



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 20th day of January 2026

PRESENT:

- Commissioners: Patricia Hudson-Chair
Bugbee, Griebner, Merrill, (Commissioner Tiberi was absent due to a call in progress)
- Treasurer: Mye
- Deputy Treasurer: Sciolino
- Secretary: Merrill
- District Clerk:
- Chief: Oliver
- Asst. Chiefs: Hudson, O'Connor
- Others:

Chair Hudson called the meeting to order at 7:33 p.m.

APPROVAL OF PREVIOUS MINUTES

Commissioner Hudson asked for approval of the minutes from the regular meeting held on December 16, 2025. A motion was made by Commissioner Bugbee to approve the minutes, and it was seconded by Commissioner Griebner. On the question, Commissioner Merrill noted several corrections to the minutes:

- Communication-background checks conducted for applicants Amanda Jones and Wendy Tomczak
- Bid for new 7-1: name of company supplying the winning is Thru-Way-Spring. It was incorrectly listed as Ready Body Works.
- The schedule of cash receipt and disbursements attached to the minutes incorrectly listed the month end date as October 31, 2025, and it should have been November 30, 2025.

Commissioner Merrill reported corrections were made and the revised minutes were ready for approval. Commissioner Bugbee revised his motion to approve the amended minutes and upon the motion made by Commissioner Bugbee, seconded by Commissioner Griebner, the following resolution was approved: Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the amended minutes from the regular meeting held on December 16, 2025.

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

Commissioner Hudson asked for approval of the minutes from the organizational meeting held on January 6, 2026. Upon a motion made by Commissioner Griebner, seconded by Commissioner Bugbee, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners approve the minutes from the organizational meeting held on January 6, 2026.

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

NEW MEMBER APPLICANTS

Commissioner Hudson reported that candidate for membership Amanda Jones was unable to be present for the meeting. She reviewed her application and discussion followed.

GENERAL PUBLIC COMMENTS

No comments were offered by members of the general public.

DEPARTMENT LIAISON

Commissioner Hudson reported new member Wendy Tomczak had been onboarded and assigned a mentor, and Brandon Probst resigned from membership.

Commissioner Hudson reported on the Department's fund drive and recent meat raffle to benefit the 1957 Ward LaFrance ladder truck restoration.

COMMUNICATION

Secretary Merrill reviewed the monthly correspondence:

Incoming:

Background checks returned from Amherst Police, Erie County Sheriff and JD Palatine for applicant Joshua Bandemer.

Affidavit from the Amherst Bee confirming the required legal notices were posted advertising bids were being accepted for an emergency lighting package for the new Rescue 7-1

Affidavit from the Amherst Bee confirming the required legal notice was posted announcing the Snyder Fire District 2026 organization meeting date

Affidavit from the Amherst Bee confirming the required legal notice was posted announcing the Snyder Fire District meeting dates in 2026.

Certificates of completion for the American Red Cross Basic Life Support training class received for multiple members. The certificates were filed in their personnel file.

Notification that members Paul Griebner, Floyd Hudson, Tim Oliver and Ryan Scavone attended the Catholic Health System OB lecture and mobile simulation training class. Copies of the certificates were placed in their personnel files.

Notification that Commissioner Paul Griebner successfully completed the American Red Cross First Aid, CPR, AED Instructor class. A copy of the certification was placed in his personnel file.

Notification that Firefighter Matthew Fortune successfully completed the New York State Principles of Instruction Class. A copy of the certification was placed in his personnel file.

Notification that Captain Zachary Polvino successfully completed the New York State Hazardous Materials First Responder Awareness course. A copy of the training certificate was filed in his personnel file.

Communication (continued)

Incoming:

Notification that Captain Zachary Polvino successfully completed the New York State Hazardous Materials First Responder Operations course. A copy of the training certificate was filed in his personnel file.

Notification that Assistant Chief Floyd Hudson successfully completed the New York State Apparatus Operator and Emergency Vehicle Operations course. A copy of the training certificate was filed in his personnel file.

Emergency Medical Technician provider certification received from Firefighter Graeme Guest. The certificate was filed in his personnel file.

Received letter of engagement from the Pinsky Law Group summarizing the terms for representing the Fire District for 2026.

