

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



**REGULAR MINUTES  
June 20, 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 and 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  
Commissioner James Liberatore

Secretary/Deputy Treasurer Marlene Leone  
Treasurer Shawn Martin

Chief Andrew Oscypala  
1<sup>st</sup> Assistant Chief John Williams  
2<sup>nd</sup> Assistant Chief Michael Baj

Excused:

**I. REPORTS**

**MINUTES**

**SAFE** moved, seconded by **ROBERTSON**, to accept the Minutes of May 16, 2017.

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

**SECRETARY'S REPORT –  
Correspondence Received/Sent**

Prepared June 20, 2017 Agenda, and Regular Minutes (5/16/17) for Board approval.

Received correspondence from FF J. Baj regarding resignation of Company Bulletin Editor dated May 10, 2017.

Received correspondence dated June 4, 2017 from FF R. Walker to Board regarding address change.

Received an invitation to Board from Explorers, to attend the Explorer Family Picnic on Sunday, July 30, 2017.

Received Amato Fox & Company invoice dated June 1, 2017, noting payment in full.

Received correspondence from FF Swartz to Board regarding extension of probationary status dated June 2, 2017.

Received copy of correspondence – from Company Secretary Lehsten to Board of Commissioners regarding status of FF Swartz status dated June 15, 2017.

**SAFE** moved seconded by **CLEARY**, 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 – JUNE 2017 (Attached hereto and made apart hereof)**

### **DISCUSSION – Chief and Board**

#### **CHIEF REQUESTS**

##### **Personnel Matters**

Chief requested executive session at the end of the regular meeting with Board to discuss two personnel matters and the Board agreed.

#### **PURCHASES**

Chief and Board continued discussion regarding Chief's to purchase 55 gallon of Fire Out and name patches - quotes received from ElizaCo. After discussion with Board regarding 55 gallon drum and cost of delivery and justification, the following was approved:

**LIBERATORE** moved, seconded by **ROBERTSON**, to purchase Penetro-Wet Agent in 55 gallon drum at the cost of \$734.00 (attached hereto and made apart hereof); Chief will receive shipping costs and provide to Board before final order is placed.

*Ayes: [ 4 ] Noes: [ 1 ] CLEARY Motion Carried*

**LIBERATORE** moved, seconded by **ROBERTSON**, to purchase name patch (2) (attached hereto and made apart hereof) at the cost of \$178.

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

#### **9-1 Vehicle repair/replacement**

Chief and Board discussed the final repairs to 2012 Ford Expedition; it was discussed and determined that the Board will notice a permissive referendum to sell the vehicle and request bidders at the sale price of no less than \$10,000. The purchase of a new SSV vehicle was discussed and State bids were reviewed. The Board agreed to notice a permissive referendum to purchase a new SSV vehicle at the cost not to exceed \$40,000.

#### **Lockers**

The Board discussed placement of 50 lockers recently received from U-Haul Company. After discussion it was determined that approximately half of the lockers would be stored in basement and the others placed in water rescue area. The Board thanked Chief again for the U-Haul donation and agreed to send a thank note along with a plaque or token of appreciation in the near future.

*(VIGILANT FIRE COMPANY – LIASION REPORT) JUNE 2017  
NO REPORT PROVIDED COMPANY NOT REPRESENTED*

**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:**

**EMS Conference**

Chairman noted that he was unable to attend the Greater Buffalo EMS conference due to illness so he reimbursed the District the cost of the conference \$95.

**National Overhead Door**

Chairman provided the Board a proposal of preventative maintenance on 3 overhead doors and operators for the sum of \$380 (plus parts). After Board discussion it was agreed to approve the following:

**SAFE** moved seconded by **LIBERATORE**, to approve National Overhead Door preventative maintenance agreement (attached hereto and made apart hereof), for the sum of \$380.00 annually (plus parts), to include 3 overhead doors and operators.

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

**COMMISSIONER SAFE:**

**Explorers Report – R. Graves**

Commissioner Safe called on Advisor Graves to provide report of Explorers (report submitted to Board members-attached hereto and made apart hereof). Advisor Graves discussed online bank account for the Explorers and both he and Safe will have online password protect access. Other discussion continued regarding change in bylaws regarding 18-21 years of age members and the proper description to allow them stay with the unit and to assist the Explorers but not as Advisors. Graves also requested permission to purchase pins for the Explorers to acknowledge their accomplishments and the Board agreed. Graves requested the Explorers switch helmets to the yellow helmets currently not in use by the District. The Board agreed to transfer the yellow helmets to the Explorers and the following was approved:

**SAFE** moved seconded by **CLEARY**, to approve the transfer of yellow helmets to the Explorers Post.

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

**Chief Trucks (Purchase and Sale)**

Commissioner Safe as discussed the best price for a new chief vehicle was available on the New York State bid website. The Board agreed to move forward in the purchase of a new SSV Chief Vehicle through the State and to approve the sale of the 2012 Ford Expedition. He will assist in the bid process for the sale and the purchase of a new vehicle.

**Portable Radios**

Commissioner Safe stated that at the Harrisburg vendor event he purchased a glass cutter for use in drills and rescue. He also provided information regarding purchase of portable radios. After discussion with Board it was determined that he would contact FM and Sai to request demo models (Kenwood and Motorola) for testing of use and comparison.

