



West Seneca Fire District, No. 6

666 Main Street

West Seneca, NY 14224

Ofc: 674-1453 Fax:677-5510 Website: www.vigilantfire.com

ORGANIZATIONAL MINUTES

January 01, 2017

As required and pursuant to Town Law Sec. 174, sub paragraph 2, Commissioner Robert Safe called the Organizational Meeting to order at 10:00 A.M. on January 01, 2017; Secretary, pro-tem, Marlene Leone lead the Pledge of Allegiance followed by 30 seconds of silence in lieu of an invocation in honor of all members living and deceased and/or for personal intercessions. Secretary pro-tem noted it was agreed to at the Pre-Organizational Meeting on December 22, 2016, Robert Safe will act as temporary Chairman until such time as the 2017 Chairman of the Board is chosen. Secretary posted the date and time of the meeting in the West Seneca Bee as evidenced by reading the notice in the newspaper and directive order to post the announcement in the Bee.

Robert Safe calls for ROLL CALL by Secretary pro-tem, Marlene Leone

	Present	Absent	Excused w/reason
Robert Safe	x		
Thomas Robertson	x		
William Cleary	x		
David Klawitter	x		
James Liberatore	x		

Report by Secretary pro-tem of Commissioner Election of December 13, 2016; Commissioner Swearing-In

Secretary pro-tem reported on election results of December 13, 2016: James Liberatore won with 16 out of 16 uncontested votes, and the results were recorded with the Erie County Board of Elections and West Seneca Town Clerk. Commissioner Liberatore must sign the West Seneca Town Clerk's Oath Book within 30 days.

James Liberatore sworn in as Commissioner by District's Attorney, John Molloy, Esq. (*I, James Liberatore, do solemnly swear that I will support and defend the Constitution of the United States, the Constitution of the State of New York, and the Rules & Regulations of West Seneca Fire District # 6, and I will well and faithfully discharge the duties of Fire District Commissioner for West Seneca Fire District # 6 to the best of my ability, so help me God*). Secretary will file the executed oath with the West Seneca Town Clerk within 30 days.

The board thanked Richard Cramer for his past years of service as commissioner and congratulates Commissioner Liberatore

Chairman and Vice-Chairman Appointments

Commissioner William Cleary moved to appoint Commissioner David Klawitter as 2017 Chairman and Vice-Chairman Commissioner Robert Safe who will act during an absence of the Chair, and noting the Chair's authority is to run orderly district meetings, distribute mail, maintain communication and liaison with the chief's office and company, and call for and publish/post special meetings, workshops and legal notices in accordance with the NYS Open Meetings Law and Procurement/Disposition policy - seconded by Commissioner **T. Robertson**:

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

Safe called for David Klawitter, newly elected Chairman to run the remainder of the meeting.

Commissioner Klawitter thanked everyone for attending the organizational meeting and looks forward to a highly transparent & open, year. Klawitter stated that the Board looks forward to the New Year and will focus on four areas for development and enhancement: Safety, Training, Leadership & Teamwork, and Recruitment & Retention.

Resolution 1.1 - Salaries

D. Klawitter moved a resolution that the below be appointed with the set compensation for the year as follows, effective January 1, 2017; and authorize the Chairman to complete and sign the job descriptions, work plan and duties for staff and the Fire Chief, seconded by – **R. Safe**:

- a. John Molloy, Esq. Attorney \$ 2,000.00
- b. Mark Butler, Esq. Attorney of Counsel retainer fee of \$2,500
- c. Marlene Leone Secretary/Dpty. Treasurer \$ 7,380.00
- d. Shawn Martin Treasurer \$ 7,380.00
- e. Jolene Baj Line Secretary \$ 3,480.00
- f. Al Calderone Deputy Line Secretary \$ 1,000.00
- g. Robert Safe District Cleaner \$ 720.00
- h. Election Inspectors TBA \$ 35.00/ea.

Personnel earning \$600.00 per year or greater will be issued an IRS 1099 form by Dist. Treasurer.