Received letter from McNeil and Company informing the fire district that a recent cancer claim was paid out and the file was closed.

Received letter from McNeil and Company informing the fire district that insurance premiums will be increasing on several policies.

Letter from New York State Toll By Mail requesting toll payment for one of the district vehicles response to an incident

Copy of letters sent by Chief Oliver to Firefighters Graeme Guest and Christopher Robinson informing them they were suspended from duty and directed to report to the January board meeting for failing to meet fire district requirements in 2026.

Letter from Line Clerk Kremzier listing members failing to meet mandated requirements in 2025.

Request for the Rescue 7-1 lighting bid package received from Deltec, Inc. in Herndon, Va.

Request to use the training room and kitchen for a Mother's Day brunch on May 10th, 2026 received from Firefighter Michael Cessario

Notification from Chief Oliver that Truck 6's right rear marker light struck a mirror on a vehicle at Sheridan Drive and Harlem Road.

Newsletter from Erie County Fire Districts Officers outlining upcoming events and important information.

Request for beneficiary change form received from former member Richard Talmon, Sr. for his annuity LOSAP program.

Certificate of liability insurance received from Twin City Ambulance naming the Snyder Fire District as an additional insured.

Dues and roster request received from Erie County Fire District Officers Association.

Received verification that Secretary Thomas Merrill, Treasurer Charles Mye, Deputy Treasurer Christopher Sciolino and District Clerk Wendy Tomczak were administered the oath of office at the Town of Amherst Clerk's office.

Communication (continued)

Outgoing:

Letter from Commissioner Burt Bugbee reporting a minor accident he had while driving the ladder truck on a detail Christmas Eve.

Letter from insurance carrier McNeil and Company reported they opened a file on the ladder truck accident

Requests for background checks for applicant Joshua Bandemer sent to Amherst Police, Erie County Sheriffs and JD Palatine.

Letter to candidate for membership Wendy Tomczak informing her that she was approved for membership pending successful completion of her physical examination.

Notification sent to Tom Tiberi, Jerry Johnson, Tim Oliver, and Ryan O'Connor informing them that their request to use the training room and kitchen was approved.

Letter to Cappellino Chevrolet, Inc. informing them they were the successful bidder for the new Rescue 7-1 vehicle.

Letter to United Uniform Distribution, LLC informing them that they were the successful bidder for the Class B duty uniforms

Letter to Sewing Technology, Inc. informing them that they were not the successful bidder for the Class B duty uniforms.

Bid packages emailed to 10-75 emergency lighting and Deltec, Inc. and sent via U.S. Mail to FM Communications for the lighting package for new Rescue 7-1

Letters sent to Rev. John Gaglione (Chaplain), Bradley Pinsky (Attorney), Anders Sorensen (Custodian), Dr. Joseph Takats (Medical Director) and Adam Johnson (Facilities Manager) informing them of their District appointments to their respective positions for 2026.

Letters sent to Charles Mye, (Treasurer), Tom Merrill, (Secretary), Christopher Sciolino (Deputy Treasurer) and Wendy Tomczak (District Clerk) informing them of their District appointments to various positions for 2026 and instructing them to present themselves to the Amherst Town Clerk to take the oath of office.

Notice published in the Amherst Bee announcing the district's 2026 organization meeting date

Notice in the Amherst Bee announcing the Snyder Fire District regular meeting dates in 2026.

Notification made to Town of Amherst for publication on Town website and posting in clerks' office the district's 2026 regular meeting dates and times.

Notification made to the website administrator to publish the organization meeting date and time and the regular meeting date and times on the Fire District's website

Bid notification made to the Amherst Bee announcing the Fire District was accepting bids for the emergency lighting package for the new Rescue 7-1 vehicle

Letter emailed to Mr. Troy Schinzel, Commissioner of Erie County Parks, Recreation and Forestry, detailing the district's interest in the Westwood Country Club redevelopment.

Communication (continued)

Outgoing:

Beneficiary change form for annuity LOSAP program emailed to Richard Talmon, Sr. as requested

CONVENTIONS AND MEETINGS

Commissioner Griebner reported:

The Fire Department Instructors Conference is scheduled for April 20-25 in Indianapolis, Indiana. Discussion followed regarding attendees and Chief Oliver reported there were still slots available.