**COMMISSIONER CLEARY:**

**Prep-Kit (go-to-bag supplies containing items for overdose calls)**

Commissioner Cleary discussed with Board and Chief to assemble a “go to bag” kit containing items with protection for members on calls for overdose situations. The Chief agreed to research and provide a bag for members.

**Amato Fox CPA**

Commissioner Cleary stated that the audit received from firm was in very good standing as indicated from their report, and he noted to the Board the recent LoSAP changes Fox recommendations to the District regarding the new rules under GASB-73.

**Communications Officer**

Commissioner Cleary stated that the best organizations have a well-trained foundation and communication that is properly shared with its members. After discussion regarding such need for improvement, he stated that he wished to discuss further in executive session the position of a communications officer.

**Truck Room Inspection August 9, 2017 – Electrical Testers and Food Truck Vendors**

Commissioner Cleary stated that he researched the cost of electrical testers with LED lights for members to be distributed at the annual truck room inspection on August 9, 2017 and further discussion regarding dinner. Commissioner Liberatore agreed to research food trucks to provide dinner to the members and will report back to Board. After discussion and further research of the electrical tester cost and product the following was approved:

**CLEARY** moved seconded by **LIBERATORE**, to purchase 40 electrical testers with LED light at the cost not to exceed \$20 each, to be distributed to members at the annual truck room inspection held on August 9, 2017.

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

**COMMISSIONER LIBERATORE:**

**Chief Vehicle – Purchase and Sale**

Commissioner Liberatore provided New York State bid website information regarding the purchase of a new SSV for Chief and after the Board agreed in the purchase price not to exceed \$40,000. Commissioner Liberatore also felt that to sell the current 2012 Ford Expedition for best value, and the Board also agreed to set out for notice of permissive referendum and bid price starting at \$10,000.

**LIBERATORE** moved seconded by **CLEARY**, to purchase a new SSV Chief Vehicle not to exceed \$40,000 from New York State Bid as advertised, which is subject to a permissive referendum pursuant to the provisions of Section 6-G of the GML of New York State, and to provide proper legal notice.

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

**LIBERATORE** moved seconded by **SAFE**, to sell SSV Chief Vehicle, 2012 Ford Expedition, at the minimum bid price of \$10,000, and reserves the right to reject any and all bids and to accept the best bid, which sale is subject to a permissive referendum pursuant to the provisions of Section 6-G of the GML of New York State, and to provide proper legal notice.

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

**Holmatro Rescue Equipment Purchase (attached hereto and made apart hereof).**

Commissioner Liberatore discussed with the Board Empire Emergency quote for two PUMPS (see attached) totaling \$11, 075.00 includes labor to covert tools (complete upgrade). After further Board discussion the following was approved:

**LIBERATORE** moved seconded by **CLEARY**, to approve the purchase of Holmatro Rescue Equipment (PUMPS) to convert current 3150 to EVO Battery Upgrade complete and current 3020 to EVO Battery Upgrade complete (see attached) for the total cost of \$11,075.00.

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

**RESCUE 12' Walk-Around Rescue – (attached hereto and made apart hereof)**

Commissioner Liberatore distributed to Board Maintainer Custom Bodies Rescue 12' Walk-around rescue brochure. After further discussion the he agreed to provide information to the membership and provide further feedback to the Board.

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

**CLEARY** moved, seconded by **SAFE**, to accept financial reports and list of invoices paid for May, 2017, to #8929 - #8957 totaling \$13,685.01.

*Ayes: [ 5 ] 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 8:45 p.m. and FF Casey spoke regarding the conversion of tools from spring to hydraulic. The Board thanked FF Casey for his input and the following motion was approved:

**SAFE** moved, seconded by **LIBERATORE**, to approve tool conversion from spring to hydraulic at the total cost of \$100 (\$50 per tool).

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

FF Graves spoke regarding the reimbursement made by Chairman Klawitter in the amount of \$95 as he was unable to attend EMS conference due to illness. After Board discussion it was determined that Travel Policy allows for payment due to circumstances such as illness. Chairman Klawitter wished not to accept a refund back from the District. The following motion was made:

**LIBERATORE** moved, seconded by **SAFE**, to approve the refund of \$95 to Chairman Klawitter, who provided said reimbursement payment to District, due to illness and unable to attend EMS Conference.

*Ayes: [ 4 ] Noes: [ 1 ] KLAWITTER Motion Carried*

**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 9:01 p.m.

**SAFE** moved, seconded by **LIBERATORE**, to close the regular meeting at 9:01 p.m. and go into executive session to discuss several matters of personnel.

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

**SAFE** moved, seconded by **CLEARY**, to close the executive session at 9:55 p.m., and returned to the regular meeting.

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

**VIII. COMMISSIONERS DISCUSSION CONTINUED – MOTIONS APPROVED**

**CLEARY** moved, seconded by **SAFE**, to remove Keith Swartz from the rolls of West Seneca Fire District #6.

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

**CLEARY** moved, seconded by **SAFE**, to create a new position of Communications Officer.

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

**IX. ADJOURNMENT**

**SAFE** moved, seconded by **LIBERATORE**, to close the regular meeting at 10:00 p.m.

**RESPECTFULLY SUBMITTED,**

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**Marlene Leone, Secretary**

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