Fee In June, 2025	7,338.34	-	-	-	-	-	-	-	7,338.34
Total Disbursements	89,964.09	-	-	-	-	-	-	-	89,964.09
Transfers	5.99	(87,758.10)	(2.30)	-	-	(0.56)	-	(0.28)	(87,755.25)
Balance June 30, 2025	19,091.21	-	-	-	-	-	-	-	2,622,830.52

	6/1/2025	General	NY Class Activity Appr & Equip. Reserve	Bidd. Reserve	Total
Transfers In/(Out)	1,525,427.40	608,786.98	460,696.23	2,594,910.61	
Interest	5,192.58	2,089.57	1,566.55	8,828.70	
Balance - 6/30/25	1,530,619.98	610,856.55	462,262.78	2,603,739.31	

The Commissioners of Snyder Fire District, at their regular meeting on July 15, 2025 have reviewed and attest to the schedule of cash receipts, disbursements, and account balances for the month ending June 30, 2025

Commissioner Griebner
 Commissioner Hudson
 Commissioner Merril

Commissioner Thierl
 Commissioner Merrill
 Chairman Bugbe

FIREFIGHTER QUALIFICATIONS

All persons whose applications for membership in the Snyder Fire Department have been approved by the Board of Fire Commissioners must pass the required training courses within the prescribed time limits to the satisfaction of the Chief of the Snyder Fire Department. Failure to pass the required training courses will be grounds for dismissal from the Fire Department.

1. First Year Requirements

- Completion of the New York State Firefighter 1 Course – consisting of:
 - Basic Exterior Firefighting Operations (BEFO) with Hazardous Materials First Responder Operations.
- All other drill and work detail requirements according to the Policies of the Snyder Fire District.

2. Second Year Requirements

- Completion of New York State Emergency Medical Technician (EMT).
- All other drill and work detail requirements according to the Policies of the Snyder Fire District.

3. Optional Training

- NYS Firefighter 1 Course – Interior Structure Firefighter (IFO) / SCBA.

All active firefighters are required to maintain their NYS EMT certification for the duration of their membership. Members having more than ten (10) years of membership in good standing in the Snyder Fire Department will not be required to recertify the NYS EMT certification, but instead must maintain a minimum EMS certification of the National Safety Council First Aid and CPR training or equivalent.