



SNYDER FIRE DISTRICT
Snyder, New York



**Minutes of a Organizational Meeting of the
Board of Commissioners of the Snyder Fire District
Held at the Snyder Fire Hall
On the 9th day of January 2025**

PRESENT:

Commissioners: Bugbee, Griebner, Hudson, Merrill, Tiberi
Chiefs: Chief Tim Oliver; 1st Assistant F. Chief Brent Hudson, 2nd Assistant Chief
Ryan O'Connor
Others: Charles Mye

Acting Chairman Griebner called the meeting to order at 07:42 hours and appointed Thomas Merrill as Acting Secretary.

Acting Chairman Griebner reported that Mr. Thomas Brady from Potter, Harris and Scherrer Agency previously met with all board members and reviewed the Fire District insurance policies for 2025 and also verified a surety bond was in place.

Acting Chairman Griebner stated that the next order of business for this meeting is to elect a Chairman of the Board for 2025. Commissioner Merrill made a motion to nominate Commissioner Burt Bugbee for Chairman. The motion was seconded by Commissioner Tiberi. Upon being put to a vote, there were Yes- 4; No- 0. The motion carried. Commissioner Bugbee abstained from this vote.

Commissioner Bugbee then took over as Chairman and thanked the board members for having shown their confidence in him by electing him to the Chairmanship.

Chairman Bugbee asked for verification that recently elected Commissioner Griebner was properly administered the oath of office at the Town Clerk's office. Commissioner Griebner reported it has been done, and Secretary Merrill confirmed the Town Clerk's acknowledgment was in the District's file.

Chairman Bugbee asked for verification that the media was notified for the date, time and place for the organizational meeting. Secretary Merrill reported the proof of publication for the official notice was on file.

Chairman Bugbee then asked for nominations for Secretary and Commissioner Hudson, seconded by Commissioner Griebner, made a motion to nominate Thomas Merrill as Secretary of the Snyder Fire District for the year 2025. Upon being put to a vote, there were Yes- 4; No- 0, and the motion carried. Commissioner Merrill abstained from this vote.

Chairman Bugbee instructed Secretary Merrill to assume the duty of Secretary and continue recording the proceedings of the meeting.

Chairman Bugbee stated that the next order of business was to appoint a Treasurer. A motion was made by Commissioner Hudson, seconded by Commissioner Griebner, to appoint Charles E. Mye to the position of Fire District Treasurer for the year 2025. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chairman Bugbee stated that it was necessary to appoint a District Clerk. A motion was made by Commissioner Merrill and seconded by Commissioner Hudson to appoint Wendy Tomczak to the position of District Clerk of the Snyder Fire District for the year 2025. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chairman Bugbee stated that the next order of business was to appoint a Deputy Treasurer. A motion was made by Commissioner Merrill, seconded by Commissioner Griebner, to appoint Christopher M. Sciolino to the position of Fire District Deputy Treasurer for the year 2025. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chairman Bugbee instructed Thomas Merrill to present himself to the Amherst Town Clerk for the purpose of being sworn into the office of Secretary. He also instructed the Secretary to notify Charles Mye, Christopher Sciolino and Wendy Tomczak to present themselves to the Amherst Town Clerk for the purpose of being sworn into the offices to which they have been appointed.

VERIFICATION OF SALARIES AND OTHER APPOINTMENTS

Chairman Bugbee stated that it was necessary to verify the salaries for the Secretary, Treasurer, Deputy Treasurer and District Clerk.

A motion was made by Commissioner Hudson and seconded by Commissioner Griebner to set the salary for the Secretary at \$19,000 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 4; No- 0, and the motion was carried. Commissioner Merrill abstained from this vote.

