



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 18th day of November 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: District Clerk Tomczak

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 budget hearing meeting held on October 21st, 2025.

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

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the budget hearing meeting minutes from October 21st, 2025.

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

Commissioner Bugbee asked for approval of the minutes from the regular meeting held on October 21st, 2025.

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

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the regular meeting minutes from October 21st, 2025.

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

NEW MEMBER APPLICANTS

- Candidates for membership Michael McCombs was unable to be present at the meeting. Commissioner Hudson reviewed his application and credentials.

GENERAL PUBLIC COMMENTS

No comments were offered by members of the general public.

DEPARTMENT LIAISON

Commissioner Hudson gave an update on the department's 2025 booster drive campaign.

Commissioner Hudson reported the department's truck or treat community event was very well attended and was a success.

Commissioner Hudson reported three new members were onboarded and two members, Xavier Jones and Alex Lenegan resigned from the department.

Department liaison Balcom introduced Past Chief John Fildes to the board and explained that he had recently proposed an idea to the Board of Directors to memorialize the two Snyder firefighters who died in the line of duty. Past Chief Fildes explained that he would like to have a permanent display erected outside the firehouse similar to what is done in the Buffalo Fire Department and add streamers with the names of the firefighters to the department flag. The idea was discussed, and Past Chief Fildes was encouraged to gather additional information and pricing and report back to the board. Commissioner Merrill asked the board to consider adding the names to the apparatus as well and stated he would seek information for that.

COMMUNICATION

Secretary Merrill reviewed the monthly correspondence:

Incoming:

Training certificates from John Fildes for completion of multiple American Heart Association instructor update courses. The certificates were filed in his personnel file.

Notification received that Firefighter Tristine Tatta successfully completed the Basic Exterior Firefighting Operations Training Course. A copy of the training certificate was filed in her personnel file.

Notification received that Firefighter Tristine Tatta successfully completed the New York State HMFRO Training Course. A copy of the training certificate was filed in her personnel file.

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

Notification received that Lieutenant David Buckfelder successfully completed 1 hour of online CE credit. A copy of the training certificate was filed in his personnel file.

A copy of Firefighter Emily Babich-Seliger's New York State Emergency Medical Technician's certification was received and placed in her personnel file.

Communication (continued)

Received the Emergency Medical Certification card from Firefighter Daniel Hark and it was placed in his personnel file.

Received notification that Assistant Chief Floyd Hudson completed the National Certification Exam for Fire Officer III. The training certificate was filed in his personnel file.

Received notification that Assistant Chief Floyd Hudson completed the National Certification Exam for Firefighter 1. The training certificate was filed in his personnel file.

Received notification that Firefighter David Viall completed the New York State Basic Exterior Firefighter Operation and HMFRO-SCBA Blended Learning Course. The training certificate was filed in his personnel file.

Received notification that Captain Zachary Polvino completed the IS-2200 Basic Emergency Operations Center Functions independent study training course. The training certificate was filed in his personnel file.

Received notification that Captain Zachary Polvino completed the Intermediate Emergency Operations Center Functions training course. The training certificate was filed in his personnel file.

Received notification that Lieutenant Michael Gugliuzza completed the New York State BLS Instructor Program. The training certificate was filed in his personnel file.

VF-1 insurance form completed by Firefighter Jacob Sorensen stating he suffered an ankle injury while exiting his vehicle at the firehouse while attending an authorized work detail.

Signed acknowledgment from the Town of Amherst Clerk's office verifying receipt of the Snyder Fire District's adopted 2026 budget.

Affidavit from the Amherst Bee confirming the required legal notices were posted advertising bids for a new light rescue vehicle and Class B duty uniforms.

Affidavit from the Amherst Bee confirming the required legal notices were posted announcing the fire district election and vote on proposed Service Award Program amendments.

Renewal paperwork was received from McNeil and Company for property and casualty and supplemental crime coverage for 2026.

