



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
Commissioner William Cleary
Commissioner Thomas Robertson
Commissioner James Liberatore

Secretary/Deputy Treasurer Marlene Leone
Treasurer Shawn Martin

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

Excused: Co-Chairman Robert Safe
Chief Andrew Oscypala

I. REPORTS

MINUTES

CLEARY moved, seconded by **LIBERATORE**, to accept the Minutes of July 18, 2017.

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

SECRETARY'S REPORT – Correspondence Received/Sent

Received 2018 Fire District Budget Process outline for Board review and consideration from M. Butler, Esq. Prepared August 8, 2017 Budget Workshop agenda and August 15, 2017 Agenda, and Regular Minutes (7/18/17) for Board approval.

Received copy of correspondence to FF B. Mann from Chairman Klawitter regarding position of Communications Office for the Fire District, dated July 19, 2017.

Received Bid on August 8, 2017 for the sale of 2012 Ford Expedition from S. Skeldon, West Jefferson, Ohio Fire District.

Received Request for Proposal for Professional Auditing Services.

Received copy of three Performance Appraisals prepared by Chief for Board information.

Received copy of two New York State DMV letters addressed to former firefighters regarding surrendering of volunteer firefighter plates.

Received 2017/18 Budget Analysis prepared by Commissioner Cleary and distributed to Board.

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

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

II. BID RESULTS – Sale of 2012 Ford Expedition

Secretary confirmed that there was only one bid was received for consideration from West Jefferson Fire Department for the total of Twelve Thousand One Hundred Dollars (\$12,100). Chairman called for a motion to accept the bid of \$12,100 from West Jefferson Fire Department.

LIBERATORE moved, seconded by **CLEARY**, to accept the bid of Twelve Thousand One Hundred Dollars (\$12,100) for the sale of 2012 Ford Expedition to West Jefferson Fire District (Scott Skeldon, Chief) attached hereto and made apart hereof.

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

III. DEPUTY TREASURER REPORT – Bank Statements

Reviewed bank statement and check stubs returned and no discrepancies found.

IV. CHIEF’S REPORT – AUGUST 2017 (REPORT ATTACHED) 1st Assistant Chief Williams

DISCUSSION – Chief and Board

1st Assistant Chief Williams submitted the Chief’s report and after discussion the following was approved:

1. Purchase 15 sets of Extrication Gloves from DiVal Safety @ \$39 each.
2. Reimbursement of mileage submitted by Vigilant 9-2 – as a result of chief vehicle repair work.

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

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

V. VIGILANT FIRE COMPANY – LIAISON – VP Ed Dombkiewicz

Erie County Fair 8/11/17 and Upcoming events

VP Dombkiewicz reported that the Explorers received first place recognition at the Erie County Fair.

VP noted that the Taste of West Seneca will be held on September 3rd, and stated that the Boot Drive will take place on September 10, 2017. He confirmed the Meat Raffle will be held on Saturday, October 21st.

VP and Board discussed problems with access on the new website to obtain the monthly bulletin. He said he will look into it and report to the Board. Chairman inquired if the proper paperwork submitted by Company regarding the 2% State Insurance fund was completed and VP Dombkiewicz stated that he believed it was done and noted at the Board of Directors meeting, Chairman requested a copy and VP agreed to look into it. Chairman thanked VP for his report.

VI. COMMISSIONERS DISCUSSION - MOTIONS/RESOLUTIONS APPROVED

CHAIRMAN KLAWITTER

3rd Annual Training Event 9/30/17 – Speaker Timothy Sendelbach, Editor-in-Chief For Firehouse

Chairman stated that this event is open for pre-registration at the cost of \$10 per person, held at the West Middle School for anyone who wished to attend at the cost of the District. This event is sponsored by the West Seneca Disaster Preparedness Office and a sign-up sheet will be available.

NYS Vital Signs 2017 EMS Conference – Rochester NY October 28-29, 2017 (two day)

Chairman stated that registration is available for this upcoming conference. The Board discussed the conference dates, use of District vehicles, who may be interested in attending and overnight accommodations. The Board agreed that this conference would be valuable to EMTs and first responders and the following was approved:

ROBERTSON, moved seconded by **LIBERATORE**, to approve attendance at the 2017 Vital Signs Conference, October 28-29, 2017, Rochester, NY at the cost of \$195 per person (registered before September 18, 2017), for any EMT or first responders. (conference form attached hereto and made apart hereof).

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

COMMISSIONER CLEARY

Request for Proposals for Professional Auditing Services (RFP)

Commissioner Cleary distributed RFP for auditing services for Board review and discussion. It was determined that in accordance with Government Auditing Standards issued by the Comptroller General, RFP legal notice shall be published one time in the Bee Newspaper. After discussion the Board approved the following:

CLEARY, moved seconded by **LIBERATORE**, to prepare legal notice for Request for Proposals for Professional Auditing Services, in accordance with the Government Auditing Services issued by the Comptroller General, to be published one time in the West Seneca Bee Newspapers at the next available publication date. (RFP attached hereto and made apart hereof).

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

Request for Proposals (RFP)

Commissioner Cleary stated that other RFP for professional services will be required and he will continue to update Board on those services. All RFP requirements going forward will be noticed at the Organizational meeting.

