



**LAKE VIEW FIRE DISTRICT**  
**Board of Fire Commissioners**  
**Minutes of Meeting**  
**January 11, 2017**

The regular meeting of the Board of Fire Commissioners of the Lake View Fire District for January, 2017 was called to order at 7:00 pm with Chairman Michael Lewis presiding. The pledge of allegiance to the flag was led by the Chief. The roll call was as follows:

Commissioner Lewis	Present	Chief Szczepanik	Present
Commissioner Wicka	Present	Asst. Chief Hauser	Present
Commissioner Black	Present	Asst. Chief Jewett	Present
Commissioner Brodnicki	Present	Treasurer Jewett	Present
Commissioner Russell	Present	Purchasing Director Wicka	Present
		Attorney Notaro	Excused

**ADOPTION OF PREPARED AGENDA:** Commissioner Black made a motion, seconded by Commissioner Lewis, to adopt the prepared agenda with additional items for consideration to be accepted as deemed appropriate by the Chair. The following vote was taken:

Ayes (5): Lewis, Wicka, Black, Brodnicki, Russell

Nays (0):

The motion carried.

The minutes of the December 14, 2016 and the 2017 Organizational meeting were presented by the secretary and accepted.

The correspondence was read and those items needing further attention were held over for either old or new business.

**Change in Meeting Order:** Commissioner Wicka made a motion to suspend the regular order of business to act on the following resolution:

**Resolution to Re-Title Position of Deputy Treasurer**

WHEREAS the Lake View Fire District budget for 2017 included the position of Deputy Treasurer at a proposed annual salary of \$1,483.00 and

WHEREAS attempts to fill the position have not been successful and as a result the position remains unfilled and  
WHEREAS the Chief and Assistant Chiefs of the department have identified several duties and responsibilities that could be completed by a qualified individual but not under the job requirements associated with the duties of Deputy Treasurer and

WHEREAS the administrative capabilities of the fire district would be better served by having those duties and responsibilities done by an individual whose job duties would be more appropriate defined as "Chief's Clerk",  
now,

THEREFORE, BE IT RESOLVED that the position of Fire District Deputy Treasurer is hereby renamed Chief's Clerk, with the same budget line item and that the Board of Fire Commissioners will appoint a duly qualified candidate for the position of Chief's Clerk and that the position will act as an independent contractor of the fire

district, at an annual salary of \$1,500.00 (paid monthly) with the issuance of an IRS 1099 at the end of the year.

This resolution is set to motion by Commissioner Wicka, seconded by Commissioner Lewis, with the following roll-call vote:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

**Appointment of Chief's Clerk:** Commissioner Wicka made a motion that Laura Masullo is appointed to the newly created position of Chief's Clerk based on her prior experience in the fire service and her familiarity with the data software that is utilized for fire department operations. Commissioner Brodnicki seconded the motion and the following vote was taken:

Ayes (5): Lewis, Wicka, Black, Brodnicki, Russell

Nays (0):

The motion carried.

**NEW MEMBERS:** The secretary noted the letter received from the fire association advising that Laura Masullo, Andrew Evans and Madison Ford were accepted as members. Commissioner Wicka made a motion to approve membership of the three individuals as provisional members and about Madison Ford, her approval is contingent upon receiving a positive physical report. Commissioner Black seconded the motion and the following vote was taken:

Ayes (5): Lewis, Wicka, Black, Brodnicki, Russell

Nays (0):

The motion carried.

### **REPORT OF COMMITTEES:**

**Chief's Report:** Chief Szczepanik submitted his report, which is attached. He also made mention of the mutual aid response to Woodlawn on January 5 where the departments UTVs were utilized assisting stranded motorists and other operations. He stated that the units were well used and the crew did a great job.

**Treasurer's Report:** The Treasurer presented her report and abstract for December 2016, which was reviewed and audited. After analyzing the list of processed invoices and the reviewing the abstract, Commissioner Russell made a motion to accept the report and abstract as presented. Commissioner Black seconded the motion and the following vote was taken:

Ayes (5): Lewis, Wicka, Black, Brodnicki, Russell

Nays (0):

The motion carried.

**Fire Station #1:** Commissioner Lewis presented the following report:

- Bob Harms finally today texted me prices for the ceiling tile replacement and Items needed.
  - Tiles, bar area, 26 tiles, 6 in chair storage room, \$60.00 for a package of 8, \$240.00 for tiles and \$400.00 to straighten and install ceiling and install tiles, \$25.00 for wire hangers for grid. Need 3

tiles for District meeting room, Bob should buy and additional package of tiles @\$60.00 and store remainder in storage room.

- I also asked Bob if he purchased the spare circulating pumps for Station one, three are needed, he stated he did not, I reminded him he was directed to last December, he stated he will take care of this. Just a reminder, these are for a failure of the heating system during a weather emergency, after hours, etc., where we could not make a trip to a warehouse due to weather or other factors.
- Southtowns AV has upgraded all our wireless systems in Station one, Station Two and the club room.
- Replace carpet with tile in both Offices located immediately inside the stair tower outside entrances. A throw rug could be placed just inside the doors to wipe feet, this ceramic tile is a permanent flooring replacement.

