



LAKE VIEW FIRE DISTRICT
Board of Fire Commissioners
Minutes of Meeting
August 9, 2017

The regular meeting of the Board of Fire Commissioners of the Lake View Fire District for August 2017, 2017 was called to order at 7:07 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	Excused
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

Also in attendance was fire association President Gene Jewett.

ADOPTION OF PREPARED AGENDA: Commissioner Lewis made a motion, seconded by Commissioner Brodnicki, 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 previous 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.

NEW MEMBERS: None

REPORT OF COMMITTEES:

Chief's Report: Chief Szczepanik's report was presented by Asst. Chief Hauser and is attached.

Treasurer's Report: The Treasurer presented her report and abstract for July 2017 which was reviewed and audited. After analyzing the list of processed invoices and the reviewing the abstract, Commissioner Black made a motion to accept the report and abstract as presented. Commissioner Brodnicki 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:

- The following are the contractors I have contacted multiple times over the last 30+ days.
 - Painting Contractors - Elite Custom Painting, Picky Painting, Paint of WNY, AAA

Contract Painting. I have two quotes in hand, one from Picky Painting and one from Paint of WNY.

- Concrete Contractors - called and or emailed the following regarding the storm receiver (Drop Inlet) in the front apron-
 - Rondinelli Concrete, Martin Tideman Contracting (they stated they are too busy for a site visit or work) Concrete Design - multiple calls to them with no answer, called his cell number and left message, no call back. Independent Concrete, Gonser Construction, no answer at all.
 - We have one bid from Rondinelli, still waiting for others.
- Electric Contractors - called Brokx Electric 2 times, no returned calls, Scherer Electric 3 times and left a message with person who answered, emailed 2 times, called again and stressed I would like a call back and to pass that message on, received a call the second week of July from the company who said they will call back next week, no call for 3 weeks now. No return email's either. I called Simoncelli Electric prior to last meeting, they lost my number, contacted the District Secretary who passed the number on to me. I called receptionist Janie back and spoke to her 3 times, she promised owner Ed would call me back 3 times, he did not. I called Funke Electric, Keith did come out and I asked for price for the following work. (1) Repair clock on front of station two, he stated he would quote a "time and materials" job as he is not sure what is wrong, repair, replace? I agreed that that quote should read that way, do not have it yet. I also asked him to quote us on reinstalling the heat tapes on the Roof of Station one, he stated he has installed many other units like ours after I showed him the controller, no quote back from that yet. I showed him the banquet hall, and asked for a quote to install led "mood lighting" to replace the lights installed by the last wedding without our permission, these are currently tripping the breaker on a regular basis. Keith has corresponded about progress on this job, no quote ready by today's meeting, still working on it.
- I called HIBIT Masonry back again and left message that we are still waiting, I spoke to him the first call back, he stated he does and will do this type of work (install brick on the front firefighter memorial base). He is the only masonry contractor that stated he would do this work.

Asst. Chief Hauser also reported that the keypads for the fuel pump and south stair tower are unreadable. Commissioner Wicka advised he would have those replaced.

Fire Station #2: Commissioner Brodnicki reported that the old fitness equipment that was in the extrication area has been removed. He is also waiting on a quotation from ServPro for cleaning all the bugs and webs from the outside of the building.

Asst. Chief Hauser advised that the two outside rear lights on the building are out and may be faulty electric eyes.

Mechanical Report: Commissioner Russell reported he received a call from Penn Power after they did PM work on both generators, which checked out well. They did report that the batteries for both units, while still OK, may need to be replaced in the near future. This will be monitored.

Motor Vehicles: Commissioner Black reported that the mechanic has not been out for the last two months but is expected next week after he spoke with him by telephone.

Commissioner Brodnicki reported he received a firm quotation from Mike Herberger for fabricating and installing the new EMS storage box for the rear of #7-2. The cost is \$2,875.00, which is about one-half of the quote he received from 10-75 Lighting. After discussing the matter, Commissioner Brodnicki made a motion to authorize the expenditure, not to exceed \$3,000.00, for the purchase and installation of the unit with the funds appropriated from the established Capital Equipment Reserve Fund, subject to permissive referendum. Commissioner Lewis seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

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

OLD BUSINESS:

Flat Roof Project at Station #1 – Status Report: Commissioner Lewis advised that the trim work has started and the project moving forward. Once completed he will review the invoice.

Parking Lot Sealing at Both Stations – Status Report; Commissioner Wicka advised both locations were completed along with the striping. The handicap striping was done correctly and looks good.

Painting Requirements for Both Stations – Status Report: This was covered by Commissioner Lewis as part of the Station 1 report. A discussion took place and Commissioner Lewis made a motion to approve the quotation from Pickey Painting for the work at both stations at a cost of \$4,400.00 with funds allocated from the A-408 budget line. Commissioner Brodnicki seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

New Carpets for Station 1 Lobby: Commissioner Lewis advised he continues to obtain quotations and advised this is work in progress.

Annual Firefighter Physicals – Status Report: Asst. Chief Hauser led a discussion regarding those members who have not yet obtained their annual physical. He was advised that Chief Szczepanik has the authority to have any member suspended until such time they complete the physical or until the next district meeting. He was advised to notify the secretary of any suspension for a follow-up letter to be sent.