The National Volunteer Fire Council Training Summit is scheduled for June 26 & 27, 2026 in Arlington, Virginia. Commissioner Merrill is planning on attending.

The New York State Chiefs' Conference is June 10-13 in Syracuse, New York

INSURANCE

Commissioner Merrill reported on the accident involving Truck 6 on Christmas Eve. Discussion followed and he reported that the insurance carrier opened a case and we were still waiting to hear back from the vehicles owner regarding damage estimates and plans for repairs.

Commissioner Merrill reported insurance renewal invoices were received for the cancer coverage and the accident and health policy. The cancer insurance decreased and the accident and health policy remained the same. The invoices were included in this month's bills to approve for payment.

Commissioner Merrill brought forth for discussion the optional coverages available for two policies and discussion was held and it was decided to follow past practice and accept the spousal liability coverage and decline the terrorism coverage. Secretary Merrill will sign the insurance engagement documents and return them.

PROTECTIVE CLOTHING

Chief Oliver reported Arriannah Davis' Minitor radio had not been turned in yet and attempts to contact her were unsuccessful. The secretary was directed to mail her a letter requesting the Minitor back.

Chief Oliver reported he was meeting with former members Xavier Jones and Alex Lenegan to get their outstanding equipment back. Former member Brandon Probst still needed to turn in his uniform and Minitor radio.

UNIFORMS & RESPONSE CLOTHING

Chief Oliver reported that United Uniform would be sending sizing samples for the approved Duty Uniforms. Members will need to go directly to United Uniform to be properly fitted for the boots.

Chief Oliver reported sizing samples were received for the high visibility jacket order. Discussion followed and it was agreed that Snyder FD identification was required.

Chief Oliver submitted a report from the annual equipment inspection and noted some turnout gear repairs were necessary and some members required new boots.

LEASES & CONTRACTS

Commissioner Merrill reported he would be sending the signed engagement contract to Attorney Pinsky along with payment for services for the year 2026.

INFORMATION TECHNOLOGY

Commissioner Hudson reported the old computers and printer deemed obsolete at a previous meeting were all disposed of, except for the district secretaries. Commissioner Merrill reported he retrieved what was needed, and it was now OK to dispose of it.

Commissioner Hudson reported the district treasurer's printer was dated and in need of replacement. Upon a motion made by Commissioner Hudson, seconded by Commissioner Bugbee, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize the purchase of a computer printer for the Fire District Treasurer for an amount not to exceed \$650.00.

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

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

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorizes the disposal of the district treasurer's printer once the new one is received.

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

Commissioner Hudson reported on the two Spectrum accounts for TV and internet services. She reviewed the current accounts as well as various upgrade packages and associated costs. Upon a motion made by Commissioner Hudson, seconded by Commissioner Merrill, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize the chair to sign an agreement with Spectrum Business to purchase the TV Deluxe Package with two premium channels and associated set top boxes. In addition, the chair is authorized to sign a 60-month agreement for an ungraded internet plan guaranteeing 1 Gbps. The monthly cost to the fire district is anticipated to be \$430-\$470 per month which is closely aligned with the current monthly cost which provides for a much lower internet speed of 50 Mbps.

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

PHYSICAL EXAMINATION & MEDICAL PROGRAM

Commissioner Griebner reported the annual physical examinations are slated to be held in March. Information and a sign-up sheet for members receiving the exam at the firehouse is posted. A DOT physical examination is available for any members who desire to get it, however they will be responsible for the additional \$25.00 cost.

SERVICE AWARD COMMITTEE

In the absence of Commissioner Tiberi, Commissioner Merrill reported the 2025 service award report was received from the department and is ready to be approved and posted for the next 30 days. Commissioner Merrill introduced the following resolution:

In the matter of approving the 2025 certified points

WHEREAS, the Fire District is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the Snyder Fire Department in accordance with Article 11-A of the New York State General Municipal Law (GML); WHEREAS, as required by GML § 219-a(2)(c), the Snyder Fire Department has submitted the attached list, certified under oath, of active members of the Fire Department, indicating those volunteers who earned at least fifty (50) points during 2025 to qualify for service credit; WHEREAS, the certification made by the Fire Department includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Fire District to be in reflection of the activities performed by the active members; effect during calendar year 2025, and to the best of the knowledge of the Fire Department, is a true and accurate WHEREAS, GML § 219-a(2)(d) requires the Board of Fire Commissioners (Board) to review and approve the attached list, then return it to the Fire Department to be posted for thirty (30) days; and WHEREAS, the Board has completed its review of the attached list; NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners approves the attached list of volunteer firefighters of the Snyder Fire Department and the points earned by these firefighters during calendar year 2025; and be it further RESOLVED, that a copy of this adopted resolution and the attached list shall be returned to the Fire Department for posting for a minimum of thirty (30) days.

Commissioner Merrill raised the motion to approve, Commissioner Bugbee seconded the motion, and upon roll call the vote of the Board was as follows:

Commissioner Bugbe: Aye
Commissioner Griebner: Aye
Commissioner Hudson: Aye
Commissioner Merrill: Aye
Commissioner Tiberi: Absent

The resolution was thereupon declared duly adopted.

Secretary Merrill stated that the 2025 Service Award points listing will be posted in the club room from January 21, 2026 through February 21, 2026.

Commissioner Tiberi provided information that the service award fund performance for 2025 was +9.9 % and Firefly has launched a self service Participant Portal providing access to beneficiary forms, tax withholding information and various forms.

APPARATUS

Commissioner Bugbee reported:

Parts for the repair to Engine 3 are expected by the end of the month or early in February and work would begin immediately after they are received.

A seat sensor was repaired on Rescue 5.

The Streamlight charging problem was traced to batteries that needed replacement.

Apparatus (continued)

MagneGrip exhaust system connections for Engine 2, Rescue 5 and Rescue 7 required adjustments, magnets and batteries. The exhaust connections for the other rigs were also checked over.

A damaged marker light was repaired on truck 6

A compartment door sensor for Engine 2 (compartment L-2) needed replacement and the part is on order

The doorhandle on the right side of Rescue 5 needed replacement and was on order

There was a report that Rescue 7 was not charging properly. It was checked over by the mechanic, and he reported it was charging properly and the charger was working as designed. He will continue to monitor.

The Rescue 7 I-Pad charging cord was replaced and it was charging appropriately.

MASTER MECHANIC

Commissioner Bugbee had nothing to report.

HYDRANTS

Commissioner Bugbee reported he received the hydrant canvass for the direct service Erie County owned lines correctly indicating a total of 317 hydrants.

PURCHASING

Commissioner Hudson reminded board members that all invoices submitted for payment must be clearly marked to confirm receipt of the product, indicate that it is OK to pay, and it must be signed.

DISTRICT POLICIES

Commissioner Hudson reported there was no update on cleaning up the SOP/SOG's published on the district's website.

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

Be it resolved that the Snyder Fire District Board of Fire Commissioners amend their travel policy and authorize lunch to be a reimbursable meal expense when traveling on official fire district business.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Absent

District Policies (continued)

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

Be it resolved that the Snyder Fire District Board of Fire Commissioners amend their License Event Notification (LENS) policy to read: When a chief and/or the Snyder Fire District is notified by Lens of a license suspension or revocation, the driver is to be notified by the Chief or his/her designee in writing, with copy to the District, that their driving privileges are suspended until proof of license restoration is provided. In addition, that member shall be prohibited from driving a personally owned and/or operated vehicle directly to the scene of any dispatched incident.

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

Upon a motion made by Commissioner Merrill, 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:

- Michael Cessario for a Mother's Day brunch on May 10, 2026.

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

NEW APPLICANT(S)

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

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

INVENTORY, RECORDS MANAGEMENT, TESTING & FIXED ASSETS

Commissioner Merrill reviewed the discussion held with the District's insurance agent at the organizational meeting regarding the importance of regularly inspecting equipment and maintaining adequate documentation. He requested that the Chief ensure these practices are carried out properly and noted that there were instances in 2025 where required equipment checks were either not performed or not documented. The Chiefs and Board members were in agreement that these requirements must be met in 2026.

Commissioner Merrill reported that the turnout gear purchased in 2025 and recent boot purchases were not entered in Red Alert. Discussion followed and all agreed that a system needed to be in place to ensure inventory is properly logged and accounted for. Further discussion followed and the chief reported he would discuss it with the officers and come up with a system to ensure inventory entry and record keeping is kept up to date.