Request to use the training room and kitchen received from Firefighter Keith Mondschein on March 22nd, 2026 for a Girl Scouts first aid training class

Request to change the date of a training room use previously requested – Michelle Hapeman from December 14th to January 10th.

Request to use the training room and kitchen received from District Clerk Wendy Tomczak for a football team party on November 14th.

Request to use the training room and kitchen received from Exempt Member Sean Wilkinson on April 25th, 2026 for a birthday party.

Letter received by Chief Oliver from Town of Amherst Supervisor elect Sean Lavin soliciting input and to share district insights on current partnerships, challenges and opportunities for collaboration with the Town.

Communication (continued)

Outgoing:

Letter to District Clerk Wendy Tomczak informing her the board passed a resolution naming her the chairperson for the 2025 fire district election.

Letters to Brian Januskiewicz, Michael Lowe and James Sullivan informing them the board passed a resolution naming them ballot clerks for the 2025 fire district election.

Legal notice published in the Amherst Bee advertising the fire district election and service award modification vote to be held on Tuesday, December 9th, 2025.

Legal notice published in the Amherst Bee and fire district website advertising bids for Class B duty uniform and new Rescue 7-1.

A copy of the adopted budget that was approved at the board meeting on October 21st, 2025 was delivered to the Town of Amherst Clerk's office as required. A copy was also delivered to the Town of Amherst Comptroller's Office as well.

Bid Package sent to Kevin Joerg from Cappellini Chevrolet, Rich Perry from West Herr Ford, and Commercial Sales Agents for Keller Chevrolet and Paddock Chevrolet for the proposed new Rescue 7-1

Bid Package sent to Courtney Guido from Sewing Technology, Inc. and Jamie Gwizdowski from United Uniform Co. for the proposed new Snyder Fire District Class B Duty Uniforms.

Letter to candidates for membership Maya Hark, Augustine Lombardo and Ryan Scavone informing them that they were approved for membership pending successful completion of their physical examination.

Notification to Michael Richardson and Charlie Mye informing them that their request to use the training room and kitchen were approved.

Email notification sent to John Grabenstatter and Richard Grabenstatter from Grabber and Sons, Inc. and letter sent via US mail to Mark Stonish from Stonish's Lawncare and Snowplowing, Inc thanking them for their recent bid to provide snowplowing services to the Snyder Fire District and informing them that they were not the successful bidders.

Letter to Mr. Burt Bugbee from PBC Services, Inc. accompanied by a initialed contract informing him that his bid to provide snow plowing services to the Snyder Fire District was accepted for the years 2025-2027 with an option for a third year.

Renewal paperwork was submitted to McNeil and Company for property and casualty and supplemental crime coverage for 2026.

CONVENTIONS AND MEETINGS

Commissioner Griebner reported:

The annual Vital Signs conference was recently held in Syracuse, New York. Firefighter Anne Neville attended and was present to discuss the conference and she stated it was a very informative and beneficial. She reviewed with the board some of the concerns and trends related to EMS that were discussed and reported the conference will be in Niagara Fall next year.

Conventions and Meetings (continued)

Commissioners Bugbee and Merrill and Chief Oliver attended the IAFC Symposium in the Sun Conference in Clearwater, Florida and they each discussed their impressions with the courses offered and quality of the show. All were in agreement that it was time well spent and important and beneficial information was presented.

The Fire Department Instructors Conference is scheduled for April 20th-25th in Indianapolis, Indiana. Chief Oliver reported he completed early registration and hotel room reservations for twelve spots.

INSURANCE

Commissioner Merrill reported that a repair estimate for Engine 3 was received and that the insurance provider for the Ellicott Creek Fire Company was sending a check out to cover the cost in the amount of \$53,235.25.

PROTECTIVE CLOTHING

Chief Oliver reported Arriannah Davis' Minitor radio had not been turned in yet, and equipment and uniforms would need to be collected from recently resigned members Xavier Jones and Alex Lenegan.

