

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



**REGULAR MINUTES
September 19, 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 in memory of the 343 first responders who lost their life on September 11, 2001. 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
1st Assistant Chief John Williams
2nd Assistant Chief Michael Baj

Excused:

I. REPORTS

MINUTES

SAFE moved, seconded by **LIBERATORE**, to accept the regular Minutes of August 15, 2017 and the Budget Workshop minutes of August 8, 2017.

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

SECRETARY'S REPORT –

Correspondence Received/Sent

Prepared September 19, 2017 Agenda, Regular Minutes (8/15/17) and the Budget Workshop Minutes (8/8/17) for Board approval.

Received correspondence from Strykersville VFD to Commissioners dated August 28, 2017 regarding Certificate of Need - letter of support. Completed letter of support and sent to Strykersville VFD.

Received copy of letter sent to NYS Local Retirement System from Chairman Klawitter dated September 1, 2017 regarding verification of employment.

Received Attorney M. Butler invoice for professional services dated September 1, 2107.

Received copy of resignation letter of Pearl Guerin to District and Company dated September 1, 2017.

SECRETARY'S REPORT –
Correspondence Received/Sent

Received print out of NYS Real Property Town of West Seneca Special District Summary dated September 1, 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 check stubs returned and no discrepancies found.

III. CHIEF'S REPORT – SEPTEMBER 2017 (REPORT ATTACHED)

DISCUSSION – Chief and Board

Chief submitted as amended (one request only), and after discussion the following was approved:

1. Request to purchase (30) thirty new PFD's and (30) thirty rope throw bags from Dive Rescue @ \$8,468.70, plus shipping (quote attached).

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

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

SEFU trailer awning

Chief noted that the order was in progress and Commissioner Liberatore stated that he will contact vendor to check on status and installment of awning.

Equipment

New boots received and invoice sent to District #2 directly from vendor. Portable Power Unit has been cleaned and repaired at no cost and the Multi Gas Detector from R7 OOS has been sent to Dival for repair estimate.

IV. VIGILANT FIRE COMPANY – LIAISON – no report

Chairman noted that Liaison for Company was not in attendance.

V. COMMISSIONERS DISCUSSION - MOTIONS/RESOLUTIONS APPROVED

CHAIRMAN KLAWITTER

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

Chairman stated that five members will be attending the conference and he will prepare travel authorization for members.

Board Room Projector Equipment

Chairman noted that the projector in the Board room is in need of repair or replacement, the current equipment was at least 20 years old. The Board and Chief discussed options regarding the use of the equipment and more efficient. After some review of costs, installation and availability, the Board agreed that replacement of the current

equipment with a SMART TV was a better option for the board room than the current projector. The Chairman also noted that the board room and equipment is used more often for CME training which falls under District cost, and that he would solicit the Company to contribute a percentage of the total cost. The Chairman also noted that the District would need Company authorization on this project to remove and replace the current system. The Chairman called for the following motion:

SAFE, moved seconded by **CLEARY**, upon the authorization from the Company, to purchase a SMART TV, remove and replace the current projector system in the Board Room, and to solicit the Company to contribute 25% of the entire project, at the cost not to exceed \$5,000.00 (five thousand dollars), which will include removal of current system, replacement of SMART TV and installation by a qualified installer for the entire project.

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

COMMISSIONER SAFE

Commissioner Safe noted that the District received FF Pearl Guerin's resignation from the Company and the Board agreed to accept as follows:

SAFE, moved seconded by **LIBERATORE**, to accept the resignation of FF Pearl Guerin, effective immediately, from WS Fire District #6.

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

Explorer Report – R. Graves

Advisor Graves presented the Board with his financial report, a copy was provided to Commissioner Safe. He noted that the Post's current checking and savings accounts are linked and there are no additional fees to keep both, regardless of inactivity. He will continue to deposit a small amount into the savings account as it becomes available. He reviewed the upcoming Drills (changed of date to September 24) and Graves invited the Board to attend. This Drill will include live participants and Graves stated other Chiefs in the area of his home have been notified of the Drill. He also stated that the advisors have researched fundraising options and proposed a raffle for Salvatore's dinner/hotel package for Board approval. After discussion with Board the following was approved:

SAFE, moved seconded by **LIBERATORE**, to approve Explorer Fundraiser raffle for Salvatore's Dinner/Hotel Package, to help defray costs of the Post.

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

Graves continued his Explorer Report and noted a few resignations from the Post due to college and other commitments. He also stated that the Ellicottville trip was a great success and that the upcoming December outing at Sky Zone has been secured and that all Explorers permission slips must be in place before attending. He also noted that he has been contacted by the Boys Scouts of America and a meeting to discuss how their organization may assist the Explorers.