Inventory, Records Management, Testing & Fixed Assets (continued)

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 hose testing records were updated in Red Alert.

BUILDING AND GROUNDS

Commissioner Tiberi was absent, but left notice that:

Roof flashing and repointing was completed and damage caused by the recent roof leak will be completed when everything is adequately dry and quotes are received.

The gas valves were repaired on the ovens and flat-top unit and the appliances are in service.

He anticipates ordering one hose reel for the apparatus bay and installation and plumbing is expected to cost between \$500.00 and \$1,000.00. He is still having trouble securing a second quote.

He would like to schedule a meeting date to continue moving forward on the master plan project.

The dispenser for laundry Fire soap failed and the facilities manager is ordering a replacement and will install it.

The custodian deep cleaned the men's room in the truck bay. He is interested in doing more of this but understands we may still want supplemental cleaning by a contractor. He will propose a schedule.

The facilities manager is obtaining estimates for a preventative maintenance contract for the truck bay garage doors

He is putting together RFP's for waste collection and window washing

He is putting together a preventative maintenance schedule for building systems and components

Commissioner Merrill provided an update on the firehouse alerting system project. The punch list was reviewed with the installer, who hopes to finish the work soon. He has been dealing with several work-related challenges.

AMHERST FIRE ALARM OFFICE

Commissioner Merrill reported the new dispatcher was had completed his training.

CHIEFS' INSTALLATION

Upon a motion made by Commissioner Griebner, 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 the expenditure of \$175.00 for the purchase of uniform service bars to be awarded at the installation dinner in April.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Absent

CHIEF'S REPORT

Chief Oliver reported on the status of previously approved purchases.

Received: Dress uniform parts (January); replacement jacket; adult AED pads; reflective SCBA labels; TruFuel for chainsaws

Partially Received: EMS supplies; office supplies; dress uniforms (June) order)

Not Received: Firefighter boots (Olsen); firefighter gloves (7 pair); dress uniform parts (December)

Completed: Tires for vehicles 9, 9-1 & 9-2 & 5-1; New York State Fire Academy registration (Asst. Chief Hudson)

Chief Oliver requested the following:

1. \$250 for Office Supplies (Acct 24000)
2. \$500 for EMS Supplies (Acct 32000)
3. \$80 for the textbook: Chief Officer: Principles and Practices 3rd Edition for Fire Officer 4 course for Asst. Chief Hudson (Acct 34100)
4. An amount not to exceed \$362 plus shipping for pair of FF boots for FF Wendy Tomczak (Acct 36002)
5. An amount not to exceed \$1810 plus shipping for 5 pairs of FF Boots (replacement boots from Equipment Inspection) (Acct 36002) Boots are for members Bastedo, Cessario, Fortune, Tatta, and Tomczak
6. An amount not to exceed \$1012.50 for 100 FF T-Shirts for new members (Acct 29000)
7. Permission for the Fire District to cover the cost for active members to attend the annual driver safety course at a cost of \$30 per person. There is a \$450 minimum (15 members - Acct 34100)
8. An amount not to exceed \$2100 for 6 firefighters to attend GRIT on April 18th & 19th and 1 officer to attend the IC section of GRIT (Acct 34100)
9. An amount of \$30 per firefighter to attend the NYS Chiefs Association "Dangerous Spaces" Seminar. One class is April 16th in North Tonawanda and one class is October 6th at Grand Island (Acct 34100)
10. An amount not to exceed \$800 (\$200 per firefighter and/or officer) for 4 firefighters and/or officers to attend the 2026 NYS Chief's Association COLT Class on March 27th & 28th at Orchard Park (Acct 34100)
11. An amount not to exceed \$1625 (\$325/FF) for active members to attend the NYS Chief's Association "Beyond the Basics" course May 16th or 17th at Angola (Acct 34100).
12. An amount not to exceed \$75 for helmet front for Lt. Jacob Sorensen (Acct 36004)
13. Request approval for the following to attend FDIC in April: Chief Oliver, Asst. Chief O'Connor, Capt. Polvino and Capt. Oliver. After accounting for the 4 Commissioners that are going, (Commissioner Bugbee, Commissioner Griebner, Commissioner Merrill, Commissioner Tiberi) there are four extra registrations at the moment and no firefighters have responded back that they were interested in attending as of yet. (Acct 34001)

