



*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 19<sup>th</sup> day of August 2025

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**PRESENT:**

Commissioners: Burt Bugbee – Chairman  
Griebner, Hudson, Merrill, Tiberi  
Treasurer: Mye  
Deputy Treasurer:  
Secretary: Merrill  
District Clerk:  
Chief:  
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 July 15<sup>th</sup>, 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 July 15<sup>th</sup>, 2025.

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

**NEW MEMBER APPLICANTS**

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

**GENERAL PUBLIC COMMENTS**

No comments were offered by members of the general public.

## **DEPARTMENT LIAISON**

Commissioner Hudson reported:

New members Viall was onboarded and assigned a mentor, and several applicants are in the process of being reviewed.

The Erie County Sheriffs will be conducting a more thorough background check for all future applicants.

The examining board dismissed probationary firefighter Ariannah Davis.

Feedback has been very positive regarding the department's program awarding items of choice from The Fire Store.

Chris Utz and Brian Januszkiewicz were on hand representing the department's fund drive committee and requested that the district approve their request to conduct the annual fund drive campaign. In addition, a mailing would be going out highlighting the annual fire prevention open house and prices were solicited for printing and mailing costs.

Board of Director Jim Sullivan was on hand to discuss recent issues with the pop system and considerations for future enhancements if necessary, or in conjunction with any building modifications.

## **COMMUNICATION**

Secretary Merrill reviewed the monthly correspondence:

### **Incoming:**

Background checks returned from Amherst Police, Erie County Sheriff and JD Palatine for applicants Jacob Fields and Andrew Olsen.

Notification that Captain Zachary Polvino received national certification for live fire instruction. The training certificate was filed in his personnel file.

Notification that Firefighter Tyler Evans completed the New York State Firefighter Self Rescue course. A copy of the training certificate was filed in her personnel file.

Notification that Firefighter Jasmine Gayles completed several training courses at the New York State Association of Fire Chiefs conference. Copies of training certificates for the following courses were filed in her personnel file: Firefighter Rescue, Live Fire training, and Truck Ops Search and Rescue.

Notification received that Assistant Chief Floyd Hudson completed the Erie County 4-hour class Propane Emergencies. A copy of the training certificate was filed in his personnel file.

Notification received that Assistant Chief Floyd Hudson completed the OB Emergencies course. A copy of the training certificate was filed in his personnel file.

Notification received that Assistant Chief Floyd Hudson, Firefighter Tyler Probs and Firefighter Matthew Fortune completed the Fire Defensive Driving Course. Copies of the training certificates were filed in their personnel file.

Emergency Medical Technician certification received from Probationary Firefighter David Viall and filed in his personnel file.

## **Communication (continued)**

Notification received that Probationary Firefighter Taylor Keable successful certified as a New York State Emergency Medical Technician. A copy of the certification was filed in her personnel file.

Notification received that Firefighter Zachary Sorensen successful certified as a New York State Emergency Medical Technician. A copy of the certification was filed in his personnel file.

Notification received that Firefighter Tyler Probst successful certified as a New York State Emergency Medical Technician. A copy of the certification was filed in his personnel file.

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

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

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

Notification received that Firefighter Tyler Evans completed a 4-hour training class at the New York State Chief's Conference titled "Hoarder Fires." A copy of the certification was filed in his personnel file.

Notification received that Firefighter Jacob Sorensen completed a 4-hour training class at the New York State Chief's Conference titled "Hoarder Fires." A copy of the certification was filed in his personnel file.

Letter from insurance provider McNeil and Company confirming a claim has been opened for the fence damage incurred at the firehouse

Email from a Snyder resident complimenting Assistant Chief Hudson for the service he provided at a gas leak call. Filed in his personnel file.