COMMISSIONER SAFE REPORT – Continued

Commissioner Safe noted that two bids were received for the purchase of a Chevrolet Tahoe (SS 4 WD Chief vehicle), which he stated that the State Bid received from DeNooyer in Albany for a 2017 Tahoe was \$40,149.00 and that the West Herr Orchard Park, New York for a 2018 Tahoe was \$38,690.60 (SS 4WD Chief vehicle),

(quotes attached hereto and made apart hereof). After Board discussion it was noted that West Herr was the most cost efficient and that the vehicle was also next year's model. The Chairman called for a resolution to adopt the following:

RESOLUTION TO PURCHASE 2018 CHIEF VEHICLE (SSV 4WD Chevrolet Tahoe)

WHEREAS, the Board of Fire Commissioners of the West Seneca Fire District No. 6 having previously approved by permissive referendum, to purchase a new Chief Vehicle from the previously established Capital Reserve Fund; and careful consideration of two bids received;

NOW, THEREFORE IT IS

RESOLVED, that the Board of Fire Commissioners of the West Seneca Fire District No. 6 does hereby approve the purchase of the 2018 Chevrolet Tahoe SSV 4WD Chief Vehicle from West Herr, Orchard Park, New York, for the total purchase price of \$38,590.50 (thirty-eight thousand, five hundred ninety dollars and fifty cents).

ROBERTSON moved, seconded by **LIBERATORE**, and the Board of Fire Commissioners voted as follows:

Chairman Klawitter	YES
Commissioner Cleary	YES
Commissioner Liberatore	YES
Commissioner Robertson	YES
Commissioner SAFE	YES

The foregoing resolution was thereupon declared duly adopted and unanimously approved by the voting power of such Board of Fire Commissioners.

COMMISSIONER LIBERATORE:

Argo Stretcher carrier

Commissioner Liberatore presented to the Board quote regarding the purchase of an Argo stretcher carrier and that the quote includes a kit for the purchase price of \$1,979.10 (attached hereto and made apart hereof). He noted that the stretcher kit is from Argo and that the cost is the same from other suppliers. He also researched the cost of installation which he estimated around \$200, and recommended both the purchase and installation. The Chairman called for approval of the following:

LIBERATORE, moved seconded by **SAFE**, to approve the purchase of Argo Stretcher Carrier 850-300-ACC Kit, for the purchase price of \$1,979.10, and the cost of installation for the total cost of Carrier Kit and installation not to exceed \$2,500 (two thousand five hundred dollars).

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

Supplies/Equipment

Commissioner Liberatore stated that during storm related emergencies non- perishable food and universal cell phone charges are in demand. He stated that the District food supply is low and noted that a universal cell phone charger may be of great use during a storm. After Board discussion with FF R. Graves who stated had some options for food for the Board to consider, Commissioner Liberatore would continue research on obtaining non-perishable food possibly and purchase options of a charger for the District and will report findings to Board.

COMMISSIONER CLEARY:

Request for Proposals for Professional Auditing Services (RFP)

Commissioner Cleary stated that he anticipated to receive an application soon and will present to the Board. At this time only one Audit Service Professional inquired.

VI. TREASURER'S REPORT: AUGUST 2017 (ATTACHED)

CLEARY moved, seconded by **SAFE**, to accept financial reports and list of invoices paid for August 2017, to #9009 - #9031 totaling \$19,563.97.

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

VII. TREASURER'S REPORT – Bank Statements

Treasurer reviewed bank statement and check stubs returned and no discrepancies were found. He also stated that he filed the proposed 2018 Budget of \$660,000.00 to the West Seneca Town Clerk.

VIII. PUBLIC COMMENT

Chairman opened the public comment at 8:0 p.m. and the following spoke:

1. 2nd Assistant Chief Baj stated that he would like approval for Vigilant to use the fire trucks for a Company Photo and the Board agreed.
2. FF Graves, Explorer Advisor noted that Joelle Vanderwater will be holding a Fire Prevention Recruitment on October 14, 2017. The Board and FF Graves discussed the possible Halloween event (10/31) to be hosted by the Explorers and further update will be provided to the Board by Advisor Graves.

There being no others wishing to speak the Chairman closed the Public Comment at 8:03 p.m. and continued the meeting.

Chairman Klawitter 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.

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 8:00 p.m.

SAFE moved, seconded by **CLEARY**, 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: [5] Noes: [0] Motion Carried

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

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

X. ADJOURNMENT

CLEARY moved, seconded by **SAFE**, to adjourn the regular meeting at 8:36 p.m.

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

RESPECTFULLY SUBMITTED

Marlene Leone, Secretary

Next Regular and Budget Hearing Meeting
October 17, 2017
NOTE: START TIME 6PM regular meeting immediately follow
Vigilant Main Hall
666 Main Street
West Seneca NY 14224