In addition, Chief Oliver reported:

1. During the Santa ride on December 24th, Firefighter Burt Bugbee was involved in a minor property damage only accident on Sheridan Dr (Westbound) while turning left onto Harlem Rd (southbound). There was damage to the driver's side mirror of the vehicle that was struck and a rear marker light on the officer side of Truck 6. A copy of the letter Burt submitted is attached.
2. Firefighter Dan Binda and FF Jacob Sorensen have been promoted to the open Lieutenant positions as of January 20th.

Chief's Report (continued)

3. Permission was granted for Firefighter Andrew Olsen to use district issued equipment for training at FDIC. Andy has paid for his registration and accommodations on his own and is not requesting district reimbursement. Just use of his equipment
4. He is in the process of making arrangements with United Uniform to discuss the duty uniform order.
5. Firefighter Dave Halm reported the loss of his Minitor pager while on a call on January 15th.
6. He is still working on getting clarification on the use of Igel Supraglottic Airways and Duoneb Treatments for a nebulizer.

Discussion followed regarding the boot request, members' responsibility to reimburse the District if they fail to attend a training class paid for by the District, and future Medical Director options.

OLD BUSINESS

Commissioner Merrill reported the office supplies were partially received

Commissioner Merrill reported the new Rescue 7-1 was ordered

There was no update on the development at Main Street and Chateau Terrace.

Commissioner Merrill reported a conference call was held between board members and representatives from Erie County Parks and Recreation to discuss the development on the former Westwood Country Club property and the needs of the Snyder Fire District. Per their request, a letter was sent documenting the District's requests.

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.

There was no update from the department concerning the Line of Duty death memorials.

Commissioner Merrill reported he was continuing to work past Commissioner Koeppel to connect the Department's fire alarm system directly to the Alarm Office.

Commissioner Merrill reported he completed drafting various job descriptions and he would be emailing them to the board members for review. After that he will 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.

Discussion followed regarding allowing the use of the exercise room by District employees. Commissioner Merrill reported any non-active member using the exercise room would be required to sign a waiver form provided by the District's attorney to ensure district workers comp or VFBL insurance would not apply if they were injured. Upon a motion made by Commissioner Griebner, seconded by Commissioner Bugbee, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize the use of the exercise room by paid District employees only after signing the VFBL and workers comp waiver form.

Bugbee: Aye

Griebner Aye

Hudson: Aye

Merrill-Aye

Tiberi: Absent

Old Business (continued)

Discussion followed concerning data overage charges on Second Assistant Chief O'Connors cell phone. Commissioner Merrill reported for an unknown reason, unlike the other phones, Assistant Chief O'Connor's cell plan did not include unlimited data and was part of a shared plan. Much more was paid in overage charges than for the cost of upgrading his plan to unlimited. Upon a motion made by Commissioner Merrill, seconded by Commissioner Bugbee, and after discussion was held, the following resolution was approved:

Be it resolved that the Snyder Fire District Board of Fire Commissioners authorize amending the monthly cell phone plan to include unlimited data for Assistant Chief O'Connor's cell phone for an additional \$6.99 per month.

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

More discussion followed and Commissioner Merrill reported he will continue to review and investigate the cellular plan.

NEW BUSINESS

Commissioner Merrill reported one bid was received for installing a lighting package on the new Rescue 7-1. The bid was advertised and proof of publication is in the file. Commissioner Merrill reported that the installation specifications were sent by US Mail to:

FM Communications, Inc.
1914 Colvin Blvd.
Tonawanda, NY 14150

Specifications were sent by email to:

10-75 Emergency Vehicles, Cheektowaga, NY and Deltec, Inc., Herdon, VA

One bid was received and it was from 10-75 Emergency Vehicles

Bid Total: \$30,170.15

Commissioner Merrill noted the bid is deemed proper and he turned it over to the chief to review to ensure it met the established criteria.