Request to use the training room and kitchen for several department sponsored activities received from Vice President Chris Utz and Secretary Trish Hudson:

- Sunday, Sept. 14 Buffalo Bills tailgate party
- Saturday, October 18<sup>th</sup> for Bunko/Game night
- Sunday, November 2<sup>nd</sup> for Buffalo Bills tailgate party
- Saturday, December 6<sup>th</sup> for department adult Christmas party
- Friday October 24<sup>th</sup> & Sunday October 25<sup>th</sup> for Truck or Treat event

Request to use the training room and kitchen on September 28<sup>th</sup> received from Firefighter Michael Richardson for a diaper party.

Request to use the training room and kitchen on December 13<sup>th</sup>, 2025 for a birthday party received from Firefighter Daniel Binda.

Request to use the training room and kitchen on December 21<sup>st</sup>, 2025 for a holiday party received from Vice President Chris Utz.

Received a check from McNeil & Company in the amount of \$1250.00 which represent insurance reimbursement for the damaged fence in front of the firehouse.

## **Communication (continued)**

Request from the law firm Kenny, Shelton, Liptak and Nowak for records related to incident # 2021-881 which was a motor vehicle accident that occurred on November 30<sup>th</sup>, 2021 at Main at Park Club Lane.

Request for the fire report for a structure fire response to 14 Plymouth Place on July 28<sup>th</sup>, 2025 requested by Rutledge Claim Management, Inc., the office that handles insurance claims for Selene Finance LP Properties.

Email from Jeffrey Lamartina, Senior Sales Executive from Cummins Sales and Service informing the district that they had directed the collection agency to stop contacting the district regarding an outstanding invoice.

Proof of publication and affidavit received from Bee Group Newspapers verifying the legal noticed published advertising the budget workshop being held by the Snyder Fire District on August 26<sup>th</sup>, 2025.

Letter from FireFly informing the Snyder Fire District that Firefighter Peter Bugiera had reached entitlement age and is eligible for monthly LOSAP payments effective September 1<sup>st</sup>, 2025.

## **Outgoing:**

Letter to candidate for membership David Viall informing him that he was approved for membership pending successful completion of his physical examination.

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

Requests for background checks for applicants Jacob Fields, Andrew Olsen and Emily Babich -Seliger sent to Amherst Police, Erie County Sheriffs and JD Palatine.

Fence repair estimate and Amherst Police accident report sent to insurance provider to process the reimbursement effort for cost to repair damage from recent MVA in front of the firehouse

Legal notice composed and sent for publication in the Amherst Bee announcing the budget workshop on August 26<sup>th</sup>

Completed C-2F insurance forms filed for Torch Boy Simon Ramos who experienced a medical episode on a training drill on Saturday, July 19<sup>th</sup>.

Email to Jeffrey Lamartina, Senior Sales Executive from Cummins Sales and Service requesting that the frequent emails and phone calls from a collection's agency stop and reminding him that the first time the Snyder Fire District was made aware that there was an outstanding invoice was when a notification was received threatening legal actions and a referral to a collection agency. Not one phone call or email was received inquiring about the outstanding invoice, and the board did appreciate the tone and volume of correspondence received on the matter.

Call summary report and attendance record for incident # 2021-881 – a MVA on 11/30/21 at Main Street at Park Club Lane - sent to the law firm Kenny, Shelton, Liptak and Nowak as per their request for records.

Fire report for a fire incident that occurred on July 28<sup>th</sup>, 2025 at 14 Plymouth place sent to Rutledge Claim Management, Inc. per their request. They are the office that handles insurance claims for Selene Finance LP Properties.

## **Communication (continued)**

Email to Jeffrey Lamartina, Senior Sales Executive from Cummins Sales and Service requesting that the frequent emails and phone calls from a collection's agency stop and reminding him that the first time the Snyder Fire District was made aware that there was an outstanding invoice was when a notification was received threatening legal actions and a referral to a collection agency. Not one phone call or email was received inquiring about the outstanding invoice and the board did appreciate the tone and volume of correspondence received on the matter.

## **CONVENTIONS AND MEETINGS**

Commissioner Griebner reported:

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

The FireFusion conference is scheduled for October 14<sup>th</sup> - October 16<sup>th</sup> in Charleston, South Carolina.

