

**WEST SENECA FIRE DISTRICT #6
Board of Fire Commissioners**



**REGULAR MINUTES
March 21, 2017**

Chairman Klawitter opened the meeting at 7:02 p.m., and Secretary led the pledge to the flag. A moment of silence was observed in memory of Jane Falkner, wife of life time member, William D. Falkner. Mrs. Falkner was also a charter member of Vigilant Fire Company Ladies Auxiliary. 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
Commissioner Thomas Robertson

Secretary/Deputy Treasurer Marlene Leone
Treasurer Shawn Martin

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

Mark C. Butler, Esq. (counsel for District)

Excused:

Commissioner Cleary welcomed Mark Butler, counsel for the District and introduced him to everyone at the meeting. Chairman Klawitter welcomed Mr. Butler and continued the meeting.

I. REPORTS

MINUTES

CLEARY moved, seconded by **SAFE**, to accept the Minutes of February 21, 2017.

Ayes: [5] Noes: [0] Motion Carried

SECRETARY'S REPORT –

Correspondence Received/Sent

Received Vigilant Monthly bulletin (March 2017)

Prepared the March 21, 2017 Agenda, and Regular Minutes (2/21/17) for Board approval.

Received WS Board of Fire Commissioners #5 correspondence dated February 27, 2017 to WSFD #6 Commissioners regarding D. Shanahan.

Received correspondence from R. Kishbaugh to Board regarding resignation, dated January 27, 2017.

Received EC Fire District Officers 2017 Directory.

SECRETARY'S REPORT –

Correspondence Received Continued . . .

Received copy of Amato Fox & Company statement for services dated March 16, 2017.

Received copy of The Whistle Stop invoice for Installation Dinner dated March 2, 2017 and the Installation chart of attendees.

Received copy of correspondence from C. Szumla to District/Company regarding resignation dated March 3, 2017.

Received copy of correspondence from J. Wasierski to District/Company regarding resignation dated March 5, 2017.

Received copy of correspondence from M. Wasierski to District/Company regarding resignation dated March 7, 2017.

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

Ayes: [5] Noes: [0] Motion Carried

II. DEPUTY TREASURER REPORT – Bank Statements

Reviewed bank statement and checks stubs available and no discrepancies were found.

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

DISCUSSION – Chief and Board

AFFF Foam

Chief and Board discussed the need for AFFF foam, most cost effective way to purchase, and best approach to dispose of expired foam. It was agreed that 20 gallons would be sufficient at this time.

Boot Drive

Chief and Board discussed the Boot Drive and insurance issues regarding this event. The Board noted that if an injury were to occur to any member while attending the Boot Drive the insurance carrier would not cover any costs.

The Board and Chief continued discussion and concluded that it would be in the members' best interest not to continue this event.

EMS Conference

Chief and Board discussed the upcoming EMS Conference to be held on April 21&22, 2017 in Buffalo. Chairman noted 5 members have signed up to attend. Chairman called for a motion to approve as follows:

KLAWITTER moved seconded by **CLEARY**, to approve up to five (5) members to attend the EMS Conference, Cheektowaga, New York, April 21&22, 2017 at the cost of \$95 per person.

Ayes: [5] Noes: [0] Motion Carried

There being no further items for discussion, Chairman called for a motion to accept the Chief's Report as follows:

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

Ayes: [5] Noes: [0] Motion Carried

(VIGILANT FIRE COMPANY – LIASION REPORT)

CHAIRMAN noted that Company's President was OOS due to medical reasons and VP Dombkiewicz was attending a training session.

Bank Statement Review - CHAIRMAN KLAWITTER

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

IV. COMMISSIONERS DISCUSSION - MOTIONS/RESOLUTIONS APPROVED

COMMISSIONER SAFE:

SAIA Mintor Radios

Commissioner Safe stated that he would like to update the radios for members (distributed based on call response) and provided the Board with a quote from Saia. He stated that he would recommend purchasing 10 (ten) Mintor radios as the cost \$381.79 each, plus batteries. The total cost to be approximately \$4,000. After Board discussion the Chairman called for the motion to approve the following:

SAFE moved seconded by **CLEARY**, to approve the purchase of 10 (ten) Mintor radios at the cost of \$381.79 each, plus batteries required, distribution of the new radios would be based on call response of members.

Ayes: [5] Noes: [0] Motion Carried

PNC Equipment Finance (Truck payment)

Commissioner Safe discussed whether the Board would be interested in paying off the truck loan before year end. Discussion continued with Board members and it was noted that early payoff would not result in any savings for the District and that at this time to hold off any early payoff as funds may be needed for some unforeseen expense. The Board agreed and will revisit this matter within the next few months, as payment before year end would provide a "clean" budget for 2018.

COMMISSIONER CLEARY:

Audit Guidelines – Oversight Binder

Commissioner Cleary distributed to the Board members an index of the Manual he prepared which contains information, guidelines and best practices to assist the District with preparation of required OSC fiscal and financial standards. This manual will be available to all Board members and he is working to provide it in an electronic format.

East Senior Day of Service May 19, 2017

Commissioner Cleary reminded the Board that high school students from East Senior will be available to perform duties as needed during their Day of Service. He stated that these students will attend a day with school resource staff assisting members in clean-up and other chores. He stated that drinks will be provided and he would also like to provide a lunch as well. The cost of lunch for the students as well as next week food items needed for open house would be purchased together. He estimated the cost for both days would be approximately \$800 and asked the Board to consider. Chairman Klawitter called for a motion to approve as follows:

CLEARY moved seconded by **SAFE**, to approve the purchase food items to provide lunch to East Senior students on May 19, 2017 and to provide food for the Open House at a cost not to exceed \$800.