Commissioner Merrill stated it would be necessary to publish a permissive referendum to utilize apparatus capital reserve funds for the new Rescue 7-1 project. Upon a motion made by Commissioner Merrill, seconded by Commissioner Bugbee, and after discussion was held, the following resolution was approved:

By resolution dated the 20th day of January 2026, the Snyder Fire District has approved a resolution subject to permissive referendum to withdraw up to \$120,000.00 from its Apparatus Capital Reserve Fund in order to purchase a new vehicle (Silverado) and to outfit the vehicle with lighting and warning devices. Petitions requesting a referendum must be submitted to the secretary of the Snyder Fire District no later than thirty (30) days after the date of publication of this notice.

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

New Business (continued)

Commissioner Merrill reported he contacted a shredding services company to make arrangements to come to the firehouse in February to pick up documents deemed obsolete and disposable following the District's record retention policy. Upon a motion made by Commissioner Merrill, 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 the expenditure of up to \$320.00 for a shredding service company to come to the firehouse and properly dispose of documents following the Snyder Fire District's record retention policy.

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

Commissioner Griebner reported that it was necessary to purchase a new CPR instructor manual to be used for the department's CPR training classes. 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 authorize the expenditure of \$75.00 to purchase a 2025 CPR instructor manual

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

Commissioner Merrill noted that, as reported in prior communication, two members were suspended by the chief for failure to comply with Fire District policies related to drills and work details and were directed to appear before the Board this evening to address the deficiencies. Chief Oliver reported that Firefighter Robinson contacted him to let him know he was unable to attend due to work commitments, and he expressed a strong desire to remain as an active member. He attributed his deficiencies to personal hardships experienced over the past year. Chief Oliver reported numerous attempts to contact Firefighter Guest were unsuccessful and he also failed to return phone calls or respond to messages.

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

In consideration for the circumstances experienced by Firefighter Christopher Robinson in 2025 and his stated desire to remain an active member of the Snyder Fire Department, the Board of Fire Commissioners of the Snyder Fire District return Firefighter Robinson to active service. In addition to his service requirements in 2026, Firefighter Robinson is required to attend and participate in two (2) *additional* firematic drills and two (2) *additional* work details.

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

New Business (continued)

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

The Board of Fire Commissioners of the Snyder Fire District discharge from active service Firefighter Graeme Guest for failure to maintain training drill and work detail requirements in 2025, and for failure to appear before the board or contact the board to address the deficiencies.

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

Upon a motion by Commissioner Bugbee, 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 purchase requests by the chief for the amount of \$8,614.50:

- \$250 for Office Supplies
- \$500 for EMS Supplies
- \$80 for the textbook: Chief Officer: Principles and Practices 3rd Edition for Fire
- Officer 4 course for Asst. Chief Hudson
- An amount not to exceed \$362 plus shipping for pair of FF boots for FF Wendy Tomczak
- An amount not to exceed \$1810 plus shipping for 5 pairs of FF Boots (replacement boots from Equipment Inspection)
- An amount not to exceed \$1012.50 for 100 FF T-Shirts for new members
- An amount not to exceed \$2100 for 6 firefighters to attend GRIT on April 18 19 and 1 officer to attend the IC section of GRIT
- An amount not to exceed \$800 (\$200 /FF) for 4 FF's/Officers to attend the 2026 NYS Chief's Association COLT Class on March 27 and 28 at Orchard Park
- An amount not to exceed \$1625 (\$325/FF) to attend the NYS Chief's Association "Beyond the Basics" course May 16 or 17 at Angola
- An amount not to exceed \$75 for helmet front for Lt. Jacob Sorensen

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

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

Be it resolved that the Board of Fire Commissioners of the Snyder Fire District authorize payment of \$30 per active member attending the defensive driving course being hosted by the Snyder Fire District and an amount of \$30 per active member attending the New York State Chiefs Association "Dangerous Spaces" Seminar. Members signing up and failing to attend any of the training courses approved will be required to reimburse the cost to the Fire District.

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

New Business (continued)

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

Be it resolved that the Board of Fire Commissioners of the Snyder Fire District authorize Chief Timothy Oliver, Assistant Chief O'Connor, Commissioner Burt Bugbee, Commissioner Paul Griebner, Commissioner Thomas Merrill, Commissioner Thomas Tiberi, Captain Christopher Oliver and Captain Zachary Polvino to attend the Fire Department Instructors Conference in April. Use of the Fire District Credit card is authorized to pay for all registration, travel, lodging and per diem costs.