**Fire Station #2:** Commissioner Brodnicki reported on the following

- The floor drain in the apparatus room was plugged and Asst. Chief Jewett and Lt. Krull worked to free it up. He is having a plumber come in and take additional measures to get it cleaned out.
- Reported that the fire alarm system is sending an alarm signal every day about 11:15 am. It should be sending a test signal. Commissioner Wicka advised he will contact the alarm service company to have this checked out.

**Mechanical Report:** Commissioner Russell reported that he is continuing to work on the clock on the front of Station #2 and found out that is not an electrical problem but most likely the clock component. He is locating a vendor who will be able to replace the unit.

**Motor Vehicles:** Commissioner Black reported on the following:

- #9-2 received a recall notice and that will be scheduled soon.
- #9 has a recall notice that will be handled the week of 1/16
- #7-2 is scheduled for an oil and lube change.

**Custodian's Report:** Custodian Jewett reported on the following:

- Twenty-five 50 lb. bags of ice melt were received. The supply should last for the remainder of this winter.
- The floors in the main hall and lobby will be cleaned on January 23. The rug runners will need to be picked up and one truck bay will be needed to be open for the vendor.

### **OLD BUSINESS:**

**Upgrade of Internet – Status Report:** This was covered on the report for Station #1. Commissioner Wicka advised that he will follow-up with the vendor to advise that the communications between stations is not working and needs to be checked.

**Tools & Equipment for Service to UTVs – Status Report:** Commissioner Wicka reported that Lt. Krull and Jr. Captain Schnorr have acquired all the needed equipment within the budget amount.

**Explorer Training and Requirements – Status Report:** Asst. Chief Jewett advised the proposal to modify the program from an Explorer post to a Junior membership status is on-going. More will be reported at future meetings as work progresses.

**Age/Condition of Fire Server and Associated Desk Top Computers – Status Report:** Commissioner Wicka presented a proposal from Alternative Information Systems to replace the aging equipment at a cost of \$7,036.00, which is based on NYS contract prices. After a discussion, Commissioner Lewis made a motion to approve the expenditure of \$7,036.00 to purchase the quoted equipment with the funds appropriated from the established Office Equipment Reserve Fund. Commissioner Brodnicki seconded the motion and the following vote was taken:

Ayes (5): Lewis, Wicka, Black, Brodnicki, Russell

Nays (0):

The motion carried.

### **NEW BUSINESS:**

#### **Travel & Training Requests:**

- Chief Szczepanik to attend FDIC, April 25-29, 2017 in Indianapolis: Commissioner Lewis made a motion to approve attendance at the cost presented in his written request. Commissioner Brodnicki seconded the motion and the following vote was taken:

Ayes (5): Lewis, Wicka, Black, Brodnicki, Russell

Nays (0):

The motion carried.

**New Class A & B Uniform Requests:** The status of the new department work tee shirts was discussed and it was determined that they are expected to be on-site on January 12.

**Condition of Flat Roofs at Station #1:** There was general discussion which was outlined in the report for Station #1. Commissioner Lewis advised he contacted an "independent Specification Writer" out of Rochester, Brock Alexander who works for Carlisle Syn-Tec, and spoke to him. As he does not charge for consultation, he is willing to meet him on the roof, take a needed "cut" (sample of roofing materials down to deck) and after our meeting, schedule a meeting with the Board and recommend to us what is needed, along with bidding specifications. He was advised to continue the effort of working with a consultant to determine the best course of action and to schedule a meeting to discuss further actions.

**Closing of Lake View Post Office – Impact on Mail Delivery:** Commissioner Wicka briefed the board on the recent closing of the post office, which is reported to be a temporary situation, but that now mail will need to be picked up at the Camp Road location. After a discussion, Commissioner Lewis stated he will work on having a mailbox installed on Lakeview Road for a temporary forwarding notice can be setup and mail delivered to the box until a new post office is opened.

**Ceramic Tiles in District Offices:** Commissioner Lewis was authorized to get quotations for removing the carpeting and replace with ceramic tiles. More will be discussed at future meetings.

### **HALL RENTALS & RETURNS:**

- **Paul & Kim Diorio, 6384 Center Street for a Wedding Reception on August 11, 2018:**

Commissioner Wicka made a motion to grant use of the facilities with a contract, fee and deposit.

Commissioner Russell seconded the motion and the following vote was taken:

Ayes (5): Lewis, Wicka, Black, Brodnicki, Russell

Nays (0):

The motion carried.

**ADJOURNMENT:** With no further business to conduct, the meeting was adjourned at 7:50 pm.

Respectfully submitted,  
John R. Wicka  
Commissioner/Secretary

# LAKE VIEW FIRE DISTRICT

## Office of the Fire Chief

E-Mail Address: [lvfd@wny.twcbc.com](mailto:lvfd@wny.twcbc.com)

Website: [lvfire.org](http://lvfire.org)

### FIRE DISTRICT CHIEF OFFICERS

Mark D. Szczepanik: *District Chief*

Keith Hauser: *1<sup>st</sup> Asst. Chief*

Brittany Jewett: *2<sup>nd</sup> Asst. Chief*



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6100 Lake Shore Road  
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### CHIEF'S REPORT JANUARY 2017

Calls for December:

EMS- 29

EMS Auto Accident- 6

Full Assignment-7

Structure Fire- 2

Preliminary Assignment- 3

Special Equipment/Mutual Aid- 2

Public Relations Call- 5

Water Rescues- 2

**Total-54**