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

Resolution 1.2 - Operational and Staff Appointments and swearing in of same:

D. Klawitter moved a resolution to make the following staff and fire chief’s operational appointments for 2017 and it is so resolved that said personnel shall be duly appointed after execution of the Oath of Office, to be administered by the District’s Attorney, John Molloy, Esq. All present officers and appointees executed oath form provided to Secretary for filing. Those persons not in attendance must be sworn by a commissioner before they take office. Though not residing in-district the secretary and treasurer are deemed by the board to be the best qualified to hold their respective office, seconded by: **R. Safe**:

Position	Incumbent	Present/Sworn	Excused/Not Sworn	Absent Not Sworn
Secretary and Deputy Treasurer	Marlene Leone	x		
Treasurer	Shawn Martin	x		
Fire Chief	Andrew Oscypala	x		
First Assistant Chief	John Williams	x		
Second Assistant Chief	Michael Baj	x		
Line Secretary	Jolene Baj	x		
Deputy Line Secretary	Al Calderone	x		
Attorney	John Molloy, Esq.	x		
Attorney of Counsel	Mark Butler, Esq.		x	
Fire Captain	Richard Cramer	x		
Fire Lieutenant	Al Calderone	x		
EMS Coordinator	Matthew Wasierski	x		
“ “	Jason Van Dewater	x		
EMS - CME Coordinator (Infection Control Ofc.)	Barb Mann	x		
Fire Police Captain	Daniel Sikorski	x		
Fire Police Lieutenant	Howard Nickolai	x		
Fire Police Lieutenant, Train. Ofc.	James McCullough		x	
Safety Officer	Thomas Casey	x		
Safety Officer	Edwin Lehsten	x		
Fire Prevention Officer (Lead)	Joelle Van Dewater			
“ “ “ (Assistant)	Jason Van Dewater			
Water Rescue Coordinator	Robert Burns Robert Safe			
IT Coordinator	William Coughlin		X	
Training Officer	John Gullo	x		
Truckroom Engineer	C. Szmula & T. Kluck	x		
		x		

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

Resolution 1.3 - Resolution Clarification

R. Safe moved a resolution that during this and all district meetings, all forms of motions and adoptions, herein shall be understood to be in the form of a “RESOLUTION” whether so stated or implied and shall have the same weight and authority as a formal resolution as prescribed under GML 103 and Town Law; and pursuant to New York State Town Law Sec. 176.14, 176 4-b and 176.11 and noting the commissioner board has full authority to acquire real property by purchase, gift, devise or condemnation of real property, and erect, construct, alter, repair and equip suitable buildings for fire district purposes; Administer Oaths; Adopt proprietary, Voucher/Purchase Order/Claims forms; and enact and change Rules and Regulations, seconded by – **T. Robertson:**

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

Resolution 1.4 - Re-adoption of the Code of Ethics for the district

R. Safe moved a resolution to approve the Code of Ethics and acknowledgement form and post the Ethics policy on the District Web Site, and place a hard copy at the sign-in bench, which will apply to all members of the district, per General Municipal Law Sec.806(1)(a) and (2), seconded by – **T. Robertson:**

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

Resolution 1.5 - Fire District Ethics Committee

R. Safe moved a resolution to re-appoint Fire District Ethics Committee as the following members, seconded by - **T. Robertson:**

- David Klawitter (Commissioner District # 6)
- Susan Bruester (Manager of Southgate M&T Bank)
- John M. Ruh (Deacon Queen of Heaven Church)

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

Resolution 1.6 - District Audit Firm

R. Safe moved a resolution that, pursuant to Town Law Sec. 176 (32) the professional service contract for the CPA firm, Amato-Fox be retained as the internal audit firm for 2016 reporting period for auditing of district funds, AUD submission, review and audit of LoSAP funds and investments; at the pre-established and agreed annual amount of \$ 4,400 seconded by- **T. Robertson:**

Robertson:

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

Resolution 1.7 - Insurance Carrier and Designation of Bank

R. Safe moved a resolution that Floss Insurance Agency, East Amherst having parochial knowledge and intimate understanding of the districts insurance needs and requirements, under a professional service award be retained as the district’s insurance broker, for General Liability, Crime Policy, Accident/Health, Workers Comp, Vol. Firefighter Benefit Law Policy, Umbrella Policy; along with VFIS as the Length of Service program manager for the district for 2017;

And the official banking services and district banking accounts will be maintained and conducted under the services of the M&T Bank, Sec. GML802.1(a), seconded by - **T. Robertson:**

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

Resolution 1.8 - District Regular and Special Meetings

T. Robertson moved a resolution to hold district meetings at the District Office meeting room, 666 Main Street, West Seneca, New York, 14224 on the 3rd Tuesday of every month, start time of 7 p.m.;

