

WEST SENECA FIRE DISTRICT #6
Board of Fire Commissioners



REGULAR MINUTES
April 18, 2017

Chairman Klawitter opened the meeting at 7:01 p.m., and Secretary led the pledge to the flag. A moment of silence was observed, 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 Thomas Robertson

Secretary/Deputy Treasurer Marlene Leone
Treasurer Shawn Martin

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

Excused: Commissioner James Liberatore

Chairman Klawitter stated that the Board received notification from FF Barbra Mann and FF John Gullo that they would no longer be the Senior Advisors for the Explorer Post #34. He welcomed FF Ryan Graves, who had agreed to accept the position. Chairman called for a motion to appoint FF Ryan Graves, Senior Advisor of Explorer Post #34:

CLEARY moved, seconded by **ROBERTSON**, to accept the appointment of FF Ryan Graves as Senior Advisor for the Explorers Post #34, effective immediately.

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

Graves presented the Board with the Explorer's Report for April (attached hereto and made apart hereof). The Board thanked FF Graves for his report and the Chairman administered the Oath of Office and he executed the Code of Ethics acknowledgement form and was provided the District's supporting documentation, in connection with the Explorer Post #34 Senior Advisor position.

Chairman Klawitter continued the regular meeting.

I. REPORTS

MINUTES

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

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

SECRETARY'S REPORT –
Correspondence Received/Sent

Received Vigilant Monthly bulletin (April 2017)

Received copy of correspondence to Commissioners from Amato Fox regarding attorney confirmation documents required for audit.

Prepared April 18, 2017 Agenda, and Regular Minutes (3/21/17) for Board approval.

Received correspondence to the Board and Company from FF B. Mann dated March 28, 2017, regarding resignation of Senior Advisor for the Explorer Post #34.

Received correspondence to the Board and Company from FF J. Gullo dated March 31, 2017, regarding resignation of Senior Advisor for the Explorer Post #34.

Received Conference Report from Commissioners Cleary and Klawitter regarding 9th Annual Fire & EMS Law Management Conference held March 30-April 2, 2017.

CLEARY moved seconded by **SAFE**, 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.

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

DISCUSSION – Chief and Board

Firefighter Injury/Illness Status

Chief and Board discussed the members status and it was agreed that further discussion to discuss personnel in executive session at the end of the meeting.

9-1 Vehicle repair/replacement

Chief and Board discussed the repairs needed to the 2012 Expedition; windshield, brakes, tires, tailgate, etc. It was determined that the Chief would provide quotes for repairing the vehicle.

Open House, Recruitment Advertisement - West Seneca Bee Ad – Pennysaver – Chamber website

Chief and Board discussed the information and need to publish an ad in the West Seneca Bee to advertise the upcoming Open House and Recruitment (attached hereto and made apart hereof). The Chief provided many ideas and options for the event. He stated that for no cost a Recruitment Trailer can be provided by the County. He also will solicit various local businesses to provide raffles for the event, and the Company will serve hot dogs with the assistance of the Ladies Auxiliary. He further stated that with the assistance of Board members, inventory surplus items which may be sold to the public. Other items to advertise the event was discussed, including a flyer printed by the Company for insertion into the Pennysaver and to contact WS Chamber to provide same to the website. The Chief will provide a draft of the flyer for Board review. Discussion with Chief and Board continued regarding "give-a-ways" such as fire extinguishers and provide demonstration. Chief agreed to contact the Amanda Hanson Foundation for provide a booth and safety information regarding CO detectors.

Chief's Requests

Chief and Board continued discussion regarding Chief's requests and it was agreed to add "not to exceed \$2,000" to item #1 from EMP as per attached quotes.

CLEARY moved seconded by **SAFE**, to accept the Chief's requests 1-6, as amended and submitted.

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

Chief called on 2nd Assistant Chief Michael Baj who provided information (attached hereto and made apart hereof), travel voucher, and authorization for Board Review. Baj stated the NYSAFC Conference to be held on June 14-17, 2017 offered elevator rescue, which he was very interested in and also thermal imaging as some of the conference courses. The Board appreciated 2nd Assistant Baj's presentation and stated that this type of training is needed and encouraged and Chairman called for a motion to approve:

CLEARY moved seconded by **ROBERTSON**, to approve 2nd Assistant Chief Michael Baj to attend the NYSAFC 11th Annual Conference, June 14-17, 2017, Verona, New York at a total cost not to exceed \$1,000.

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

Walkie-Talkies Radios

Chief and the Board continued discussion regarding the condition of radios and cost of replacement. Chief will provide quotes for Board.

Town Soccer Games

Chief and the Board discussed the upcoming summer games to be held at the Town Soccer Park. The Chief stated that he contacted WS Police Chief Denz and he will participate in the upcoming meeting regarding this event and provide feedback to the Board.

(VIGILANT FIRE COMPANY – LIASION REPORT) APRIL 2017

CHAIRMAN noted that Company's President was OOS due to medical reasons and VP Ed Dombkiewicz presented the Company's report as follows:

Lighting Contract

VP stated that contract has been signed with Rochester Contractor to update lighting both LED and florescent, which is an energy efficiency program savings at little cost to the Company as NYSEG will provide \$23,033.20 payment of the total cost of \$32,905.00, which leaves a balance of \$9,871.80 to be paid by the Company. The Board agreed that this was a great savings and appreciated the Company's securing the Contract.

Company Jackets

VP stated that the design was completed and thanked for input from Commissioner Robertson. A date for fitting will be held and he encouraged everyone who wished to receive a jacket to attend the scheduled fitting date, which will be provided soon.

