



LAKE VIEW FIRE DISTRICT
Board of Fire Commissioners
Minutes of Meeting
March 14, 2018

The regular meeting of the Board of Fire Commissioners of the Lake View Fire District for March 2018, was called to order at 7:00 pm with Chairman Michael Lewis presiding. The pledge of allegiance to the flag was led by Asst. Chief Jewett. The roll call was as follows:

Commissioner Lewis	Present	Chief Szczepanik	Excused
Commissioner Wicka	Present	Asst. Chief Hauser	Excused
Commissioner Black	Present	Asst. Chief Jewett	Present
Commissioner Brodnicki	Excused	Treasurer Jewett	Present
Commissioner Russell	Excused	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 (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

OPENING OF SEALED BIDS FOR AUDITING SERVICES: The Secretary advised that three bids were submitted. The bids were opened and read aloud with the following results:

Bidder	Year 1	Year 2	Year 3	Year 4	Year 5
Amato Fox (3 year contract)	\$4,500	\$4,550	\$4,600		
Amato Fox (5 year contract)	\$4,200	\$4,250	\$4,300	\$4,350	\$4,400
Lumsden McCormick	\$7,000	\$7,100	\$7,200	\$7,300	\$7,400
The Bonadio Group	\$7,700	\$7,700	\$7,900	\$8,100	\$8,300

These bids were held over for old business.

The minutes of the previous meeting were presented by the secretary and accepted.

There was no correspondence.

NEW MEMBERS: None

REPORT OF COMMITTEES:

Chief's Report: Asst. Chief Jewett presented Chief Szczepanik's written report, which is attached.

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

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

Fire Station #1: Commissioner Lewis reported on the following:

- I have contacted CIR Electric for a quote, or a time and materials quote to repair the clock at Station Two. I have given up on Simoncelli Electric.
- Roger Black has filled the generator at Station One with Diesel Fuel, the low fuel alarm was found by Roger.
- Roger also found the generator enclosure has collapsed and held the rain cap closed on the generator exhaust, he has propped up the 2x6 and chain link to allow the exhaust to flow free. The Fire Association Associate members must start on that work this weekend, or if they are not available that soon, I'll contact Bob Harms or Harry Lach to repair it.
- While Kyle was on vacation, Grove Roofing called me while at Station Two to repair the roof leak, they were not able to do anything with it due to the large amount of snow on the flat roof due to the latest large snowfall. I agreed that he should not shovel off the roof to repair it as the cost of labor just to shovel would be very high. They are going to come back once the snow melts.
- I was not able to have any other Audio Visual company call me back for additional quotes for the update of the A/V system, the current price for Southtowns Audio Visual for \$2,299.96 That quote from January is attached.

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

- I contacted Pacillo Fitness to fix the elliptical. He was able to talk me through fixing it on my own, which he did.
- Grove Roofing was contacted regarding the ongoing leaking roof above where Engine 2 is parked. Not sure what the outcome was.
- Harry Lach replaced the divider between the urinal and the man door in the men's room upstairs. The cost was approximately \$100.

Mechanical Report: No report

Motor Vehicles: Commissioner Black reported that the monthly maintenance checks on the vehicles have all been completed. He also advised that a jump box has been installed in the rear compartment of #8 and that he is looking into taking the ambulance to Dell Electric for maintenance check.

Custodian's Report: the custodian had nothing of significance to report.

OLD BUSINESS:

RFP for Auditing Services: the bids that were received were reviewed and discussed. After discussing the bids Commissioner Lewis made a motion to accept the low bid from a bottle Fox five year contract based on review of the stipulations outlined in the RFP. Commissioner Black seconded the motion. The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

Replacement of Oldest Command Vehicle – Status Report: Commissioner Wicka reported that we received notice from the dealer that the buildout date is scheduled for this week. We should see the

vehicle delivered in mid-April.

- **Determination of Disposition of 2012 Tahoe:** Commissioner Wicka that the chief reported getting a quote from the dealer for an auction price value of the vehicle. The dealer advised on auction the vehicle is worth between \$6,000 and \$7,000 depending on the mileage. Also discussed were quotations received from NADA and Kelly blue book. Those prices were substantially higher than what was quoted by the dealer. Commissioner Lewis made a motion to table this issue until we can determine if there are potential buyers for the vehicle. Commissioner Wicka seconded the motion. The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

- **Review of Quotations for an Emergency Lighting package for the Vehicle:** Commissioner Wicka advised that the chief obtained through quotations from area vendors to install emergency lighting on the new vehicle. After reviewing the three quotations Commissioner Black made a motion to accept the low bid from 10-75 Lighting at a cost of \$9,671.21 with the funds being appropriated from the command vehicle reserve fund subject to permissive referendum. Commissioner Lewis seconded the motion and The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

Fire Association parking lot issues impacting the apparatus pad at station number one, status report: Commissioner Wicka advised that there is no new information on this and the fire Association continues to work with their attorney.