A motion was made by Commissioner Hudson and seconded by Commissioner Merrill to set the salary for the Treasurer at \$21,000 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

A motion was made by Commissioner Merrill and seconded by Commissioner Griebner to set the salary for the District Clerk at \$1,000.00 annually and that she be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

A motion was made by Commissioner Griebner and seconded by Commissioner Merrill to set the salary for the Deputy Treasurer at \$5,000 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

VERIFICATION OF SALARIES AND OTHER APPOINTMENTS (con't)

Chairman Bugbee stated that it was necessary to appoint a Fire District Attorney. Commissioner Merrill, seconded by Commissioner Griebner, made a motion to appoint Bradley Pinsky of the Pinsky Law Group PLLC as the Fire District Attorney for 2025. Discussion followed and the board agreed to accept the terms as outlined in his letter of engagement charging a non-refundable annual fee of \$2100 and an hourly rate of \$350 per hour billed in six-minute increments. The first six hours of service will be applied to the annual fee. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

Chairman Bugbee informed the members that the next order of business is to appoint a Medical Director for the Fire District. A motion was made by Commissioner Merrill and seconded by Commissioner Tiberi to appoint Dr. Joseph Takats as the Fire District Medical Director for the year 2025. Discussion followed and upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chairman Bugbee informed the members that the next order of business is to appoint a Master Mechanic for the Fire District. A motion was made by Commissioner Bugbee and seconded by Commissioner Merrill to appoint Sam's Apparatus as the Fire District Master Mechanic for the year 2025 and that compensation be set at \$100.00 per hour paid monthly. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chairman Bugbee informed the members that the next order of business is to appoint a Chaplain to serve the needs of the Fire District and Fire Department. A motion was made by Commissioner Bugbee and seconded by Commissioner Griebner to appoint Fr. John Gaglione as the Fire District Chaplain for the year 2025. Upon being put to a vote, there were Yes-5; No- 0. Motion carried.

Chairman Bugbee informed the members that the next order of business is to appoint a Facilities Manager to serve the needs of the Fire District and Fire Department. A motion was made by Commissioner Merrill and seconded by Commissioner Hudson to appoint Adam Johnson as the Fire District Facilities Manager for the year 2025 with an annual salary of \$15,500.00 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

Chairman Bugbee informed the members that the next order of business is to appoint a Maintenance Manager for the Fire District. A motion was made by Commissioner Merrill and seconded by Commissioner Griebner to appoint Anders Sorensen as the Fire District Maintenance Manager for the year 2024 with an annual salary of \$17,000 and that he be compensated in 12 monthly installments. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried.

OFFICIAL NEWSPAPER

Chairman Bugbee called for a motion naming the official newspaper of the Fire District. A motion was made by Commissioner Merrill and seconded by Commissioner Hudson that the Official Newspaper of the Snyder Fire District be the Amherst Bee. Upon being put to a vote, there were Yes 5; No- 0. Motion carried.

MILEAGE FEE

Chairman Bugbee called for a motion setting the mileage reimbursement rate. Commissioner Tiberi, seconded by Commissioner Merrill, made a motion to set the mileage rate at the suggested I.R.S. Guideline amount of \$0.70 per mile for the year 2025. Upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

MEAL REIMBURSEMENT FOR FOOD AT DRILLS

Chairman Bugbee called for a motion setting the reimbursement for expenses for providing food following Fire Department drills. Commissioner Tiberi, seconded by Commissioner Merrill, made a motion that actual reasonable expenditures be authorized upon submission of receipts for the expenditures incurred, along with a roll call sheet indicating those members who were in actual attendance at the Snyder Fire Department drill. Expense shall not exceed \$7.00 per member attending the drill. Discussion followed and upon being put to a vote, there were Yes- 5; No- 0, and the motion was carried.

DEPOSITORY

Chairman Bugbee called for a motion to set the depository for the Fire District. Commissioner Tiberi, seconded by Commissioner Griebner, made a motion that the M&T Bank be designated as the depository for the Snyder Fire District for the year 2025 and that the Treasurer be authorized to invest Fire District funds in any commercial bank if seen in the best interest of the Snyder Fire District. Discussion followed and upon being put to a vote the motion was carried. Yes- 5; No- 0.