- Budget Hearing is set for Tuesday, October 17, 2017 (to be followed by district meeting at 7:00pm); and the
- Budget Adoption is set for Thursday, October 26, 2017 at 7 p.m.; and the
- District commissioner election will be held at the Vigilant Fire hall on Tuesday, December 12, 2017 from 6:00P.M. to 9:00 P.M.; there will be no absentee ballots for this election, and further, person(s) running for the position of commissioner must submit their name and legal qualification to run, in writing to the District Secretary no later than Wednesday, November 22, 2017, (20 days before the election) seconded by - *J. Liberatore*.

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

Resolution 1.9 - Official Newspaper for Publication Notices

T. Robertson moved a resolution to designate the “West Seneca Bee” as the official newspaper, and media where “Legal Notices” are published (account # 2230), seconded by -*J. Liberatore*:

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

Resolution 1.10 - Mailing Address and Website

T. Robertson moved a resolution to designate the district’s official mailing address as “West Seneca Fire District # 6, 666 Main Street, West Seneca, New York 14224”; website for official postings and publication of board minutes and actions: www.vigilantfire.com seconded by *J. Liberatore*:

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

Resolution 1.11 - Dues of Organizations, Publications and Retention and Recruitment Programs

T. Robertson moved a resolution to approve the 2017 professional dues for Town, County and State Fire District Officer’s and Chiefs Organizations for Town, County and State Chief’s Organizations, Western New York Stress Reduction Program, and Erie County Fire Police Association, Employee Assistance Program (Child and Family Services) and costs relative to retention and recruitment of emergency responders, seconded by *J. Liberatore*:

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

Resolution 1.12 - Committee & Oversight Chairmen and back-up

J. Liberatore moved a resolution to accept the below for Committee Chairman and back-up; each designee will serve as primary contact to ensure oversight and prompt response, but all commissioners have vested interest in each committee, seconded by *W. Cleary*:

- | | |
|---|--|
| Truck Maintenance – Safe, Liberatore | Truck Oversight Utilization -Cleary |
| Company Liaison - Klawitter, Cleary | Physicals -Liberatore, Cleary |
| Radios -Safe, Liberatore | Grants -Cleary, Liberatore |
| Investigation Committee – Safe, Klawitter | Travel -Cleary, Liberatore |
| Fire Advisory Board -Robertson, Liberatore | Security and Safety -Cleary, Safe |
| Purchasing -Klawitter, Safe | Health & Safety Committee – Cleary, Safe |
| Discipline - Cleary, Klawitter | District Vehicle, Strategic Analysis -Cleary |
| Building oversight, lease - Robertson, Klawitter | Training, oversight -Cleary, Klawitter |
| Air Packs -Liberatore, Safe | County, State agencies, organizations - Klawitter |
| Information Technology -Klawitter, | EMS oversight - Klawitter, Cleary |
| SOP’s and SOG’s -Klawitter, Cleary | Election - Safe (Leone) |

Resolution 1.12 - Committee & Oversight Chairmen and back-up Continued. . .

Chiefs Liaison-Klawitter, Cleary
Budget- Cleary, Klawitter
Insurance-Klawitter, Cleary
Explorers- Safe, Klawitter
Water Rescue –Safe, Robertson
Haz – Mat / OSHA– ISO-Cleary
Rules & Regulations-Cleary, Klawitter
Support Staff- Klawitter
Service Award-Klawitter, Cleary

Media & Social Media-Klawitter, Cleary
Recruitment, Retention-Liberatore
FOIL – Cleary (Attorney & Secretary)
Accident Review – Klawitter, Cleary
Employee Assistance – Cleary, Liberatore
Imprest Fund –Liberatore, Klawitter
Vehicle Usage Policy – Safe
Newsletter – Klawitter, Cleary
Installation – the board

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

2017 Fire District Business Authorizations and Fiscal and Fiduciary Process and Procedures

Resolution 2.1 - Official Travel

J. Liberatore moved a resolution that any person authorized on detail or training acts as a representative of the Fire District; A travel authorization form (D6001) is required for all authorized travel exceeding 24 hours in duration or where MI&E reimbursement is to be made, as in a day trip; AND, To approve reimbursement fee for mileage expenses to seminars are paid at the New York State mandated limit for the year 2017 @ .54 cents/mi as determined by the IRS or if later changed by the IRS;

AND,

that any person authorized on official/approved district operational business will receive credit for all calls and drills (unless the travel detail receives drill credit (no double drill credit), provided a detailed trip report is submitted within two (2) weeks after the trip, and is submitted to the Travel Commissioner Chairman;

AND,

To approve any person who attends a seminar and/or conference must obtain prior approval by the Board by submitting a Travel Authorization form, with estimated expenses to include seminar/conference information.

