

WEST SENECA FIRE DISTRICT #6
Board of Fire Commissioners



REGULAR MINUTES
July 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 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

Secretary/Deputy Treasurer Marlene Leone
Treasurer Shawn Martin

Chief Andrew Oscypala
2nd Assistant Chief Michael Baj

Excused: Commissioner James Liberatore
1st Assistant Chief John Williams

I. REPORTS

MINUTES

SAFE moved, seconded by **CLEARY**, to accept the Minutes of June 20, 2017.

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

SECRETARY'S REPORT –
Correspondence Received/Sent

Prepared July 18, 2017 Agenda, and Regular Minutes (6/20/17) for Board approval.

Received Commissioner Liberatore Association of Fire Districts of the State of New York certificate of completion of Commissioner Training Course dated June 27, 2017.

Received Assistant Chief M. Baj travel/training report regarding the 2017 NYS Association of Fire Chiefs Conference June 14-17, 2017 held at Verona, NY.

Received Mark C. Butler, Esq. statement of services dated July 5, 2017.

Received copy of NYS Dept. of Health correspondence, dated July 6, 2017 regarding Limited Service Laboratory Registration PFI Number T305.

Received copy of correspondence to K. Swartz from Chairman Klawitter regarding request for extension denied dated June 29, 2017.

SECRETARY'S REPORT –
Correspondence Received/Sent

Received copy of paid invoice from Bee Publications dated June 2017 regarding Open House publication.

Received description flyer regarding sale of 2012 Ford Expedition – requests for bids.

Received correspondence from Joelle Vandewater to Commissioners dated June 29, 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 – JULY 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 three personnel matters and the Board agreed.

Sale of 2012 Ford Expedition

Chief and Board discussed that the Board noticed a permissive referendum to sell the vehicle and request bidders at the sale price of no less than \$10,000, to date no bids were received. Chief noted that August 15, 2017 was the cut of date to receive bids.

Chief continued his report to the Commissioners and noted that Town Parade and Queen of Heaven Carnival was a success. There being no further business the Board moved on the following:

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

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

IV. VIGILANT FIRE COMPANY – LIASION REPORT) JULY 2017 – VP Ed Dombkiewicz

Life Member picnic

Vice President Dombkiewicz noted that July 20 at 4pm will be a Life member picnic.

Memorial Breakfast

Vice President also noted that a Memorial Breakfast hosted by Winchester Fire will be held on July 23, 2017 at Blessed St. Johns XXIII Church.

Jackets/t-shirts

Vice President noted that the jackets have been received, as well as the t-shirts for members.

VIGILANT FIRE COMPANY – LIASION REPORT) JULY 2017 – VP Ed Dombkiewicz

Continued. . .

Building Lights

LED lights are now all operational and replacement has been completed.

Fund drive – Fill the Boot

Reminder that the fund drive will take place on September 10, 2017 from 9am-noon and it was noted that a safety office was secured for this event.

Meat Raffle

He noted that the next meat raffle will be held on Saturday October 21, 2017. There was a change of date for this event.

Company Memorial Breakfast/Probationary Members uniforms

Chairman and the Board inquired if the Company may bring back the memorial breakfast for deceased members of Vigilant. Also further discussion with the Vice President and Board regarding probationary members in uniform. It was noted by Vice President Dombkiewicz that wearing uniforms or any Company attire during probationary status was permitted.

There being no further business to discuss the Chairman thanked Vice President Dombkiewicz for his report and it was accepted by the Board.

V. COMMISSIONERS DISCUSSION - MOTIONS/RESOLUTIONS APPROVED

COMMISSIONER SAFE:

Equipment

Commissioner Safe noted that rescue saw was received and now on truck. He also noted that Engine #1 air conditioning needs repair and is waiting for Repair Company response.

SEFU Trailer

Commissioner Safe stated that the cost to purchase and install an awning on the trailer was approximately \$1,800. After discussion the Board agreed to the following:

SAFE moved seconded by **CLEARY**, to purchase an awning from Colton RV for the SEFU trailer at the cost not to exceed \$1,800.00.