INVESTMENT POLICY

Chairman Bugbee called for a motion to set the Fire District investment policy. A motion was made by Commissioner Merrill, Second by Commissioner Tiberi, that the investment policy previously adopted by the Board of Fire Commissioners be the District's Investment Policy for the year 2025 and that it be made a part of these minutes as "Exhibit A". Discussion followed and upon being put to a vote the motion was carried. Yes- 5; No- 0.

SERVICE AWARD PROGRAM

Chairman Bugbee called for a motion regulating the handling investments in the Service Award Program. A motion was made by Commissioner Tiberi, seconded by Commissioner Bugbee that the Treasurer, Deputy Treasurer and one Commissioner are hereby fully authorized and empowered to purchase, invest in, acquire, sell, assign, transfer, or otherwise dispose of any and all types and kinds of securities including but not limited to stocks, bonds, debentures, notes, rights, options, warrants, certificates of every kind and nature whatsoever; and to enter into agreements, contracts and arrangements with respect to such security transactions whether or with securities related individuals or agents; to execute, sign or endorse on behalf of and in the same agreements and to affix the district seal on same. In addition, the Chairperson of the Board of Commissioners shall have viewing rights for the accounts. Discussion followed and upon being put to a vote the motion was carried. Yes- 5 No-0.

CHECK SIGNATURES

Chairman Bugbee called for a motion authorizing individuals to sign District checks. A motion was made by Commissioner Merrill, seconded by Commissioner Tiberi, that the Treasurer and Deputy Treasurer be authorized to sign checks for the Snyder Fire District. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

BOARD MEMBERS

Chairman Bugbee called for a motion designating members of the Board be authorized to join various fire service organizations. A motion was made by Commissioner Griebner, seconded by Commissioner Hudson, that the Commissioners, Treasurer, Secretary, District Clerk, Deputy Treasurer, Attorney, Medical Director, Chief and Assistant Chiefs be approved as members of the Board and be eligible to belong to Local, County, State and National Associations. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

MEETINGS

Chairman Bugbee called for a motion designating the dates, location and times for official District Meetings. A motion was made by Commissioner Merrill, seconded by Commissioner Tiberi, that the regular meeting dates for the Snyder Fire District for the year 2025 shall be the third Tuesday of each month, and all meetings will start at 7:30 p.m. An exception will be made during the month of January and the regular January meeting of the Board of Fire Commissioners of the Snyder Fire District will be held on Tuesday, January 28th. A special meeting shall be held on April 3rd, 2025 for the purposes of appointing the Chief of Department. A special meeting will be held on August 26, 2025 at 7:30 p.m. to prepare a preliminary 2026 Fire District Budget. A special meeting shall be held on October 21, 2025 at 7:00 p.m. for public comment on the proposed 2026 Fire District budget. All meetings shall be held at the Snyder Fire Headquarters, 4531 Main Street, Snyder, New York 14226. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

PURCHASE POLICY

Chairman Bugbee called for a motion to adopt a Purchasing Policy. A motion was made by Commissioner Merrill, seconded by Commissioner Griebner, that the Purchase Policy of the Snyder Fire District be the Procurement Policy that has been adopted by the Board, and that it be made a part of these minutes as Exhibit "B". Upon being put to a vote the motion was carried. Yes- 5; No- 0.

Chairman Bugbee appointed a Purchasing Committee consisting of himself, Treasurer Rye and Chief of the Department Oliver