AND to approve Travel costs and meals and incidental expenses in accordance with the U.S.

GSA established published costs) in conformance with the districts travel policy (MI&E, travel and lodging will be reimbursed on Form D6-002) seconded by – *W. Cleary*:

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

Resolution 2.2 - Purchase Orders and Contracting Requirements

W. Cleary moved a resolution that when awarding contracts at values greater than the prescribed thresholds, the district when making awards must document all steps taken to ensure fair competition and factors influencing contracting decisions; this documentation serves as the official procurement record for each contract awarded. All documentation related to the procurement/disposal process must be attached to the District’s Purchase Order Form D6-003. Method of Competition to be used for Non-bid Procurement; for purchase Contracts below/above \$20,000:

- A) Below \$ \$499, no specific procedure is required but it is recommended that purchaser research for the lowest vendor, document bidding process when practical;
- B) \$500 to \$2,500 requires at least 3 written and/or verbal quotes and each quote shall be documented on the purchase order form (including facsimile) attached to the purchase order document, or an explanation if a written quote is not available;
- C) \$2,501 \$19,999 requires 3 written quotes (including facsimile) attached to the purchase order document, or an explanation if a written quote is not available;
- D) Except for purchases and public work contracts specifically exempted by the General Municipal Law, purchases in excess of \$20,000 and Public Works contacts in excess of \$35,000 are required to be publically advertised for competitive bidding.

In all instances for A-C above, references to catalogues and price lists may be substituted for obtaining verbal or written quotes but a copy of the catalogue and reference page must be attached to the PO

Resolution 2.2. – Purchase Orders and Contracting Requirements continued. . .

document. Verbal quotes require the date, item or service sought, price quoted, name of both the vendor and phone representative and the phone number called; these must be recorded either directly on the PO form or attached as a separate document.

A complete and thoroughly executed Purchase Order Form (D6-003) must be approved by the commissioner board. Otherwise the purchase becomes ratification, subjecting the purchaser to pay for the item, suffer possible disciplinary action and in extreme circumstances filing of criminal/civil charges with legal authorities, seconded by – D. *Klawitter*:

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

Resolution 2.3 -Voucher (Purchase Order) Payment Process

W. Cleary moved a resolution to approve voucher payments must have been signed by a commissioner and submitted no later than the Thursday before the district meeting. Any voucher received after the Thursday deadline (except utility bill claims) will have it processed at the following months business; ALL vouchers for December MUST be turned in no later than December 10, 2017, seconded by *D. Klawitter*:

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

Resolution 2.4 - Imprest Fund

W. Cleary moved a resolution that an Imprest Fund with a top balance of \$250.00 will be maintained by the district and a completed Purchase Order (IMPREST FUND) (form D6-004) along with receipt should be presented to the fund administrator (J. Liberatore). An annual internal audit should be made by the administrator and back-up administrator of all funds dispensed against purchase order documents and remaining available funds and anytime the fund is replenished.

Cashing of personal checks from imprest funds shall not be permitted. The amount of available funds should be maintained until the fund balance reaches about \$ 100.00 then it should be replenished to \$ 250.00. All funds and accounting ledger shall be secured in a lock box maintained in the district’s safe that is locked. In addition, the safe shall be located in a position that is under camera surveillance.

All disbursements from petty cash must be supported by a district purchase order, form D6-004 that is properly approved and dated. These forms should be examined and documented when the fund is reimbursed. This reimbursement should be frequent and the distribution of the charges clearly shown on the purchase order when submitted for reimbursement.