Main Hall- Upcoming Events

VP stated that dates have been scheduled for the Fundraiser pull pork dinner on May 7, 2017. May 19, 2017 is East Senior High School Trojan Take Action day and he has planned some outdoor clean-up for the group. June 3, 2017 is Open House and a Darien Lake Family Picnic day has been scheduled. The Main Hall will be used for the following events: September 12, 2017 Board of Elections (Primary Day), November 7, 2017 general election and Company Meat Raffle date October 21, 2017.

Bids

Seneca Lawn service bid as provider for lawn services and he stated that at this time no bids have been secured for truck room flooring project. He stated that President Burns will follow up flooring bids with Board as he is expected to return next month.

Life Member Breakfast (Memorial)

VP and Board discussed Vigilant Life member breakfast event and inquired if Springbrook will be hosting the Memorial Breakfast in June. VP will provide further update for the Board.

Member Update

He stated that the Company received an application for new member and he would present to Board at next meeting.

IV. COMMISSIONERS DISCUSSION - MOTIONS/RESOLUTIONS APPROVED

Bank Statement Review - CHAIRMAN KLAWITTER

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

CHAIRMAN KLAWITTER:

9th Annual Fire & EMS Law Conference March 30-April 2, 2017 (report submitted)

Chairman Klawitter stated that he and Commissioner Cleary attended the Pensky Law Conference and felt it was very well presented and excellent information provided.

Computer equipment surplus

Chairman stated that there is a surplus of inoperable computer equipment that will be assessed by Bill Coughlin to determine salvage. He encouraged anyone who may have old equipment that needs to be salvaged to contact him or Bill to arrange drop off to Town. He stated that an inventory of all salvage equipment will be provided.

Explorers Uniforms

Chairman stated that there are 7 Explorers in need of uniforms (shirt, shorts and belt). He requested the Board to approve purchase. It was noted that the cost will be determined after some research to purchase shorts at another vendor, which will be provided to the Board. After discussion the Board agreed to purchase 7 uniforms.

SAFE moved seconded by **CLEARY**, to approve the purchase of seven (7) Explorer uniforms (shirt, shorts and belt).

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

COMMISSIONER SAFE:

FF Joelle Vanderwater

Commissioner Safe noted that Joelle Vanderwater had just completed her one year service as an active member of the Company. The Board congratulated FF Vanderwater and acknowledged her full active membership.

COMMISSIONER CLEARY:

T-shirts

Commissioner Cleary stated that the t-shirts are available and to see him if you would like one.

Amato Fox CPA

Commissioner Cleary stated that report back from Amato Fox was favorable and that further more detailed analysis will continue as rationale for expenditures and comparison to prior years continue. The Board will provide explanation as needed. Chairman Klawitter also reminded the Board that Amato Fox reviewed the voucher and to make sure everyone signs them. Commissioner Cleary stated that the justification box must also be completed.

Community Outreach Programs

Commissioner Cleary provided the Board a diagram of Community Outreach Programs, which call for member participation. He also provided a list of items for discussion to encourage more involvement and better relations in the community. He hoped that this will increase volunteers and provide a new approach.

Water Rescue Program

Commissioner Cleary discussed the possible need for a meeting for those who may wish to discuss the water rescue program and it was determined that those interested would meet separately to discuss this particular matter.

Financing - Chief Vehicle

Commissioner Cleary discussed the District's finances and possible future bonding options to allow a fiscally sound environment for the upcoming budget years. As the Board and Chief look to possible replacement of the Chief's vehicle, cost and affordability was targeted and possible purchase of a 2018 vehicle was discussed. Further financial options and research regarding the purchase of a Chief's vehicle was noted as Commissioner Safe and Chief will provide feedback.

RFP – Auditor

Commissioner Cleary stated that preparation of a RFP for a new auditor will be drafted soon.

Chairman called on the Chief who address the following:

Lockers

Chief stated that his employer U-HALL had recently required a building that had lockers which they do not need and were going to dispose of. The Chief inquired if the District would be interested in obtaining the lockers from U-Hall at no cost, they would be willing to donate. After discussion the Board agreed to accept the donation from U-Hall who will provide a letter of donation for the District, and agreed to the removable and re-keying costs involved. The Chief will provide further update to the Board regarding acquiring the lockers.

SAFE moved seconded by **CLEARY**, to accept the donation of 100 lockers from U-Hall Company, as stated in the letter of donation provided to the Board, at no cost to the District; all removal, and costs related to the combination lock and re-keying will be determined and approved by the Board, as well as placement of lockers.

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

TREASURER'S REPORT: MARCH 2017 (Attached hereto and made apart hereof)

CLEARY moved, seconded by **SAFE**, to accept financial reports and list of invoices paid for March 2017, to #8881 - #8899 totaling \$11,079.55, and approved payment for May 2017 of the following invoices: VFBL \$61,842.00, Cable \$98.17 and Workers Comp \$1,445.

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

V. TREASURER'S REPORT – Bank Statements

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

VI. PUBLIC COMMENT

Chairman opened the meeting to public comment at 8:40 p.m. and welcomed a student from Orchard Park Schools who was fulfilling his Participation in Government requirement. There was no one wishing to speak, public comment was closed at 8:41 p.m.

VII. 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 8:41 p.m.

SAFE moved, seconded by **CLEARY**, to adjourn the regular meeting at 8:42 p.m. and go into executive session to discuss personnel matters.

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

SAFE moved, seconded by **CLARY**, to close the executive session at 8:53 p.m.

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

VIII. ADJOURNED

SAFE moved, seconded by **CLEARY**, to close the regular meeting at 8:55 p.m.

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

RESPECTFULLY SUBMITTED,

Marlene Leone, Secretary

Next Regular Meeting
Tuesday, May 16, 2017
Vigilant Main Hall
666 Main Street, West Seneca NY 14224