ADOPTION OF EXISTING POLICIES AND PROGRAMS

Chairman Bugbee required the Board of Commissioners to review existing policies and guidelines of the Snyder Fire District and called for a motion to adopt the policies. A motion was made by Commissioner Merrill, seconded by Commissioner Tiberi, to readopt the policies of the Snyder Fire District. Namely: The Fire District Rules and Regulations, The Introduction to the Snyder Fire District Document, The Fire District Service Awards Program, The Fire District Rules and Regulations for Fire Headquarters Policy, The Fire District Policy on Equal Employment Opportunities, The Fire District Sexual Harassment Policy, The Fire District Professional Appearance Policy, The Firefighter Medical Examination Program (Includes the Firefighter Classification Policy), The Fire District Incident Accountability Program, The Fire District Code of Ethics Policy, The Chief and Assistant Chiefs Vehicle Use Policy, The Fire District Travel Policy, The Exposure Control Program, The Respirator Protection Program, The Early Defibrillation Policy, The Snyder Fire District Policy with Respect to Pregnant firefighters, the Hazard Communication Program, The Cellular Phone Policy, The Drug and Alcohol Abuse Policy, The Electronic Systems Policy, The Incident Response Policy, Use of Firefighter's Personal Cellular Telephones, Cameras and Recording Technology Policy (Social Media), the Smoking, Tobacco Usage and Electronic Cigarette Policy, the COVID-19 SOG and the District Vaccination Policy, Portable Radio Use, 9-5 Designation, Command Mode and 5-1 Vehicle Usage Guidelines" and the Duty Shift Program. There was discussion regarding the current policy and program revisions currently in committee, and general consensus that some changes will be coming down the road. For now, however, the exiting policies and programs were deemed acceptable and compliant. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

Chairman Bugbee required the Board of Commissioners to review the policy presently in effect for a candidate to have their name appear on a ballot for an elected Fire District Office. A motion was made by Commissioner Merrill, seconded by Commissioner Tiberi, to adopt the following requirements in order for a candidate to have their name appear on a ballot for an elected Fire District Office.

1. All candidates must file their name in writing with the Fire District Secretary at least 20 days prior to the date of the election indicating the office and the term for which they are running.
2. All candidates must submit a petition signed by at least 25 qualified registered voters residing in the Snyder Fire District indicating the office and term the candidate is running for. The Secretary of the Snyder Fire District must receive the petition at least 20 days prior to the election.
3. It is entirely within the discretion of the Fire District Clerk as to the order that names appear on the ballot.

Upon being put to a vote the motion was carried. Yes- 5; No- 0.

A motion was made by Commissioner Griebner, seconded by Commissioner Hudson, authorizing the chairman to sign leases contracts approved by resolution of the Board. Upon being put to a vote the motion was carried. Yes- 5; No- 0.

ADOPTION OF EXISTING POLICIES AND PROGRAMS (continued)

A motion was made by Commissioner Merrill, seconded by Commissioner Tiberi, authorizing the Treasurer to pay in advance of audit utilities, telephone, freight, postage, payroll and express charges. Discussion followed and upon being put to a vote the motion was carried. Yes- 5; No- 0.

ANNUAL TREASURER’S REPORT

Treasurer Rye stated that the Annual Treasurer’s Report for 2024 was not yet complete and he would be working with past Treasurer Tirone to get it completed. .

Chairman Bugbee thanked all the Board members for the work done over the past year, and stated that he is excited for a fresh start to the new year with a new treasurer and commissioner on board. He also expressed his gratitude to Chief Oliver for the excellent job the Chiefs are performing and wished to commend them for the excellent relationship that exists between the Department and the District.

Chairman Bugbee then reminded the Commissioners that each of them being an elected official is responsible to the residents of the Snyder Fire District and stated that issues, ideas and especially appropriations should be discussed and voted on in the best interest of the residents of the Fire District.

ADJOURNMENT

Commissioner Griebner, seconded by Commissioner Tiberi, made a motion to adjourn the meeting. Upon being put to a vote, there were Yes- 5; No- 0. Motion carried. Meeting adjourned at 8:21 PM.

Respectfully submitted,



Thomas A. Merrill
Fire District Secretary

Attachments



SNYDER FIRE DISTRICT INVESTMENT POLICY



- I. This investment policy applies to all moneys and other financial resources available for investment on its own behalf.
- II. The primary objectives of this fire district's investment activities are, in priority order:
 - to conform with all applicable federal, state and other legal requirements;
 - to adequately safeguard principal;
 - to provide sufficient liquidity to meet all operating requirements; and
 - to obtain a reasonable rate of return.
- III. The Board of Fire Commissioners' responsibility for administration of the investment program is delegated to the Fire District Treasurer.
- IV. The fire district treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Snyder Fire District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

The fire district treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair his or her ability to make impartial investment decisions.