Chief Oliver reported that he believes the equipment has been removed from the Red Alert inventory for former member Karen Murray and deceased member Peter Voss.

UNIFORMS & RESPONSE CLOTHING

Commissioner Bugbee said plans are in place for the annual equipment inspection to be held November 19th.

Assistant Chief O'Connor reviewed options and pricing for high visibility jackets. Discussion followed and the board directed the chiefs to come back with their preferred choice, pricing and budget ramifications.

Chief Oliver reported he reviewed the bids received for the Class B Duty uniforms. The bid from Sewing Technology came in at \$396.00 per uniform and the bid from United Uniform came in at \$340.50 per uniform. Upon a motion made by Commissioner Tiberi, seconded by Commissioner Griebner, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approves the purchase of Class B Duty Uniform from United Uniform Distribution, LLC for an amount of \$340.50 per uniform.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Nay

Tiberi: Aye

LEASES & CONTRACTS

Commissioner Bugbee reported the contract approved last month for snowplowing and snow removal was signed and submitted as well as the preventative maintenance contract with Cummins Sales and Service.

INFORMATION TECHNOLOGY

Commissioner Hudson reported:

The project to replace all the computers was completed and the new printer for the Board of Directors was received and is in service.

Information Technology (continued)

There was no update regarding the Spectrum accounts.

She was meeting with the IT vendor to discuss recent sonic security wall breaches.

The new Red Alert kiosk was received, and the old one was discarded.

Upon a motion 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 deems obsolete and approves disposing of 17 desk top computers, one microcomputer and one lap top computer.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Upon a motion 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 deems obsolete and approves disposing of one printer.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

PHYSICAL EXAMINATION & MEDICAL PROGRAM

Commissioner Griebner reported that the problem experienced with the one member receiving the required drug test was rectified and he reminded everyone that the general membership physical examinations will be conducted in March and drug testing for all members would be included.

SERVICE AWARD COMMITTEE

Commissioner Tiberi discussed the service awards fund performance month to date and year to date. The fund is up 8.66% for the year.

Commissioner Tiberi reported that the attorney reviewed the upcoming referendum and opined that if passed, eligible members would fall under the new protocols and collect starting in 2026.

APPARATUS

Commissioner Bugbee reported:

The chief had no update on the Streamlight charging problem on Rescue 5.

The mechanic added the straps to the large toolbox drawers on Rescue 5.

Chief Vehicle 9-1 received new tires.

APPARATUS (continued)

There was an air leak reported on Rescue 5 and the regeneration light was also on. The mechanic will investigate.

Repairs on Engine 3 will commence as parts are received. The parts are on order.

MASTER MECHANIC

Commissioner Bugbee had no report.

HYDRANTS

Commissioner Bugbee the Sheridan Drive hydrant reported on its side at the last meeting is back in service.

PURCHASING

Commissioner Griebner stated the treasurer corrected the bid form that as reported last month did not match the invoice for the recent hose testing. All is now in order with it.

Commissioner Griebner reported the Buffalo News is being billed at the correct price of \$49.83 per month.

Commissioner Hudson inquired if the invoice amount for the recent installation of headsets was accurate at \$1940.00 because the board only authorized \$1900.00 for the project. Chief Oliver reported the correct amount for the headsets was \$1900.00 as authorized and the additional \$40.00 was for a latch required on the 9-1 vehicle.

DISTRICT POLICIES

Commissioner Hudson reported there was no update regarding streamlining and organizing the various SOP/SOG's that are on the department's website.

Chief Oliver requested the board consider adding Amkus extrication equipment and Paratech stabilization equipment to the Snyder Fire District policy on standardized equipment.