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

## **INSURANCE**

Commissioner Merrill reported the insurance claim for the damaged fence in front of the firehouse was filed and the insurance check received and turned over to the treasurer.

Commissioner Merrill reported that it was discovered that some invoices for insurance coverage went unpaid, but they were included in this month's bills to approve.

Commissioner Merrill asked Assistant Chief Hudson if Firefighter Jasmine Gayles or Firefighter Christopher Robinson were seeking additional medical treatment for injuries reported at a recent fire. Chief Hudson reported that Firefighter Gayles did seek additional treatment but never notified the district. He did not believe that Firefighter Robinson sought additional treatment. Discussion followed and Commissioner Merrill reminded the chiefs that because no notification was made to the district by either firefighter and a C-2F insurance form was not filed, they would not be eligible for district insurance coverage.

## **PROTECTIVE CLOTHING**

Assistant Chief Hudson reported that former member Arriannah Davis' equipment was all returned except for her Minitor radio and arrangements were being made to retrieve it.

Former member Karen Murray and deceased member Peter Voss' equipment continue to be carried on the inventory rolls assigned to them in the Red Alert records management system. Assistant Chief Hudson will notify the equipment officer.

Commissioner Griebner thanked the board for agreeing to temporarily loan the North Amherst Fire Company a set of turnout gear for a new member they did not have proper fitting gear for.

## **UNIFORMS & RESPONSE CLOTHING**

Commissioner Bugbee reported the chief had information regarding new duty uniforms in his report.

## **LEASES & CONTRACTS**

Commissioner Bugbee had nothing to report.

## **INFORMATION TECHNOLOGY**

Commissioner Hudson reported:

She has finished preparing specifications to replace the departments computers as planned for in the 2025 budget and she will be gathering quotes and report back next month.

There was no update regarding the Spectrum accounts, but she brought up for discussion the board's thoughts on continuing to provide the premium channels to the members. Discussion followed and it was agreed to have Spectrum offer a quote with different package options as part of the Spectrum account review.

The problem discussed last month regarding the ESO CAD import was identified and a monthly reboot of the server will occur to prevent that from happening again.

Many of the UPS units in the building are failing and in need of replacement. She brought up for discussion the need for UPS units and the cost of replacing them. Discussion followed and it was agreed to replace the UPS units with good quality surge protectors. Upon a motion made by Commissioner Hudson, seconded by Commissioner Griebner, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the purchase of eight 4,000 joule surge protector power strips for an amount not to exceed \$150.00.

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

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

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the purchase of one small UPS unit for the building camera system for an amount not to exceed \$55.00.

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

## **Information Technology (continued)**

Upon a motion made by Commissioner Hudson, 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 approve the purchase of twenty key fobs for an amount not to exceed \$220.00.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Hudson reported she will be reaching out to Apline Software for a quote to replace a kiosk.

Commissioner Hudson reported New York State will be requiring cyber-security training starting in 2026 for government employees who use technology on the job. In addition, cyber security incidents will need to be reported as well. Discussion followed.

## **PHYSICAL EXAMINATION & MEDICAL PROGRAM**

Commissioner Griebner reported the billing has been accurate and records keeping all in order.

## **SERVICE AWARD COMMITTEE**

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

Commissioner Tiberi reported the LOSAP Advisement Committee met and are satisfied with Main Street Financial's oversight and the results achieved during their stewardship. Firefly will be getting reports detailing fund performances with higher rates of returns as well as the impact of raising the cap from 40 years of service to 50, and the benefits payment from \$20 per month to \$30.00 per month. Discussion followed and it was agreed to have a phone conversation with Firefly before the budget workshop to gather additional information. Assistant Chief Hudson stated it may be advisable to hold off on any changes to the program until after one full year with Main Street Financial. Commissioner Tiberi reported the committee will be meeting again in January.

## **APPARATUS**

Commissioner Bugbee reported:

Engine 3 had two cracked crosslay gauges and they were replaced.