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

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

Be it resolved that the Board of Fire Commissioners of the Snyder Fire District authorize Firefighter Andrew Olsen to attend the Fire Department Instructors Conference in April.

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

FINANCIAL STATEMENTS REVIEW & RECONCILIATION

Commissioner Tiberi was not present but left notice that he completed the audit and review of financial statements for the month of December, and all appeared in order.

TREASURER'S REPORT

Treasurer Mye presented a preliminary 2025 financial report at the organization meeting on January 6th, 2026. He reported that he would be filing the Snyder Fire District annual financial report with the New York State Comptroller after discussion and input from the district's accounting service Lumsden McCormick, however it would be necessary to have an extension granted by the New York State Comptroller. 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 authorize Treasurer Mye to apply for an extension from the New York State Comptroller to file the 2025 financial report.

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

Treasurer's Report (continued)

Treasurer Mye reviewed the Fire District's funds activity and funds balances as of December 31st 2025 and a copy of the schedule of cash receipts and disbursements as of December 31st, 2025 is included as part of these minutes.

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

The Commissioners of Snyder Fire District, at their regular meeting on January 20, 2026 audited bills numbered 2026-001-2026-030 and authorize and direct the Treasurer to pay bills in the amount of \$123,628.11.

Furthermore, the Commissioners acknowledge and authorizes the payment of utilities, telephone, freight and other charges prior to audit in the amount of \$3,951.25 and payroll and related processing expenditures in the amount of \$7,341.34.

Bugbee: Aye

Griebner Aye

Hudson: Absent

Merrill-Aye

Tiberi: Absent

ADJOURNMENT

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

Bugbee: Aye

Griebner Aye

Hudson: Absent

Merrill-Aye

Tiberi: Absent

The meeting was adjourned at 09:17 p.m.

Respectfully submitted,

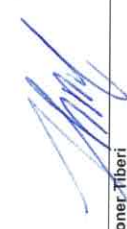


Thomas A. Merrill
Secretary

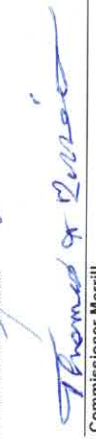
Snyder Fire District
 Schedule of Cash Receipts & Disbursements
 Dec-25

	<u>10001 M&T General Fund Checking (x- 8067)</u>	<u>NY Class - General NY-01- 1835-0001</u>	<u>NY Class - Capital Reserve Apparatus & Equipment NY-01-1835-0003</u>	<u>NY Class - Capital Reserve for Buildings NY- 01-1835-0004</u>	<u>NY Class TOTAL</u>	<u>Total</u>
Balance - December 1, 2025	52,043.42	876,862.45	671,982.58	520,865.10	2,089,710.13	2,121,753.55
<u>Receipts - December, 2025</u>						
Interest	-	2,767.03	2,120.51	1,643.86	6,531.20	6,531.20
M&T Bank Deposit - Insurance Settlement - Pumper Damage	53,233.25					53,233.25
Total Receipts	53,233.25	2,767.03	2,120.51	1,643.86	6,531.20	59,764.45
Beginning Cash & Receipts	105,276.67	879,629.48	674,103.09	522,508.76	2,076,241.33	2,181,518.00
<u>Disbursements - December, 2025</u>						
Commissioner Mtg. December 16, 2025 Bills Approved for Payment	51,957.56					51,957.56
Auto Pre-Payments in December, 2025	3,951.25					3,951.25
Payroll & Processing Fee in December, 2025	7,341.34					7,341.34
Total Disbursements	63,250.15	-	-	-	-	63,250.15
Transfers						
Cash Register Balance December 31, 2025	42,026.52	879,629.48	674,103.09	522,508.76	2,076,241.33	2,118,267.85

The Commissioners of Snyder Fire District, at their regular meeting on January 20, 2025 audited, reviewed and attest to the schedule of Cash Receipts & Disbursements and account balances for the month ending December 31, 2025



Commissioner Tiberti



Commissioner Merrill



Commissioner Griebner



Commissioner Bugbee



Chairman Hudson