Rules & Regulations

Commissioner Cleary noted that the Rules and Regulations were distributed last month to the membership and that comments regarding any notable changes were discussed. The Board concluded that the current Rules & Regulations as submitted were sufficient and the Board approved the following:

CLEARY, moved seconded by **LIBERATORE**, to accept the West Seneca Fire District #6 Rules & Regulations as submitted (attached hereto and made apart hereof); in accordance with Section 176 of New York State Town Law, and to make available to all membership as required, in the following formats; District website, booklet form and thumb drive access. These Rules & Regulations adopted hereto shall supersede any and all prior rule or regulation, and any policy, procedure, or directive that conflicts herein.

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

2017-18 Budget Analysis

Commissioner Cleary stated that the Board held a budget workshop on August 8th and he distributed written analysis to the Board based on that meeting. Discussion continued regarding when the Town anticipated release of fund amount. Treasurer stated that he should be notified by the end of August and will provide information to the Board when it becomes available.

Sealant for Front Ramp

Commissioner Cleary stated that sealant is needed to be applied to the front ramp. The Board agreed and the following was approved:

CLEARY, moved seconded by **LIBERATORE**, to purchase sealant for the front ramp at the cost not to exceed \$1,200.

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

State Wide Open House – October 7-14, 2017

Commissioner Cleary stated that there is a state-wide open house dates from October 7-14, 2017 and would like to solicit personnel help to participate at that time, emphasizing recruitment. He stated that possible advertisement in the Bee Newspaper and purchasing banners and fire prevention items would be needed. He estimated that costs would not exceed \$5000 and that there are funds available in the Fire Prevention Account for an Open House. After Board discussion the following was approved:

CLEARY, moved seconded by **ROBERTSON**, to participate in the State-Wide Open House event, and to purchase fire prevention items, paid advertisement and related items, in connection with Open House held (October 7-14, 2017 date to be determined) at the cost not to exceed \$5,000.

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

ARGO Stoke baskets

Commissioner Cleary discussed the need for new foldable stoke baskets and discussion with the Board regarding options available and research needed regarding costs and type. Discussion also continued regarding ARGO training and 2nd Assistant Chief Baj agreed that he would like to begin training soon. Commissioner Liberatore stated that General Welding may be able to assist in preparing the stoke baskets for the ARGO but agreed more research is needed.

Commissioner Cleary noted that an executive session was needed to discuss matters of personnel in connection with the Explorer Post. The Board agreed to an executive session following the regular meeting.

COMMISSIONER ROBERTSON

2017 Vital Signs Conference – Rochester NY October 28-29, 2017

Commissioner Robertson stated the 2017 Vital Signs conference would be a good conference to attend provided overnight hotel costs to the Board (\$154), who agreed to cover the cost of anyone wishing to attend and stay one night.

ROBERTSON moved seconded by **LIBERATORE**, to approve hotel accommodations (one night) at the cost of \$154 in connection with the 2017 Vital Signs Conference, October 28-29, 2017, Rochester, NY. (hotel information attached hereto and made apart hereof).

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

COMMISSIONER LIBERATORE

DiVal Inspection

Commissioner Liberatore stated that the annual DiVal inspection was completed and all passed.

VII. TREASURER'S REPORT: JULY 2017 (ATTACHED)

CLEARY moved, seconded by **ROBERTSON**, to accept financial reports and list of invoices paid for July 2017, to #8983 - #9008 totaling \$10,516.81.

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

VIII. TREASURER'S REPORT – Bank Statements

Reviewed bank statement and check stubs returned and no discrepancies found.

IX. PUBLIC COMMENT

Chairman opened the public comment at 7:49 p.m. and the following spoke:

1. 2nd Assistant Chief Baj stated that he would like approval for Vigilant to host a two day class (8 hour sessions), at no cost to the District, to be held on Saturday and Sunday next year (Jan-May 2018). The Board agreed and 2nd Assistant Chief Baj will obtain further information from the New York State Association of Fire Chiefs. The Board also agreed with 2nd Assistant Chief Baj's request to work with other Fire Districts and set a table for recruitment at the Taste of West Seneca, September 3, 2017.
2. Commissioner Cleary noted that on August 17, 2017 at 7pm an "Active Shooter" meeting will be held at Seneca Hose. He also stated that t-shirts are available at the District office.

There being no others wishing to speak the Chairman closed the Public Comment at 7:57 p.m. and continued the meeting.

X. EXECUTIVE SESSION

CLEARY moved, seconded by **LIBERATORE**, to close the regular meeting at 8:00 p.m. and go into executive session to discuss matters of personnel in connection with the Explorer Post.

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

ROBERTSON moved, seconded by **CLEARY**, to close the executive session at 9:25 p.m.

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

XI. ADJOURNMENT

CLEARY moved, seconded by **LIBERATORE**, to adjourn the regular meeting at 9:26 p.m.

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

RESPECTFULLY SUBMITTED

Marlene Leone, Secretary

Next Regular Meeting
Tuesday, September 19, 2017
Vigilant Main Hall
666 Main Street
West Seneca NY 14224