The annual preventative maintenance was finished on Rescue 5, but there was still PM tasks to be completed on other rigs

Batteries were replaced in all three engines

Transmissions were serviced on all three engines

The outlets were not working on Engine 3 and the mechanic will be repairing them

The chain came off the cord reel on Engine 2 and the mechanic will repair it.

## **MASTER MECHANIC**

Commissioner Bugbee had nothing to report.

## **HYDRANTS**

Commissioner Bugbee reported a hydrant was discovered laying on the ground in front of 471 Burroughs Drive but was back in place a short time later. It was possibly due to roadwork being performed by the Town of Amherst Highway department.

## **PURCHASING**

Commissioner Griebner brought forth for discussion an outstanding bill from Cummins, Inc. and the referral to a collections agency. Secretary Merrill was directed to reach out to Cummins to ascertain when the original bill was sent out, who it went to, how was it delivered and how many subsequent attempts were made to contact the board when it went unpaid. Concern was raised that the district's credit rating could be harmed due to the invoice going to collections, and discussion followed, and it was agreed that the matter will be revisited once the questions have been answered.

## **DISTRICT POLICIES**

Commissioner Hudson reviewed the Torchboy policy that was discussed and amended at previous meetings. 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 revised Torchboy policy.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

The revised policy is attached to these minutes.

Commissioner Hudson requested that the chiefs review the various SOP/SOG's on the department website and consider consolidating them and removing duplicates.

## **District Policies (continued)**

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:

- Justin Woodruff for a birthday party on September 6<sup>th</sup>, 2025
- Mike Richardson for a diaper party on September 28<sup>th</sup>, 2025
- Dan Binda for a birthday party on December 13<sup>th</sup>, 2025
- Chris Utz for a holiday party on December 21<sup>st</sup>, 2025
- Fire Department events on:
  - September 14<sup>th</sup>, 2025 for a Buffalo Bills tailgate party
  - October 18<sup>th</sup>, 2025 for a bunko/game night
  - October 24<sup>th</sup> and October 25<sup>th</sup>, 2025 for a Truck or Treat event
  - November 2<sup>nd</sup> for a Buffalo Bills tailgate party
  - December 6<sup>th</sup>, 2025 for the annual adult Christmas party and installation of 2026 officer

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

## **NEW APPLICANT(S)**

Commissioner Hudson, made a motion, seconded by Commissioner Griebner to approve Jacob Fields 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 asked Chief Hudson if the two white helmets deemed obsolete at the June meeting had been disposed of but he was unsure and would report back next month.

Commissioner Merrill reported inquired if progress had been made going through the list of equipment brought to the board last month by the chief seeking permission to deem it all obsolete to dispose of it. Discussion followed, and Commissioner Bugbee reported some of the items were set aside to offer a near-by department who may find use for it. He reported he also kept some of the equipment for our future use, and determined some equipment was broken and disposed of. The old radios are still in the inventory.

Commissioner Hudson reviewed the notes and “to do” list from the firehouse inspection held in April. Discussion followed and the list was reviewed and updated.

## **BUILDING AND GROUNDS**

Commissioner Tiberi reported:

There was no update for a price on a new freezer.

There was no update for cleaning the kitchen appliances.

He discussed the replacement of the HVAC unit over the exercise room and reported the facilities manager was only able to provide two quotes. The quotes received were:

John W. Danforth Company  
\$12,693 and it is a prevailing wage rate.

Mollenberg-Betz Mechanical Contractors in the amount of \$15,351

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 an amount not to exceed \$12,693.00 for the purchase and installation of a new HVAC rooftop unit. The unit will be purchased and installed by John W. Danforth Company.

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

The fence replacement approved at the June meeting should be starting within the next week weeks.

Facilities Manager Johson is in the process of replacing old and worn ceiling tiles throughout the building

The replacement of shrubs and plants has not started yet. Discussion followed and it was agreed to wait until October since it is late in the season. Discussion continued about the landscaping work and Commissioner Tiberi noted items needing to be taken care of.