Upon a motion made by Commissioner Bugbee, 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 addition of Amkus extrication equipment and Paratech stabilization equipment to the Snyder Fire District's standardized equipment policy.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

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:

- Michelle Hapeman for an event on January 10th, 2026 – this was previously approved for December 14th, but Michelle moved it to accommodate the Children’s Christmas party.
- Keith Mondschein for a Girl Scout first aid class on March 22nd, 2026
- Sean Wilkinson for a birthday party on April 25th, 2026

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

NEW APPLICANT(S)

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

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

INVENTORY, RECORDS MANAGEMENT, TESTING & FIXED ASSETS

Commissioner Merrill reported the old computers, monitors, computer speakers, kiosk desk mount case and printer deemed obsolete at the last meeting have been disposed of.

Chief Oliver reported all new members inventory has been entered in Red Alert.

Chief Oliver reported he was continuing to work on the list for equipment to be deemed obsolete discussed at previous meetings.

Chief Oliver reported the pump testing records were entered in Red Alert and he recently received the hose testing report and he would be entering that as well.

Chief Oliver reported the turnout gear recently received had not been entered into Red Alert yet.

BUILDING AND GROUNDS

Commissioner Tiberi reported that he received a n additional proposal to clean the kitchen appliances. Upon a motion made by Commissioner Tiberi, seconded by Commissioner Merrill, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize Clean MD to clean the kitchen appliances for an amount not to exceed \$1150.00.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

Commissioner Tiberi reported the HVAC unit was installed in the exercise room.

Commissioner Tiberi reported the facilities manager was continuing to investigate hose reels for the apparatus bays.

Commissioner Tiberi reported that a meeting was held with the chiefs to reviews plans and ideas for firehouse renovations. Sutton Architects will be at the department's December meeting to provide an overview.

Chief Oliver reported no opposition was registered from the officers relating to ideas for repurposing the officers' office.

Commissioner Merrill provided an update on the firehouse alerting system project. The red light from the 1953 Ford Panel truck was installed in the clubroom but more work was required.

AMHERST FIRE ALARM OFFICE

Commissioner Merrill reported the new dispatcher was three weeks into training and he would investigate a concern raised that the squad messages were not being provided on Sundays.

CHIEFS' INSTALLATION

There was no report. The banquet is scheduled for April 18th, 2025 at The Statler.

CHIEF'S REPORT

Chief Oliver reported on the status of previously approved purchases.

Received: FAST board; Zico fuel holders; three IFSTA fire officer training books

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

Not Received: Replacement jacket; dress uniforms (June order); adult AED pads; 12 adult epi pens; 12 pediatric epi pens; helmet front (Keable); firefighter boots (Olsen)

Completed: Engine 1 Fire Com headset installation; Engine 1 chain saw repairs; VCOS conference; Getzville CME training; Department Truck or Treat event; Vital Signs conference

Not Completed: Tires for vehicles 9, 9-1 and 9-2 Firecom headset installation; 2025 truck or treat event; IAFC Symposium in the Sun conference (November); Getzville CME training (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. An amount not to exceed \$4845 for 51 Reflective labels for the 48 SCBA Packs and 3 FAST Packs (Acct 30012)
4. \$309 plus Mileage for Asst. Chief Hudson to attend the Fire Office 4 Course at the NYS Fire Academy over 4 weekends between January 2026 – April 2026 (Acct 34022)
5. An amount not to exceed \$650 for an Apple iPhone 17 Pro for Asst. Chief O'Connor (Acct 26030)
6. An amount not to exceed \$773.04 for 4 Tires for Truck 5-1 (Acct 27202)
7. An amount not to exceed \$665 for 7 pairs of FF Gloves (Acct 36006)

In addition, Chief Oliver reported:

1. As discussed earlier Asst. Chief O'Connor researched 3-in-1 Jackets and shared information with the board.
2. As discussed and approved earlier, he recommended that Amkus extrication equipment and Paratech stabilization equipment be added to the Standardized Equipment Listing on page 83 of the Fire District Policies.
3. He would like permission to authorize the annual Santa Clause to ride through the fire district on Christmas Eve on fire apparatus.
4. He would like to reappoint Rick Ansteth and John Fildes as Safety Officers for 2026.
5. He had an Update on using Igel Supraglottic Airways and Duoneb Treatments for a nebulizer. WREMAC has approved the Igel Airways, however it is only for BLS members with ALS transport capabilities. The chief is working on getting better clarification

Discussion followed regarding a cell phone request for Assistant Chief O'Connor and it was agreed to table that request and he will investigate the phones available for free off the State contract list.