It is in the District’s best interest to use cost effective payment methods and to avoid the expenses associated with the District’s traditional voucher payment system. As with NY State agencies, which are required to develop and implement small dollar payment, the district establishes this Imprest fund and procedures and recognized it is the preferred payment methods for small dollar purchases. Periodically, but at a minimum, once a year at the District organizational meeting, the necessity for the fund and the amount thereof should be reevaluated, seconded by *D. Klawitter*:

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

Resolution 2.5 - Audits and Fiduciary Actions

D. Klawitter moved a resolution to approve annually an audit of the records and reports of the district treasurer. Amato-Fox will be designated as the CPA firm to conduct such audits, and submit a timely AUD to the OSC within 60 days;

AND,

To appoint M&T Bank as the official bank of the Fire District, pending a review of the other banks by the District Treasurer. Investment policy remains as previously approved in 2016 with capital fund and LOSAP monies being invested in the most conservative manner;

Resolution 2.5 - Audits and Fiduciary Actions continued. . .

AND,

To approve 2017 credit card holders as follows: all Commissioners, District Treasurer, Fire Chief and Information Technology, each with set limit of \$8,500 (eight thousand five-hundred dollars). All transactions must be initialized and itemized, and a warrant of expenditures must be executed for all Purchase Orders and approved monthly by all attending commissioners. An acknowledgement of understanding of the credit card policy must be executed by February 1st or the card will be revoked;

AND,

To approve that the Surety Bond for the Treasurer and Deputy Treasurer will remain at \$350,000.00 and a copy of the Surety Bond (Errors and Omissions) will be available to send to the Town Clerk; and the bond for each commissioner and shall be set at \$ 50,000;

AND,

To allow due debts for 2016/2017 be paid using 2016 “carryover” funds. Reimbursement funding will be made in approximately March when town allotment is received for 2017, seconded by **R. Safe:**

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

Resolution 2.6 - Chief’s Operational Fund

D. Klawitter moved a resolution to set Chief’s Operational Account at \$200.00 (two-hundred dollars) a month for 2017 with receipts, and supporting documentation to include participating member’s names for expenses, submitted monthly to the Board. The fire chief or designated representative has discretionary authority to expend available funds from the Chief’s Operational Fund under the following conditions:

- Refreshments during/after any drill of at least 2 hours in duration, which has been posted in advance, where all members are able to participate. Total costs may generally not exceed \$10.00 average per person. Justification is required (may use drill report), along with receipt and list of persons consuming the food (may use drill sign-in sheet designating those partaking). If possible, use of in-district business should be the rule.
- Rehabilitate/refreshments during/after any fire demonstration, EMS or recruitment standby of at least 2 hours in duration, which has been posted in advance, where all members are able to participate. Total costs generally may not exceed \$10.00 average per person. Justification is required (may use drill report), along with receipt and list of persons consuming the food (may use drill call sheet designating those partaking). If possible, use of in-district business should be the rule.
- Rehabilitate/refreshments during/after any fire or EMS call of least 2 hours in duration, where all members are able to respond. Total costs may not exceed \$10.00 average per person. Justification is required (may use report), along with receipt and list of persons consuming the food (may use drill sign-in sheet designating those partaking). If possible, use of in-district business should be the rule.
- Purchase of small hardware, mechanical or equipment items (excluding any general use tools) such as nuts/bolts, nails, screws, duct tape, minor repair or office supplies (excluding equipment available from the district office supplies). No single item may cost more than \$35.00. A receipt with justification is required for each item purchased. If possible, use of in district business should be the rule.

Exclusions:

The fire chief shall not expend funds from the Chief’s Operational Fund for:

- Any personal service or benefit including training.
- Use of a private or commercial car wash; chiefs are expected to wash their vehicles at the hall or their residence at their discretion.
- Under no circumstances may the chief use operational funds to purchase any type of alcohol or drinks with alcohol.

Resolution 2.6 - Chief's Operational Fund continued. . .

- Cannot use as a reward or recognition for any member, i.e.: cannot give out gift certificates, or purchase individuals meals.

Reporting Requirements:

- The fire chief shall submit a monthly report to the commissioner board, a monthly usage report of the Fire Chief's Operational fund. The report will include funds allocated, an itemized deduction of expenses and a running balance of the account. This report will be accompanied by receipts, justification of the expenditure, and members who participated in each function.