Sutton Architects would be coming to the firehouse on August 27<sup>th</sup> to continue the conversation regarding building improvements and enhancement.

Facilities Manager Johnson is working on replacing the pump in the soap dispenser in the washing machine

Facilities Manager Johnson arranged for the replacement of a missing seal on a side light over the door on the Lincoln Road side of the building. He will also have all the windows and doors inspected to ensure the seals are all properly in place and working.

Commissioner Bugbee reported the fence replacement in front of the firehouse has not started yet as the contractor is waiting on supplies.

Commissioner Merrill reported the work on the firehouse alerting system was nearly completed. He reviewed the system set up and how it would work. There is a possibility that the blue light is being activated by the alerting tones and not the data burst pushed out by the Alarm Office. It will be investigated.

## **Buildings & Grounds (continued)**

Commissioner Hudson asked if there was any information regarding getting retractable hose reels installed in the apparatus bay as she was under the impression that Facilities Manager Johnson was getting information for it. Commissioner Tiberi reported he will look into it.

Commissioner Hudson asked if there was an update on possibly installing water bottle filling stations and discussion followed and it was agreed to add this idea to building enhancements under consideration.

## **AMHERST FIRE ALARM OFFICE**

Commissioner Merrill reported past commissioner Koeppel fully retired from the Town and is no longer serving on the radio enhancement committee. He provided an update on the status of the radio project.

## **CHIEFS' INSTALLATION**

Commissioner Griebner reported he submitted the signed contract to reserve The Statler for next year's installation banquet to be held on April 18<sup>th</sup>, 2026.

Upon a motion made by Commissioner Griebner, 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 approve an amount not to exceed \$4,714.64 for the deposit required to reserve The Statler for the 2026 installation banquet. The deposit reflects a credit awarded the district in the amount of \$285.36 due to the final numbers attending the 2025 installation being lower than paid for.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

## **CHIEF'S REPORT**

In the absence of Chief Oliver, Assistant Chief Hudson reported on the status of previously approved purchases.

Received: Firefighter helmet fronts; firefighter particulate hoods; NFPA fire prevention supplies; Alert All fire prevention supplies; 4Imprint fire prevention supplies;

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; adult AED pads (mistakenly reported as received at the July meeting)

Not Completed: 2025 Hose testing (September); IAFC Symposium in the Sun conference (November)

In the absence of Chief Oliver, Assistance Chief Hudson requested the following:

1. \$250 for Office Supplies (Acct 24000)
2. \$500 for EMS Supplies (Acct 32000)
3. An amount not to exceed \$6071.60 for Fire-Com Headsets for Engine #1 (Acct 26042)

## **Chief's Report (continued)**

4. An amount not to exceed \$1900 for the installation of the Fire-Com Headsets on Engine #1 (Acct 26042)
5. An amount not to exceed \$800 for 8 FF's to attend the Aggressive Truck Operations class at Ellicott Creek on Saturday September 20th (Acct 34303)
6. Repair of a turnout coat at Turnout Express at a cost of \$65 (Chairman Bugbee approved in July as emergency repair) (Acct 36007)
7. An amount not to exceed \$55 for a replacement helmet front for Capt. Lowe (damaged at fire on July 28th) (Acct 36004)
8. An amount not to exceed \$520 for 4 Disposable Extrication Blankets (Acct 32000)
9. An amount not to exceed \$413 for 250 White Emergency Medical magnetic pouches for Open House (Acct 29015)
10. Permission to host the 2025 Truck or Treat Halloween event on Sunday October 25th from 0900hrs – 1200hrs
11. An amount not to exceed \$1500 for refreshments for the 2025 Truck or Treat event (Acct 29015)
12. Two (2) IFSTA Firefighting Essentials Textbooks for FF's attending FF1 Course that began on August 14th at a cost of \$230 (Approved by Chairman Bugbee in July to have for start of the course) (Acct34303)
13. An amount not to exceed \$229.66 for 15 bags of Speedy Dry used to replenish stock after multiple incidents where numerous bags were used. (purchased prior to meeting with approval from Chairman Bugbee and Commissioners Merrill and Griebner due to low stock) (Acct 31002)
14. An amount not to exceed \$12500 for 12 FDIC Registrations (8 HOT Registrations and 4 Conference Registrations). Registration usually opens up in Sept/Oct and you need registrations in order to book a room block. Unused registrations have been credited back if canceled by a certain date
15. An amount not to exceed \$60.00 for Firefighter Jamine Gayles and Tyler Evans to be able to attend the Erie County Women's Firefighter Training Day on September 20<sup>th</sup>, 2025.