- V. It is the policy of the Snyder Fire District to diversify its deposits and investments by financial institution, by investment instrument and by mature scheduling.
- VI. It is the policy of the Snyder Fire District for all funds coming into the hands of the fire district treasurer to be deposited or invested within 10 days of receipt.
- VII. The banks and trust companies authorized for the deposit of moneys up to the maximum amount are:

Depository Name	Maximum Amount
M & T Bank	\$ 3,000,000.00
- VIII. All deposits of the Snyder Fire District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:
 1. by a pledge of "eligible securities" as defined by General Municipal Law Section 10;
 2. by an eligible "irrevocable letter of credit" as defined by General Municipal Law Section 10;
 3. by an eligible surety bond as defined by General Municipal Law Section 10.

- IX. Eligible securities used for collateralizing deposits shall be held by the depository named by the Board of Fire Commissioners subject to security and custodial agreements, all in accord with the applicable provisions of General Municipal Law Section 10.

- X. The Board of Fire Commissioners of the Snyder Fire District authorizes the fire district Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:
 1. Special time deposit accounts;
 2. Certificates of Deposit;
 3. Obligations of the United States of America;
 4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
 5. Obligations of the State of New York; and

6. Obligations issued by a municipality, school district or fire district other than the Snyder Fire District.

All investment obligations shall be payable or redeemable at the option of the Snyder Fire District within such times as the proceeds for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Snyder Fire District within 2 years of the date of purchase.

- XI. The Snyder Fire District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits as to the amount of investments which can be made with each financial institution or dealer. The fire district treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually.
- XII. This policy shall supersede the Investment Policy that was previously adopted and shall become effective as of the date of adoption as set forth below.
- XIII. Adopted on the Eighteen day of February, 2014 by unanimous vote of the Board of Fire Commissioners of the Snyder Fire District of the Town of Amherst, County of Erie, State of New York.



SNYDER FIRE DISTRICT PROCUREMENT POLICY



This resolution sets forth the policies and procedures of the Snyder Fire District of the Town of Amherst, County of Erie and State of New York to meet the requirements of General Municipal Law §104-b.

Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law §103 or of any other general or special law.

Procedures for Determining Whether Procurements Are Subject to Bidding

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

Procedure: The Chairperson of the Board of Fire Commissioners, at its annual meeting, shall appoint a procurement committee, comprising a representative of the Board of Fire Commissioners, the Treasurer of the Fire District and a representative of the Chief of the Fire Department of the Fire District. The procurement committee shall initially review every purchase to determine whether it is a purchase contract or a public works contract. The committee must also determine whether it is expected that over the course of the fiscal year, the fire district will spend in excess of the competitive bidding thresholds for the same or similar items or services. In addition, the committee will request the fire district attorney to render all legal opinions regarding any legal issues concerning competitive bidding requirements. The committee will then report to the full Board of Fire Commissioners.

Documentation: Documentation shall include board resolutions, memoranda, written quotes, telephone logs for verbal quotes, requests for proposals, contracts and other appropriate forms of documentation. Documentation shall also show how it was determined whether the procurement was a purchase or a public works contract. For those items not subject to competitive bidding such as professional services, emergencies, purchases under State or county contracts or procurement from sole sources, documentation shall include a memo to the files detailing why the procurement is not subject to competitive bidding.

Statutory Exceptions from These Policies and Procedures

Except for procurement under state or county contracts, from agencies for the blind or severely handicapped, articles manufactured in correctional institutions or the items excepted by the Board as set forth in the paragraph entitled "Items Excepted from Policies and Procedures by Board," alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of the law.

Methods of Competition to Be Used for Non-Bid Procurement

The methods of procurement to be used are as follows:

For purchase contracts below \$20,000:

1. Under \$500, no quote required
2. \$501 to \$1,999, 2 verbal quotes;
3. \$2000 to \$7,499, 2 written quotes;
4. \$7,500 to \$19,999, 3 written quotes;
5. Over \$20,000, Formal Advertised Bid.

In all instances, references to catalogues and price lists may be substituted for obtaining verbal or written quotes.