Documentation will be for meals after drills/calls and available for members only. A running electronic accounting will be maintained along with rollover funds from month to month. Failure to submit a monthly accounting will result in the denial of funds in this account, and guidance for the use/misuse of this operational fund approved seconded by **R. Safe**:

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

Resolution 2.7 - Installation and Inspection

R. Safe moved a resolution to hold installation and recognition of responder personnel at the Vigilant fire hall at district cost not to exceed \$ 2,500.00 (not including awards & recognition and costs not directly associated with the installation dinner), additional costs may be borne by the Vigilant Fire Company; and to hold an inspection of personnel and equipment on August 09, 2017 at 6:30pm at a cost not to exceed \$650.00, or at an alternative time and place designated by the Board, seconded by **W. Cleary**:

Ayes: [4] Noes: [1] Robertson Motion Carried

Resolution 2.8 - Motion to pre-approve Usual and Ordinary Utility Bills

R. Safe moved a resolution to authorize the Treasurer to pay utility claims without a pre-approved voucher, in order to process bills timely and avoid late charges and/or shut-off due to billing conflicts with board time schedules, but shall be approved on a purchase order submitted and approved within 30 days of payment (applies to the following utilities: Verizon, Postage and freight, Erie County Water Authority Meter # 91551819 and hydrant rentals, Level (3) Telephone Communications, Time Warner Cable, Verizon Cable, National Fuel (Acct's: 353151103 and 557704709), NYSEG (Acct # 10012770656) (in alternating odd/even years the district shall pay all building costs for natural gas and electric respectively; with the fire company paying all building cost for electric/gas respectively), gas and diesel fuel for district owned vehicles (West Seneca Town HWY) Toshiba copier/Fax/Scanner/Printer (see contract approval resolution) as provided under Town Law Sec. 176(4-a); and requires board approval action at the subsequent board meeting, seconded by **T. Robertson**:

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

Resolution 2.9 - Motion to approve Operational and Professional Service Contracts

R. Safe moved a resolution to approve the FY 2017 contracts and professional services; with the understanding that certain contracts may be published/awarded for fair bidding and best price/value for the district, seconded by **T. Robertson**:

- Office cleaning @ \$60/month, upon affirmation of contract; and weekly/monthly services completion form must be submitted along with a Purchase Order.
- DNS Services (Acct. # 665444642) for internet domain and maintenance, biannual @ \$ 65.00; WAZTECH for web site maintenance
- Fire Police reimbursement for use of personal vehicles when answering calls @ \$ 25.00/mth., but fire police must be present on at least 12 calls a month (and report location on a PO to qualify for the fuel reimbursement; this reimbursement on a PO must be submitted within 14 days after the close of the previous month or forfeit any reimbursement claim.
- Annual Re-charter for Explorer Post 34 with the BSA (Greater Niagara Frontier Counsel @ \$600.00/yr. Sewing Technology Uniform Co., Inc. for district uniform purchase and alterations.

Resolution 2.9 - Motion to approve Operational and Professional Service Contracts continued. . .

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- Suburban Oxygen Supply, Inc. for refill of O2 and Scott Air Packs.
- Stericycle, Inc. for disposal of medical waste products from EMS calls....@ approx. \$ 200/qtr.
- Churchville Fire Equipment: service/repair fire apparatus, certified for vehicle repair & mechanics.
- Dival for equipment inspection and certification required by NFPA
- Elizaco Co to outfit turnout gear for responders consistent and in compliance with existing gear.
- Sam's Club for bulk purchases, especially rehabilitation beverages and snacks during long term emergency calls at a reduced cost
- Restaurant Depot for bulk purchases at a reduced cost
- Healthworks for OSHA mandated firefighter physicals, to include applicant physicals.
- Alpine Software for NYS reports and data retrieval on RED ALERT.
- Seneca Lawn and Landscaping for snow removal
- West Seneca Police Dept. for radio console replacement (shared with PD and 5 other districts) \$ 5,000.00

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

OPERATIONAL PROCEDURES

Resolution 3.1 -Explorer's Operations

T. Robertson moved a resolution to continue the Explorers oversight and authorization, with direct review by the Chief's office; noting funding from the company supported by revenues from parades, stand-by's, operational donations and accounting, requires receipts and supporting documentation to include participating member's names for expenses; submitted monthly to the Commissioner Board for proper use and accounting of funds. Use of this fund will be for meals after drills/stand-by's. A running accounting will be maintained (see chief's log for acceptable accounting ledger seconded by *J. Liberatore*:

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

Resolution 3.2 - 2% Foreign Insurance Fund

T. Robertson moved a resolution to allow the Treasurer to forward (without a completed purchase order form) payment to the Vigilant Fire Company for the annual 2% foreign insurance fund reimbursement from the State of New York after it is received; it is understood the Company has provided proof to the district that they submitted the annual 2% accounting to the State OSC, seconded by *J. Liberatore*:

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

Resolution 3.3 – Fire Chief's Call Response

T. Robertson moved a resolution to approve the following call responses that all Chiefs will respond to all calls in district. One chief is allowed to respond to out-of-district calls, with district approved vehicle. One out-of-district Chief will be allowed to come into District #6, seconded by *J. Liberatore*:

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

Resolution 3.4 - Evaluation and Review of Chief's and Officer's

T. Robertson moved a resolution to approve the Chief's bi-annual review of Assistant Chief's and Officers, which will be held at the June and November Commissioner Board meetings, seconded by *J. Liberatore*:

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

Resolution 3.5 -The Fire Chief, considered a "Public Employee" and Delegated Authority

T. Robertson moved a resolution to note that pursuant to Public Officers Law Sec 36 the fire chief is considered a "public employee" and serves at the discretion and control of the Board of Fire Commissioners;

Resolution 3.5 - The Fire Chief, considered a “Public Employee” and Delegated Authority continued. . .

further that no member of the commissioner board will not interfere with the duties of the fire chief and assistant chiefs when the fire department is on duty in response to a call per Town Law Sec 176(10); and further that pursuant to Town Law Sec.176(10) the board has full authority for the removal of members of the fire company for cause. The board is the final authority on policy directives; the fire chief shall seek authorization from the board before issuing any procedure directive. The fire chief shall immediately notify the board of any anomaly that affects call response. Seconded by **J. Liberatore**:

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

Resolution 3.6 - Review of Rules and Regulation and District Policies and Procedures

J. Liberatore moved a resolution to approve all present Rules & Regulations but to review and update all Rules & Regulations and policies previously established no later than August 05, 2017 with proactive input from the Chief and any interested person, and shall review Company By-laws to ensure they are, “not inconsistent with the board’s rules and regulations,” per Town Law 176 and NYS Comp. Dec. 24-390, 1968 seconded by **W. Cleary**:

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

Resolution 3.7 - Inventory of Property and Equipment

J. Liberatore moved a resolution to have the Chief report to the Commissioner Board at the May 16, 2017 meeting listing all district property and equipment to include missing or damaged property as well as condition of inventoried equipment, such report shall be compiled electronically and a hard copy provided to each commissioner. Monthly truck and equipment checks, including all member’s gear will be conducted monthly and a report provided to the board, seconded by **W. Cleary**:

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

Resolution 3.8 - Posted memos and Policies on District Bulletin Boards

J. Liberatore moved a resolution for the Health & Safety Committee to review all memos/policies/guidelines and OSHA/PESH required postings displayed on bulletin boards by April 18, 2017, seconded by **W. Cleary**:

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

Resolution 3.9 - Permission to Address Commissioner Board

J. Liberatore moved a resolution to approve anyone requesting to speak at a Commissioner Board meeting may inform the secretary in writing by the Thursday before the meeting, with exceptions due to emergent circumstances, and shall adhere to a time limit of no more than three minutes unless questioned by the board, the Board may discretionarily approve speakers ad hoc at a meeting but the rules as above will apply with the same time limits. Matters of personal import shall be address to the Board in writing one week prior to the meeting to prepare a response or seek legal counsel, seconded by **W. Cleary**:

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

Resolution 3.10 - Change of Address

J. Liberatore moved a resolution that all Vigilant Fire members must inform the Board of Fire Commissioners within thirty (30) days prior, if they change their address, failure to do so may result in disciplinary action up to and including removal for serious violations, seconded by **W. Cleary**:

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

Resolution 3.11 - Sign-in and Call Credit Procedure

J. Liberatore moved a resolution to maintain the current tracking sign-in sheet which shall be the official proof used to verify a member's response to a call and shall be used as a primary evidence to support whether a member was on a call, drill or special function of the district and used to credit calls for the Length of Service Program and annual call certification for non-life members, seconded by *W. Cleary*:

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

Resolution 3.12 - Review/Approval of Leases

W. Cleary moved a resolution to maintain lease for 2016/2017 with Vigilant Fire Company for use of office and truckroom space and maintenance at a yearly cost of \$ 65,000; payable in two equal amounts of \$32,500 due on/before April 1st and on/before October 1st; and continue lease for copy machine with Toshiba (contract Account # 1149510) at a cost of \$ 165.63 per month not including damage insurance costs and not including overage copy costs, and copy machine/FAX and Printer by Duplicating Consultants, seconded by *D. Klawitter*:

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

Resolution 2.13 - Treasurer Expenditure of Funds and Audit

W. Cleary moved a resolution to permit Treasurer with oversight by CPA firm Amato, Fox to submit within 60 days after the start of FY 2017 to submit to the Board of Commissioners a copy of the (AUD) annual report to the OSC required by the GML Section 30 a statement explaining receipts and disbursements for the preceding year; and to certify at the Organizational Meeting but no later than the January Board meeting he has reviewed and certifies all 2016 accounting ledgers and disbursements are in order – per GML Sec.30 the Treasurer shall produce at the Organizational meeting (or next District Meeting) all 2016 fiscal records necessary for completion of the AUD to be submitted to the district CPA firm for review by commissioners before transmission to the CPA firm, seconded by *D. Klawitter*:

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

Resolution 3.14 - Statement of Zero Tolerance Policies for alcohol, illegal drugs, and EEO violations

W. Cleary moved a resolution to maintain a zero tolerance (alcohol BAC of 0.0) and/or illegal drug use policy prohibiting responders from signing-in or responding to any EMS/Fire/Rescue call and a zero tolerance for any discriminatory act or actions in violation of Title VII as amended, NY State discrimination laws or violations of district rules and regulations, seconded by *D. Klawitter*:

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

Resolution 3.15 - Cell Phone Authorization

W. Cleary moved a resolution that no district supplied cell phones, or stipends for cell phone use reimbursement is authorized unless individual justification is made to the commissioner board, and then if authorized, only district business is authorized for the phones use, it is understood that most district business should be conducted at the district offices where costs are already assumed, seconded by *D. Klawitter*:

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

Resolution 3.16 - Attendance to Attend Operational Training and Professional Workshops and Conferences

W. Cleary moved a resolution to allow all commissioners, and up two chief officer to attend the EMS and Law conference in Verona, NY in March, 2017 (3/30-4/2) for up to 2 nights and three days for multiple seminars and to stay at the Turning Stone Hotel at the group rate and established per diem rate. Attendees must attend an adequate number of classes to be cost effective to cover the reg. fee. Chief and officers, if approved, may attend training programs with an emphasis to attend training in/ around New York State due to a serious deficit in 2017 training budget, seconded by *D. Klawitter*:

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

Resolution 3.17 - “Mission Statement,” “Organizational Statement,” “Vision Statement,” “Fire District Values,” and “Fire Department Goals for 2017/2018.”

D. Klawitter moved a resolution to approve “Mission Statement,” “Organizational Statement,” “Vision Statement,” “Fire District Values,” and “Fire Department Goals for 2016/2017,” seconded by *R. Safe*:
Ayes: [5] Noes: [0] Motion Carried

MINUTES APPROVED

Minutes Approved:

D. Klawitter moved a resolution to accept the minutes of the regular minutes of the December 20, 2016 meeting, seconded by *R. Safe*:
Ayes: [5] Noes: [0] Motion Carried

Pre-Organizational Minutes Approved

D. Klawitter moved a resolution to accept the minutes of the pre-organizational minutes of December 22, 2016, seconded by *R. Safe*:
Ayes: [5] Noes: [0] Motion Carried

Organizational Meeting Adjourned

D. Klawitter moved a resolution to close the organizational meeting at 10:47 a.m., seconded by *R. Safe*.
Ayes: [5] Noes: [0] Motion Carried

RESPECTFULLY SUBMITTED

Marlene Leone, Secretary

Next Monthly Regular Meeting
Tuesday, January 17, 2017
START TIME 7PM
Vigilant Meeting Room
666 Main Street
West Seneca NY 14224

***SEE ORGANIZATIONAL REFERENCE ADDENDUM ATTACHED (attached hereto and made apart hereof)**

Organizational Statement
Mission Statement
Vision
Values
General Fire Department Goals
Credit Card Policy
Code of Ethics

Other attachments: (attached hereto and made apart hereof)
Oath of Office
Credit Card Certification