In addition, Chief Assistant Chief Hudson reported:

1. At the fire at 14 Plymouth Place on Monday July 28th, Captain Lowe's helmet came into contact with an unknown substance that melted onto the leather. The manufacturer was contacted for recommended cleaning and a possible replacement. It was shipped back to the manufacturer for further evaluation. Received an email stating they are replacing the helmet minus the eye protection (which we have in stock) and helmet front which is in this month's requests.

2. The 2025 Annual Ladder testing (Mistras) will be taking place soon. Waiting on a date from the service department. Will update when it is scheduled

3. The 2025 Annual Ladder Inspection (Sutphen) will be taking place soon. The chief spoke to Rick Pugsley from Sutphen and he is waiting on a part to come for Main Transit and when he comes up to take of that he will be doing the annual here. Will let you know as soon as I get a date

4. The chief met with Sewing Tech to start looking at a new Class B Uniform ideas. He is looking at a Navy Blue 5.11 Polo with a Silver embroidered badge on the left chest and last name (no title) on the right chest. The Chief's will have Gold embroidered badge. He recommends no markings for rank. There was always an issue of changing the embroidery after a change in rank. There also has been some discussion to add "SNYDER FIRE" to the back of the shirt. For pants, we have the 5.11 Navy Blue Tactical pants. The full uniform would consist of both a short sleeve and long sleeve polo, pants and duty boots. I am working on final pricing but as of now the above would cost \$419 (Chiefs if we went with white polo's would be \$425).

Discussion was held regarding the duty uniforms, and it will continue at the September meeting.

## **Chief's Report (continued)**

Assistant Chief Hudson thanked the board for always supporting and encouraging training both inside and outside the firehouse. He reviewed the current list of firefighters attending training courses and the wide range of courses being taken.

## **OLD BUSINESS**

Commissioner Merrill reported the office supplies were partially received

Commissioner Merrill reported the 2026 diaries were received.

Commissioner Bugbee reported there was no update on the 2026 model specifications for a new 7-1 vehicle

Commissioner Bugbee reported there were no updates on the Main Street/Chateau Terrace development.

Discussion followed regarding the proposed development on the former Westwood Country Club property. It was agreed that the board needs to make their intentions known and request a seat at the table to try and secure commitment for a parcel of property for future needs.

Commissioner Merrill reported the proposed new OSHA standards are still under review.

Commissioner Merrill reported the department membership photos would be taken on Monday, October 6<sup>th</sup>, 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 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 Merrill reported he was waiting for pricing information to connect the firehouse fire alarm system to the Central Alarm Office.

Commissioner Griebner reported he worked with the Buffalo News to secure a new, lower price. However, when the bill came it was not correct and was actually higher than originally billed. He will continue working with them and report back next month.

Commissioner Hudson reported that Firefighter Mickey Wilkinson was unable to attend the meeting to provide an update on the district sponsored online fitness program. It appears Wilkinson is the only member utilizing it, and the recommendation will be to let the program end at the end of October when the subscription expires.

Commissioner Griebner reported the uniform merit badges approved at a previous meeting had been received.

## **NEW BUSINESS**

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 authorize an expenditure not to exceed \$5,000 to pay for the printing and mailing of the annual fire prevention flyer advertising the fire prevention open house.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Griebner reported that the provider agreement with the American Red Cross was renewed for an additional three years.