Commissioner Griebner inquired if the tires were available on State bid and Chief Oliver reported they were.

OLD BUSINESS

Commissioner Merrill reported the office supplies were partially received

Commissioner Bugbee reported a special meeting was scheduled for December 1st for the purpose of opening bids for a new 7-1.

Commissioner Bugbee reported work had started again at Main Street and Chateau Terrace.

There was no update regarding the proposed development on the former Westwood Country Club property.

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

Commissioner Merrill reported he was working with the vendor to complete the membership photo project.

Commissioner Merrill reported he was continuing to work on job descriptions and would be reaching out to 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.

OLD BUSINESS (continued)

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 received the necessary information for connecting the firehouse fire alarm system and was working with Past Commissioner Koeppel to investigate it further.

NEW BUSINESS

Upon a motion by Commissioner Hudson, seconded by Commissioner Merrill 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 \$7,342.04.

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

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 request to host the annual Santa Clause ride through the fire district on Christmas Eve following all previously established safety precautions.

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

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 request to appoint Richard Ansteth and John Fildes as Safety Officer for the year 2026.

- 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 October and all appeared in order.

TREASURER'S REPORT

Treasurer Mye reviewed the fire district's funds activity and funds balances as of September 30th, 2025 and a copy of the schedule of cash receipts and disbursements as of September 30th, 2025 is included as part of these minutes.

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

The Commissioners of Snyder Fire District, at their regular meeting on November 18th, 2025 audited bills numbered 2025-382 - 2025-407 and authorize and direct the Treasurer to pay bills in the amount of \$232,480.41. Further, the Commissioners acknowledge and authorizes the payment of utilities, telephone, freight and other charges prior to audit in the amount of \$7,356.34.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Aye

ADJOURNMENT

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 08:56 p.m.

Respectfully submitted,



Thomas A. Merrill
Secretary

**Snyder Fire District
Schedule of Cash Receipts & Disbursements
Oct-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 - October 1, 2025	37,286.76	1,219,628.21	667,638.78	517,498.14	2,404,765.13	2,442,051.89
Receipts - October, 2025						
Interest	-	3,973.52	2,227.78	1,726.77	7,928.07	7,928.07
Training Reimbursement - NYS CME	600.00					600.00
Total Receipts	600.00	3,973.52	2,227.78	1,726.77	7,928.07	8,528.07
Beginning Cash & Receipts	37,886.76	1,223,601.73	669,866.56	519,224.91	2,412,693.20	2,450,579.96
Disbursements - October, 2025						
Commissioner Mtg. October 21, 2025 Bills Approved for Payment Correction to Bill No 2025-362: Waterway Twin Tier (hose testing) Auto Pre-Payments in October, 2025 Payroll & Processing Fee in October, 2025	82,184.51 (164.95) 3,702.81 7,356.34					82,184.51 (164.95) 3,702.81 7,356.34
Total Disbursements	93,078.71					93,078.71
Transfers	100,000.00	(100,000.00)			(100,000.00)	
Cash Register Balance October 31, 2025	44,808.05	1,123,601.73	669,866.56	519,224.91	2,312,693.20	2,357,501.25

The Commissioners of Snyder Fire District, at their regular meeting on November 18, 2025 have audited, reviewed and attest to the schedule of cash receipts, disbursements, and account balances for the month ending October 31, 2025

Commissioner Griebner

[Signature]
Commissioner Hudson

[Signature]
Chairman Bugbee

Commissioner Tiberti

[Signature]
Commissioner Merrill

[Signature]
Tiberti