For Public Works contracts below \$35,000:

1. Under \$4,000, no specific procedure;
2. \$4,000 to \$9,999, 3 verbal quotes;
3. \$10,000 to \$20,000, 3 written quotes;
4. \$20,001 to \$34,999, more than 3 written quotes.

Adequate Documentation

Documentation of actions taken in connection with each of the monetary levels set forth for purchase contracts or contracts for public works are as follows:

1. For verbal quotes, a completed Snyder Fire District Informal Bid Documentation form must be completed and submitted prior to Fire District purchase authorization.
2. For written quotations, a completed Snyder Fire District Informal Bid Documentation form must be completed and submitted prior to Fire District purchase authorization. On all written quotes the vendor must provide at a minimum the date, description of item or details of service to be provided, price quote and name of contract.

Requests for Proposals for Professional Services

All contracts for professional services will be awarded only after at least two professionals are contacted and asked to submit written proposals. Requests for proposals will be used as a means of obtaining the services of architects, engineers, accountants, lawyers and other professionals. The written proposal from the professional shall include a detailed description of the services to be rendered, the price, prior experience of the professional, highlighting special expertise, staffing and overall suitability for performing the services required.

Awards to Other Than Lowest Responsible Dollar Offerer

Whenever any contract is awarded to other than the lowest responsible dollar offerer, the reasons such an award is in the best interest of the fire district shall be documented as follows:

1. A written memorandum, to be maintained in the fire district files, from the procurement committee detailing the facts on which it recommended to the Board that the award be given to other than the lowest dollar bidder. For example, if a vendor submitting the lowest proposal has a history of not making deliveries on time or of delivering goods of inferior quality, such facts should be set forth in detail. In addition, a written memorandum from the fire district attorney, concurring with the procurement committee's recommendation, should be made part of the file.

Items Excepted From Policies and Procedures

The Board of Fire Commissioners sets forth the following circumstances when, or types of procurement for which, in the sole discretion of the Board of Fire Commissioners, the solicitation of alternative proposals or quotations will not be in the best interest of the Snyder Fire District:

1. Emergencies. These goods or services must be purchased immediately because seeking alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits. Where an emergency condition exists posing imminent danger to public health, personal safety, or public or private property, the Board is authorized to make purchases of goods or services, which may be necessary to meet the emergency condition without following the purchasing policy. In each case, where practicable, the fire district will endeavor to obtain, at a minimum, verbal quotations for the work or services necessary. All emergency purchases shall be reported to the Board of

Fire Commissioners as soon as practicable. In the case of a true emergency, the competitive bidding process may not need to be followed. An emergency is an urgent and unexpected situation where health and public safety or the conservation of public resources is at risk. Such situations may create a need for an emergency contract. The district's failure to properly plan in advance which then results in a situation where normal practices cannot be followed does not constitute an emergency. When such an emergency exists, the Treasurer must be contacted to request authorization to make an immediate purchase from a reputable vendor for the procurement of the necessary goods or services.

2. Procurement for which there is no possibility of competition, primarily sole source items.
3. Procurement of professional services which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation for bids.
4. Procurement for which solicitations of competitive bids would not be cost effective, such as purchase contracts below \$100 and contracts for public works below \$1,000.

Input from Officers

Comments concerning the policies and procedures will be solicited from the Chief of the Fire Department of the Fire District, the Treasurer of the Fire District and from any other officer of the Fire District involved in the procurement process prior to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

Annual Review

The Board of Fire Commissioners of the Snyder Fire District shall annually review these policies and procedures. The Chairperson of the Board of Fire Commissioners shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law §104-b shall not be grounds to void action taken or give rise to a cause of action against the Snyder Fire District or any officer or employee thereof.

Effective Date

These policies and procedures shall supersede the Procurement Policy that was adopted on November 16, 1993 and shall become effective as of the date of adoption as set forth below.

Resolution

Adopted on the Eighteen day of February, 2014 by unanimous vote of the Board of Fire Commissioners of the Snyder Fire District of the Town of Amherst, County of Erie, State of New York