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

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the request for the Snyder Fire Department to conduct its annual booster drive fund raising campaign.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Merrill reviewed the background check procedures for new member applicants.

Commissioner Merrill reported that Attorney Pinsky advised that the district should notify members when a report is made via the New York State License Event Notification System that their license is suspended or revoked. He was working on ensuring a paper trail is kept between the district and the chief when notifications are made.

Commissioner Merrill reported that Firefighter Mark Orlowski, Jr. has been carried on military leave for four years as required by law. Discussion followed and the board agreed that it did not appear that he would be returning to the department anytime soon, so the line clerk will be notified to remove him from the active rolls.

Upon a motion by Commissioner Hudson, 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 chief's purchase requests in the amount of \$25,094.26.

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 July and all appeared in order.

## TREASURER'S REPORT

Treasurer Mye reported a \$20 service charge was incurred from M & T Bank possibly due to not enough funds being in the account to avoid the fee. He will investigate and report back.

Commissioner Hudson thanked Treasurer Mye for all his hard work and due diligence converting the accounts from M & T Bank to New York Class.

Treasurer Mye provided an update regarding the audit in process by the New York State Comptroller's Office.

Discussion was held discussing the forms and information required from the Treasurer for the upcoming budget workshop.

Commissioner Hudson recommended that board members and the treasurer review the budget and consider ideas for renaming, consolidating and possibly eliminating some budget lines to help clean up the budget.

Commissioner Hudson discussed the possibility of the board changing from the current cash accounting basis to an accrual accounting basis. Discussion followed and it will remain under review.

Treasurer Mye reviewed the fire district's funds activity and funds balances as of July 31<sup>st</sup>, 2025 and a copy of the schedule of cash receipts and disbursements as of July 31<sup>st</sup>, 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 August 19<sup>th</sup>, 2025 audited bills numbered 2025.266-2025.296 and authorize and direct the Treasurer to pay the aforementioned bills in the amount of \$101,723.85. Further, the Commissioners acknowledge and authorizes the payment of utilities, telephone, freight and other charges prior to audit in the amount of 4375.77.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

## ADJOURNMENT

Commissioner Bugbee reminded the board of the budget workshop to be held on Tuesday, August 26<sup>th</sup> at 7 p.m.

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

Bugbee: Aye

Griebner Aye


Hudson: Aye

Merrill-Aye

Tiberi: Aye

The meeting was adjourned at 09:43 p.m.

Respectfully submitted,



Thomas A. Merrill  
Secretary

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


	10001 M&T General Fund Checking 8067	NY Class - General NY-01-1835-0001	NY Class - Apparatus & Equipment NY-01- 1835-0003	NY Class - Capital Reserve for Buildings NY-01- 1835-0004	NY Class TOTAL	Total
Balance - July 1, 2025	19,091.21	1,530,619.98	610,856.55	462,262.78	2,603,739.31	2,622,830.52
<u>Receipts - July, 2025</u>						
Interest	-	5,171.22	2,229.24	1,706.28	9,106.74	9,106.74
Total Receipts	-	5,171.22	2,229.24	1,706.28	9,106.74	9,106.74
Beginning Cash & Receipts	19,091.21	1,535,791.20	613,085.79	463,969.06	2,612,846.05	2,631,937.26
<u>Disbursements - July, 2025</u>						
Commissioner Mtg. July 15, 2025 Bills Approved for Payment	29,361.90					29,361.90
Auto Pre-Payments in July, 2025	4,375.77					4,375.77
M&T Service Charge (auto deduct)	20.00					20.00
Payroll & Processing Fee in July, 2025	7,356.34					7,356.34
Total Disbursements	41,114.01	-	-	-	-	41,114.01
Transfers	50,000.00	(150,000.00)	50,000.00	50,000.00	(50,000.00)	-
Balance July 31, 2025	27,977.20	1,385,791.20	663,085.79	513,969.06	2,562,846.05	2,590,823.25