Ayes: [4] Noes: [1] Robertson Motion Carried

Purchase T-shirts

Commissioner Cleary stated that he received a quote from Sports Stuff on Seneca Street to provide t-shirts to the company with printed Company logo as requested at the cost of \$9.00 each per 100 t-shirts. The Board agreed that this was a very good price and Chairman Klawitter called for a motion to approve:

CLEARY moved seconded by **LIBERATORE**, to approve the purchase of t-shirts as described (yellow) from Sports Stuff, at the cost of \$9.00 each for 100 t-shirts.

Ayes: [5] Noes: [0] Motion Carried

Active Shooter Meeting

Commissioner Cleary stated that there is an upcoming active shooter meeting on Thursday March 23, 2017. This meeting will include firefighters and police officers as well as other community members. He stated that the formation of a plan in place is moving slowly as there is a great deal of input from the many who attend. He will keep Board posted as to progress.

Electrical Circuit Tester with Light

Commissioner Cleary presented to the Board an electrical circuit tester with light for the Board consideration. He stated that he thought this would be a useful tool to purchase for its members. The Board discussed the item and agreed; Commissioner Cleary will provide further cost details at the next meeting.

COMMISSIONER LIBERATORE

Physicals

Commissioner Liberatore stated that 29 physicals have been completed and he will work with Chief to check on the status of a few members needed to complete the physical. He also stated due to personal matter, he would like the Board to meet in executive session to discuss.

Scott Packs and Masks

Commissioner Liberatore stated that he will research the cost of upgrading and replacing the Scott packs and masks and inventory those needed to be replaced and present a quote to the Board at the next meeting.

Fire Expo Harrisburg

Commissioner Liberatore stated he will be attending the upcoming vendor expo and asked that a "wish list" be made and available to him before attending.

Water Rescue Team

Commissioner Liberatore spoke regarding the lack of participation in training and member interest regarding the Water Rescue Team. After much Board discussion it was determined that for the safety of its members the Board at this time should suspend the Water Rescue Team. The Board and Chief will provide this information to its members and let them all be aware that due to lack of participation and for safety concerns, the Water Rescue Team will be suspended until further notice. It was agreed that the Chief will notify the authorities that WSFD#6 Water Rescue Team has been suspended. Chairman called for a motion:

LIBERATORE moved seconded by **CLEARY**, to officially suspend until further notice the WSFD #6 Water Rescue Team, suspending participation is due to lack of interest and safety concerns for members not properly trained; the Chief will notify Town and County regarding the suspension. Further Board review to lift the suspension will be based on member interest.

Ayes: [5] Noes: [0] Motion Carried

COMMISSIONER KLAWITTER
Non-Personnel in District Vehicles

Chairman Klawitter brought to the Board's attention that he felt this matter needed discussion. He was concerned about the non-personnel riding in District vehicles and the potential liability if an accident occurred while in the vehicle or at the scene of a call to the non-personnel in the vehicle. The Board and Chief continued lengthy discussion regarding concerns and it was determined to table this matter for further research and discussion. The Board sought input from the Chief and Commissioners regarding this matter and the concerns on this topic.

V. TREASURER'S REPORT: FEBRUARY 2017 (Attached hereto and made apart hereof)

CLEARY moved, seconded by **LIBERATORE**, to accept financial reports and list of invoices paid for February 2017, to #8856 - #8880 totaling \$92,582.22.

Ayes: [5] Noes: [0] Motion Carried

VI. TREASURER'S REPORT – Bank Statements

Treasurer Martin stated he reviewed existing check statements with stubs and no discrepancies found. He also stated that a new method of recordkeeping of financial documents has been created to better assist future audits.

VII. PUBLIC COMMENT

Chairman opened the meeting to public comment at 7:55 p.m. and there was no one wishing to speak, public comment was closed at 7:55 p.m.

VIII. VIGILANT FIRE COMPANY – LIAISON

Chairman Klawitter called on VP Dombkiewicz who was able to attend the meeting following his training session. The following was reported:

DISCUSSION-Company and Board –Vice President Ed Dombkiewicz

VP Dombkiewicz reported that President Burns is OOS (medical) and is recuperating. The Board wished President Burns a quick recovery.

MANDATORY CLEAN UP

VP Dombkiewicz stated that mandatory clean-up for all non-life members has been scheduled for April 1 & 2, 2017.

MEAT RAFFLE

VP Dombkiewicz stated that the Company's meat raffle was scheduled for Saturday April 8, 2017.

INSTALLATION DINNER

VP Dombkiewicz noted that the Company was in receipt of the District's check for the 2017 Installation Dinner.

Chairman thanked VP Dombkiewicz for attending the meeting and providing an update for the Board.

IX. EXECUTIVE SESSION

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 8:01 p.m.

SAFE moved, seconded by **LIBERATORE**, to adjourn the regular meeting at 8:01 p.m. and go into executive session to discuss personnel matters.

Ayes: [5] Noes: [0] Motion Carried

CLEARY moved, seconded by **LIBERATORE**, to adjourn the close the executive session at 8:26 p.m.

Ayes: [5] Noes: [0] Motion Carried

X. ADJOURNED

SAFE moved, seconded by **CLEARY**, to adjourn the regular meeting at 8:26 p.m.

Ayes: [5] Noes: [0] Motion Carried

RESPECTFULLY SUBMITTED,

Marlene Leone, Secretary

Next Regular Meeting
Tuesday, April 18, 2017
Vigilant Main Hall
666 Main Street, West Seneca NY 14224