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

Chief Trucks (Purchase and Sale)

Commissioner Safe also noted that no bids were received at this time for the sale of the 2012 Ford Expedition. Discussed continued with the Board regarding possible trade-in for the truck. Further discussion regarding the purchase of a new Chief Truck, 2018 truck with SSV package, including lights, etc. would cost an estimated \$49,000. He noted that if the Board approved the purchase at the August meeting, and it would be available for delivery sometime in November.

12ft Rescue Truck

Commissioner Safe noted that the Truck Committee met regarding input to purchase a new 12ft Rescue Truck to replace 7-1. The Committee noted that cost may be approximately \$170,000, and they are inquiring with other Departments to compare similar vehicles they currently may have. Further research by the Committee will be conducted and report to the Board at next meeting.

FF Jordan VanDewater

Commissioner Safe noted that Jordan VanDewater completed his one year probationary period and is now a full member of the Company. The Board recognized Jordan VanDewater and acknowledged his full membership to the Company.

COMMISSIONER CLEARY:

Active Shooter meeting

Commissioner Cleary attended an active shooter meeting on July 13, 2017 and work continues to develop and approve a plan for the Fire Districts.

Member T-shirts

Commissioner Cleary noted that the members have been wearing their shirts in the community and at the fire hall and requested that more t-shirts be purchased to provide to the members, as it is a great way to easily identify the Company. The Board agreed and the following was approved:

CLEARY moved seconded by **SAFE**, to purchase 100 Company t-shirts (two colors) at the cost not to exceed \$1,000.

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

Truck Room Inspection August 9, 2017 – Electrical Testers

Commissioner Cleary stated that at the last meeting the Board approved purchase of electrical testers. Chief will purchase for the upcoming Inspection.

District Rules & Regulations

Commissioner Cleary stated that a draft has been completed of the Rules and Regulations and to approve the draft tentatively, and distribute to the membership to provide an opportunity for the members to comment. Once the final draft is approved, Commissioner will work with the Company to assist in combining the Rules and Regulations in alignment with the District.

CLEARY moved seconded by **SAFE**, to tentatively approve the District Rules and Regulations (attached hereto and made apart hereof), and to distribute to the membership for comments with final date of August 12, 2017.

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

COMMISSIONER KLAWITTER

Bank Statement Review - CHAIRMAN KLAWITTER

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

Personnel Matters-Return of District Equipment

The Board and Chief discussed several personnel matters and how to proceed to obtain equipment not returned by former members. The Board will continue discussion in executive session, and will determine the proper legal course of action regarding these former members.

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

SAFE moved, seconded by **CLEARY**, to accept financial reports and list of invoices paid for June, 2017, to #8958 - #8982 totaling \$17,146.40.

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

VI. TREASURER'S REPORT – Bank Statements

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

VII. PUBLIC COMMENT

Chairman opened the meeting to public comment at 7:50 p.m. and there being no one wishing to speak, he closed the public comment at 7:55 p.m.

VIII. 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 7:51 p.m.

CLEARY moved, seconded by **SAFE**, to close the regular meeting at 8:00 p.m. and go into executive session to discuss three matters of personnel.

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

CLEARY moved, seconded by **SAFE**, to close the executive session at 8:35 p.m. and return to the regular meeting.

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

Chairman Klawitter continued the regular meeting and the Board approved the following:

SAFE moved, seconded by **CLEARY**, to appoint Joelle VanDewater as Communications Officer.

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

IX. ADJOURNMENT

CLEARY moved, seconded by **SAFE**, to close the regular meeting at 8:40 p.m.

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

RESPECTFULLY SUBMITTED,

Marlene Leone, Secretary

Next Regular Meeting
Tuesday August 15, 2017
Vigilant Main Hall
666 Main Street, West Seneca NY 14224