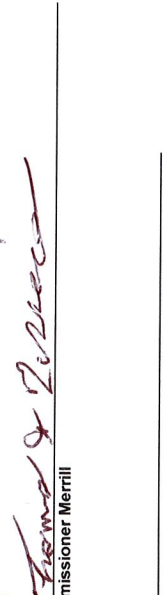
The Commissioners of Snyder Fire District, at their regular meeting on July 15, 2025 have reviewed and attest to the schedule of cash receipts, disbursements, and account balances for the month ending June 30, 2025

  
 Commissioner Griebner

  
 Commissioner Hudson

  
 Chairman Bugbee

  
 Commissioner Tiberia

  
 Commissioner Merrill

## **TORCHBOY PROGRAM**

Note: the term “torchboy” is a historical firematic reference and is not gender specific.

- (A) The torchboy program is designed to allow individuals between the ages of 16 and 18 years of age to join the department, participate in and become acquainted with the department’s operations, and receive the same training afforded all other firefighters. Torchboys are allowed to respond to emergency calls, but their actions are limited and closely monitored.
- (B) All torchboys must observe all rules and regulations pertaining to active members.
- (C) Torchboys are under the command of the Chief at all times. The Chief may for good cause terminate the membership of a torchboy.
- (D) Torchboys shall have a fire station curfew time beginning at 10:00 pm and lasting until 7:00 am. This applies to the firehouse, adjacent parking lot, and / or any District owned property. There shall be two (2) exceptions to this curfew: dispatched emergency incidents and supervised functions of the Fire District or the Fire Department. Torchboys are required to vacate all District property upon completion of dispatched emergency incidents. Prior to attending a supervised function of the Fire District or the Fire Department, torchboys must establish a modified curfew time with the Chief or the highest ranking firematic officer in attendance. Torchboys must vacate all District property by the established modified curfew time. The Chief, using proper judgment and with the concurrence of the Board of Fire Commissioners, can waive this curfew.
- (E) Torchboys are not permitted or otherwise authorized to utilize a blue warning light in any vehicle in which they are responding to an emergency incident.
- (F) Torchboys shall have the responsibility for maintaining all Snyder Fire District apparatus in a clean and orderly state.
- (G) Unless authorized by the incident commander, torchboys are not permitted to enter and/or be on any structure that has the potential for fire, explosion, collapse, or release of toxic gases. Torchboys shall not enter any structure to investigate an alarm of fire (alarm activations as well as confirmed fires) unless authorized by the incident commander.
- (H) Torchboys may not utilize SCBA at emergency incidents until successfully completing NYS Firefighter 1 Interior Structure Firefighter IFO / SCBA, completion of Snyder Fire Department SCBA training, and Snyder Fire Department fit testing for SCBA, and under the direct supervision of a Chief Officer or Incident Commander.

- (I) Torchboys shall not operate any power tools unless authorized by the incident commander and under the direct supervision of an officer or firefighter designated by the incident commander.
- (J) Torchboys are not permitted to climb any ground ladders, aerial ladders, or raised platforms at an emergency incident until they have completed NYS Firefighter 1 and then only with the permission of the officer in charge. Torchboys may participate in ladder training under the supervision of a trained experienced officer or senior firefighter.
- (K) Torchboys shall not render any EMS direct patient care prior to completion of NYS Emergency Medical Technician (EMT) course.
- (L) Torchboys are not permitted to drive any Snyder Fire District apparatus.
- (M) Torchboys shall not occupy the front officer's seat in any apparatus when any officer or firefighter is present.
- (N) Torchboys must never consume, ingest, or handle alcoholic beverages, nor handle alcoholic beverage containers (empty or filled).
- (O) A torchboy is not permitted to respond to any incident that occurs on a highway with a posted speed limit in excess of 45 mph. For these incidents, a torchboy is to respond to the fire station.

All membership requirements as noted in this Policy and/or the Bylaws of the Snyder Fire Department are applicable to torchboy members.