



Chairman Klawitter opened the meeting at 7:00 p.m., and Secretary led the pledge to the flag. A moment of silence was observed in memory of Robert Burns Sr., father of Company President Robert Burns, and Kevin Przybyl, dispatcher for the West Seneca Police. Roll call was taken by the Secretary and the following were in attendance:

Attendance: Chairman David Klawitter
Co-Chairman Robert Safe
Commissioner William Cleary
Commissioner James Liberatore

Secretary/Deputy Treasurer Marlene Leone
Treasurer Shawn Martin

Chief Andrew Oscypala
1st Assistant Chief John Williams
2nd Assistant Chief Michael Baj

Excused: Commissioner Thomas Robertson

I. REPORTS

MINUTES

SAFE moved, seconded by **LIBERATORE**, to accept the Minutes of January 17, 2017.

Ayes: [4] Noes: [0] Motion Carried

NEW EXPLORER INTRODUCTION

Advisor Gullo submitted application of Liam Gibson, West Senior High School student. After administering the Oath, Gullo introduced Liam to the Commissioner Board. Chairman Klawitter thanked Gullo and welcomed Liam and his family to the Explorer Program.

EXPLORER REPORT

Advisor Gullo submitted the Explorer Report to the Board and discussed the upcoming events and fundraisers. Gullo acknowledged that the Explorers won 1st and 2nd place in the First Aid Rally. The results of the Valentine's Day raffle, and Explorers who will attend the Installation dinner was confirmed.

SECRETARY'S REPORT –

Correspondence Received/Sent

Received Vigilant Monthly bulletin (February 2017)

Prepared February 21, 2017 Agenda, and Regular Minutes (1/17/17) for Board approval.

Received copy of Report on Training from W. Cleary and D. Klawitter dated February 9, 2017.

Received copy of WSFD #6 of Risk Assessment Work Sheet (Emergency Escape), dated January 17, 2017 from Chief Oscypala.

Received correspondence from WSPD Chief Denz to Commissioners dated February 13, 2017.

Received correspondence from Erie County Comptroller S. Mychajliw to WSFD #6 Secretary, acknowledging recent officer appointments, dated January 17, 2017.

SECRETARY'S REPORT –
Correspondence Received Continued . . .

Received copy of a thank you letter for recent acknowledgement of officers, from W. Cleary to Erie County Comptroller S. Mychajliw, dated February 8, 2017.

Received executed Truck Room and Office Lease dated February 19, 2017 between Vigilant Fire Company and the West Seneca Fire District #6.

SAFE moved seconded by **LIBERATORE**, to accept the secretary's report as submitted.

Ayes: [4] Noes: [0] Motion Carried

II. DEPUTY TREASURER REPORT – Bank Statements

Reviewed bank statement and checks stubs available and no discrepancies were found. It was noted that Amato Fox had the some of the year end check stubs (2016 audit).

III. CHIEF'S REPORT – FEBRUARY 2017 (Attached hereto and made apart hereof)

DISCUSSION – Chief and Board

Chief discussed members who were OOS and it was determined that the Board with discuss matters of personnel with the Chief in executive session at the end of the meeting. The Chief reported equipment status and it was discussed with the Board the surplus gear and plan to dispose or possibly sell. Chief stated that he emailed an inventory to the Board. The Board requested that the Chief provide condition of gear. Discussion continued regarding upcoming trade show in Harrisburg PA. The Board agreed to provide cost of admission for members.

CLEARY moved seconded by **LIBERATORE**, to provide admission cost for up to 15 members to attend the FIRE EXPO, Harrisburg, PA, May, 2017.

Ayes: [4] Noes: [0] Motion Carried

SAFE moved seconded by **LIBERATORE**, to accept the Chief's report as submitted.

Ayes: [4] Noes: [0] Motion Carried

IV. VIGILANT FIRE COMPANY – LIAISON

DISCUSSION-Company and Board – Robert Burns President

Upcoming Events

Company's Installation Dinner will be held on February 25, 2017 in the Main Hall, final details were discussed with the Board. President Burns also discussed upcoming fundraiser on June 3, 2017 and requested district vehicles. The Board had concerns regarding safety in connection with the "Boot Drive" fundraiser. The Board requested the Company to provide a safety plan for the "Boot Drive" fundraiser the Company agreed. The Board agreed to approve vehicle use:

CLEARY moved seconded by **LIBERATORE**, to permit the use of District vehicles on June 3, 2017 from 11 a.m. to 5 p.m. for fund drive, qualified drivers to include call backs.