2018 Lawn Mowing Contract – Review and Approval of RFP: the draft RFP prepared by the secretary was reviewed and discussed. There was one minor amendment added to the RFP with respect to minimal amount of insurance required. Commissioner Lewis made a motion to approve the amended RFP and Commissioner Black seconded the motion. The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

Modifications to audio system in Maine Hall; status report: Commissioner Lewis advised that he has sent emails to three other area vendors seeking quotations for the work to be performed based on the specifications that were prepared. He also followed up with phone calls to those vendors with no results. After discussing the matter Commissioner Lewis made a motion to accept the bid from Southtowns Audio at a cost of \$2,299.96. Commissioner Wicka segment a motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

Coordination of Hall Rentals and Fire Association Pavilion Events: fire Association president Jewett advised that he is looking to coordinate all the rentals of the Pavilion with those rentals of the main hall to avoid conflict. He has assigned fire Association personnel to work with the secretary with this. He expects this to produce positive results and eliminate conflicts.

NEW BUSINESS:

Travel & Training Requests: Asst. Chief Jewett advised of the following:

- Firefighter Evan Fierle would like to attend to training sessions at Montour Falls. The first is a one-day seminar on alternate fuel vehicles scheduled for April 22. The second is a two day high angle course schedule for April 28 and 29. Commissioner Lewis made a motion to approve attendance at both training sessions and that Firefighter Fierle be issued a travel advance for meals. Commissioner Wicka seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

- Modification of Previous motion on the Harrisburg Fire Expo: Commissioner Black suggested that the motion made last month for attending the Expo be changed to include line and EMS officers instead of just commissioners and Chiefs. He then made a motion for the suggestion.

Commissioner Lewis seconded the motion and The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

New Class A & B Uniforms: No requests were received.

Chief's recommendation for a second mobile repeater: this was discussed and was determined that with the addition of a new communication tower being installed by the county within 1/10 of a mile of Station #1 there may be no need for another mobile repeater. However, it was decided that we will review the performance of this new tower and if it is determined that a second repeater is needed, then it will be considered for the 2019 budget.

2018 Operating Budget Revenues: Commissioner Wicka advised that he and the Treasurer have been in contact and discussing the delay in receiving the tax revenue check from the town. He advised that he was in contact with the town finance department earlier today and discovered that the check had not yet been prepared and delivered. They offered him the opportunity to pick up the check the following day, which he agreed will be taken care of. He will then turn the check over to the Treasurer for deposit.

Kitchen Accessories as Requested by the Ladies Auxiliary: Commissioner Wicka advised that he received a list of items from the ladies auxiliary that is needed for the kitchen. The list included a new 100 cup coffee maker, a lock for the sliding cabinet and a repair to one of the tables as it is missing a leveler. Commissioner Wicka and Custodian Jewett were authorized to obtain those items as requested.

Town of Hamburg Chiefs Meeting, March 26 at Lake View: Asst. Chief Jewett requested that the district provide the regular meal for the meeting. A motion was made by Commissioner Lewis, seconded by Commissioner Wicka, that the chiefs be authorized to obtain food from JPs Restaurant and needed beverages from the fire Association club. The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

New Equipment for Renovated Chief's Office @ Station #1: Captain Schmidt presented a list of items that he suggests be obtained to upgrade the office. The list included two new all-in-one computers,

chairs and other minor equipment. He presented a list of comparative quotations which totaled \$1,801.93. Commissioner Wicka made a motion to approve an expenditure not to exceed \$1,850.00 for the purchase of needed equipment with the funds being appropriated from the established office equipment reserve fund, subject to permissive referendum. Commissioner Black seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

HALL RENTALS & RETURNS:

- **LVCA Drive-thru BBQ @ Station #2; April 19, 2018:** Commissioner Wicka made a motion to approve the request and Commissioner Lewis seconded the motion. The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

- **Gene & Jill Jewett for a Family Party on July 28, 2018:** Commissioner Wicka made a motion to grant use of the facilities with no contract fee or deposit as the Jewett's are active members of the department. Commissioner Lewis seconded the motion and The following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

Executive Session: at 8:00, Commissioner Wicka made a motion that the board enter into an executive session to discuss a legal matter. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black,

Nays (0):

The motion carried.

At 8:10 the board returned from executive session back to regular session and moved for adjournment.

ADJOURNMENT: with no further business to discuss the meeting was adjourned.

Respectfully submitted,

John R. Wicka; Commissioner/Secretary

LAKE VIEW FIRE DISTRICT

Office of the Fire Chief

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FIRE DISTRICT CHIEF OFFICERS

Mark D. Szczepanik: *District Chief*
Keith Hauser: *1st Asst. Chief*
Matthew Jurek: *2nd Asst. Chief*

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CHIEF'S REPORT MARCH 2018

Calls for February

EMS- 36
EMS Auto Accident-5
Full Assignment- 3
Structure Fire- 1
Preliminary Assignment- 0
Special Equipment/Mutual Aid-1
Public Relations Call- 1
Water Rescue-0

Total-47