Cracked Window on North Stair tower: Asst. Chief Hauser reminded that the cracked curved window in the north stair tower has not been repaired. Commissioner Brodnicki advised he had Loretto Glass look into this but did not get answer. He will follow-up with them.

NEW BUSINESS:

Travel & Training Requests: Commissioner Brodnicki advised that the annual Vital Signs conference is coming up and Chief Szczepanik is requesting 10 EMTs be allowed to attend at an estimated cost of \$3,490 for registrations and lodging and an additional \$500.00 for meals. After discussing the matter, Commissioner Lewis made a motion to approve the expenditure, not to exceed

\$5,000.00, for up to 10 members to attend. Commissioner Black 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 Uniforms: Commissioner Wicka advised that he will order three to four dozen more of the department tee-shirts as the current inventory is very low. There was also a brief discussion on a suggestion by Chief Szczepanik and EMS Captain Zemrac that some type of uniformity be done for members answering EMS calls. It was decided that a plan should be formulated and presented for consideration in the 2018 budget.

Date for 2018 Budget Workshop: Commissioner Lewis advised that he group will meet on Thursday August 31, 2017 at 7:00 to begin work on the 2018 budget. It was also decided that Chief Szczepanik and EMS Captain Zemrac should have their budget request outline in one-week prior for it to be reviewed and that the board will meet separately at 6:300 on 8/31 to review that portion of the proposed budget.

Bids and Quotations for Electric Work at Station One: Commissioner Lewis briefed the board on the quotes he received for installing LED “mood lighting” and re-installing the heat tapes on the roof. The initial quotations appeared to be excessive and work continues these projects.

DEC Grant and Paperwork: As per the chief’s report, he will work on the follow up paperwork and ordering of the turn-out gear once the grant is finalized and we receive the funds.

Purchases of Gear & Equipment from Reserve Funds – Status Report: Asst. Chief Hauser discussed the previously approved resolution granting the authority to purchase turn-out gear and other equipment from the reserve accounts and he advised that additional items may be needed (new protective hoods, etc.) that may have been left out of the previous approval. He was advised of the amount approved in the resolution and if additional items are needed, a list of items including the costs should be provided for possible further approvals.

New Turn-out Gear and Specifications: Asst. Chief Hauser led a discussion on the possibility of looking at a new manufacturer of turn-out gear since the cost of Morning Pride gear is increasing. It was decided that Asst. Chief Hauser may obtain a quotation for having a test set of gear made for possible testing. The matter was tabled.

A-200 Budget Line Substitutions: Asst. Chief Hauser advised that Chief Szczepanik is requesting that some items in the A-200 (Fire Equipment) budget request for 2017 be substituted for other items being needed now along with some items from A-412 (EMS Equipment). He was advised that substituting is approved provide he submit a list of items being changed to the secretary with a copy to the purchasing director.

New Member Orientation and Protocols: Commissioner Lewis advised he had a discussion with Chief Szczepanik about how new members are processed, information provided and expectations set. He advised that he has a PowerPoint presentation that can be updated but needs new Microsoft Office software to do this. He was authorized to purchase the necessary program at a cost of \$149.95 to update

this program and other essential information. He will continue to work with Chief Szczepanik and Commissioner Brodnicki to develop a tracking program that will monitor member performance and expectations for all members.

Public Disaster Preparedness Program: Commissioner Lewis suggested that the department host a program for the public that explains the merits of being prepared for a natural disaster that we've experienced in the last few years. A late date in September would be a good time to do this as September is Disaster Preparedness month. Approval was given to prepare and plan for such a program and more will be discussed at the next meeting.

HALL RENTALS & RETURNS: None

EXECUTIVE SESSION: At 8:05, Commissioner Lewis made a motion that the board enter into Executive Session to discuss possible disciplinary personnel matters. Commissioner Brodnicki seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

At 8:30, Commissioner Lewis made a motion that the board return to Regular Session. Commissioner Black 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 8:30 pm.

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*
Brittany Jewett: *2nd Asst. Chief*

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CHIEF'S REPORT AUGUST 2017

Calls for July:

EMS- 30
EMS Auto Accident- 6
Full Assignment- 6
Structure Fire- 1
Preliminary Assignment- 6
Special Equipment/Mutual Aid- 0
Public Relations Call- 1
Water Rescue-0

Total-50

- I was contacted about grant by DEC. Once we receive gear and are invoiced, they will provide guidance on how to obtain reimbursement.
- Engine #1 will be doing a fair standby on 8/10 and 8/20.
- #7 going to fair for Firemen's Day on 8/11
- LV 9 and LV 9-1 will be participating in town wide standby 8/11.
- Request for #7 to standby at Scranton on 8/25 during their community days.
- Town Chief's steak roast in pavilion on 9/22.

Members low on training:

Barrett- 4 drills (Did take EVOC)
Carlin Jr- 2 drills
D. Schnorr- 1 drill (Did take Pump Ops).
M. Prunoske-4 drills
K. Hannon-4 drills

Spoke with Tyler Lee as he has no activity since coming back in. He told he will be back from vacation soon and will "get started" at that time.

Will have a report on calls at the next district meeting.