Ayes: [4] Noes: [0] Motion Carried

VIGILANT FIRE COMPANY – LIAISON Continued. . .
TRUCK ROOM AND OFFICE LEASE

President Burns stated that the lease was finalized and executed on February 19, 2017. He provided an executed Lease to Board Secretary (attached hereto and made apart hereof).

SAFE moved seconded by **LIBERATORE**, to accept report as submitted above by Vigilant Fire Company's Liaison, President Burns.

Ayes: [4] Noes: [0] Motion Carried

V. COMMISSIONERS DISCUSSION - MOTIONS/RESOLUTIONS APPROVED

CHAIRMAN KLAWITTER:

Chairman Klawitter stated that he reviewed the check statement with stubs available and all in order.

COMMISSIONER SAFE:

Commissioner Safe stated the ladder was tested and passed inspection and the generator outside was serviced.

COMMISSIONER CLEARY:

Oath of Office 2017

Commissioner Cleary requested Chief and Board Secretary to review the submission of all "oath of office" signed and submitted to Secretary.

Chamber of Commerce

He stated that the District now belongs to the WS Chamber of Commerce and a newsletter via email is available for anyone who would like it. He stated as members, we may submit upcoming events and noted that it is a great way to advertise in the Town.

Amato Fox 2016 Audit

He stated that the audit report was finalized and submitted by Amato Fox on behalf of the District.

Request For Proposals - bidding

He noted that RFP for professional services will need to be reviewed from current services we have and noted that there is a five year limit.

West Seneca Fire District Meetings

He noted that on February 16th WSFD officers held a unified response for major disaster and armed assaults and noted another Town meeting again on March 23rd. WSFD will hold a meeting on March 16th at 7pm at the Town to discuss the Town's ambulance contract.

AFFF Foam

He also discussed the AFFF foam due to expire, and if so by April it will need to be taken out of service and a group rate to purchase more is available.

Advanced Training Seminar

He and Klawitter attended the advanced commissioner training session on February 4th and it was very good and he will provide handouts for others. He stated that one important piece that was discussed was the responsibility of the Chief in charge of fire.

Polo T-shirt Purchase

He reviewed some quotes for purchase of polos and t-shirts and will continue to see if better prices are available and report to Board.

Audit Guidelines, Board Policy Manual, District Briefing Book

He also is working on two books for the District; one regarding highlights of past audits and helpful information to be available for future state audits and the other a manual compiling Board policies. He also discussed a briefing book to share the District's mission, history and activities as an easy reference and guide.

COMMISSIONER LIBERATORE

Physicals

Commissioner Liberatore stated that physicals have been scheduled for March 9, 2017 and that a reminder will be sent and that members will still need to take fit test even if they receive physicals from private providers.

Chiefs Jackets

He discussed the need of jackets for the Chiefs and thought it would be helpful to everyone to identify them. Discussion continued with the Board and Chief and it was determined a jacket that had both reflection and that could be worn for a couple of season. He stated that he researched it and the cost for most jackets run just under \$200. The Board agreed to purchase and the following motion was made:

LIBERATORE moved seconded by **CLEARY**, to purchase three Chiefs jackets not to exceed \$200 each, and that the jackets will meet all requirements and standards.

Ayes: [4] Noes: [0] Motion Carried

VI. TREASURER'S REPORT: JANUARY 2017 (Attached hereto and made apart hereof)

CLEARY moved, seconded by **SAFE**, to accept financial reports and list of invoices paid for January 2017, to #8821 - #8855 totaling \$224,927.87.

Ayes: [4] Noes: [0] Motion Carried

VII. TREASURER'S REPORT – Bank Statements

Treasurer Martin stated he reviewed existing check statements with stubs and no discrepancies found.

VIII. PUBLIC COMMENT

Chairman opened the meeting to public comment at 8:10 p.m. and there was no one wishing to speak, public comment was closed at 8:10 p.m.

IX. ADJOURNED

Chairman Klawitter continued the meeting in executive session as Secretary Pro Tem (form attached hereto and made apart hereof). Secretary Leone and Treasurer Martin were excused at 8:10 p.m.

SAFE moved, seconded by **LIBERATORE**, to adjourn the regular meeting at 8:10 p.m. and take a brief recess until 8:15 p.m., and go into executive session to discuss personnel matters.

Ayes: [4] Noes: [0] Motion Carried

RESPECTFULLY SUBMITTED,

Marlene Leone, Secretary

Next Regular Meeting
Tuesday, March 21, 2017
Vigilant Main Hall
666 Main Street, West Seneca NY 14224