



LAKE VIEW FIRE DISTRICT
Board of Fire Commissioners
Minutes of Meeting
August 10, 2016

The regular meeting of the Board of Fire Commissioners of the Lake View Fire District for August, 2016 was called to order at 7:05 pm with Chairman Michael Lewis presiding. The pledge of allegiance to the flag was led by the Assistant 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 Jurek	Present
Commissioner Brodnicki	Present	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 (4): Lewis, Wicka, Black, Brodnicki

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: There was a brief discussion with regard to Michael H. Krull was returning to active status. The matter was tabled until clarification is received from the fire association.

REPORT OF COMMITTEES:

Chief's Report: Asst Chief Hauser presented the report, which is attached.

Treasurer's Report: The Treasurer presented her report and abstract for July 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 Brodnicki seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Fire Station #1: Commissioner Lewis reported that all his items will be covered under old business.

Fire Station #2: Commissioner Brodnicki reported the following:

- Erie County Water is coming out on Monday 8/15/16 to do a "High Bill Inspection" due to the high water bills over the past year.
- Roy's Plumbing is coming out Friday to do the yearly inspection of the back-flow prevention mechanism.

- Keith Hauser replaced the hose in the mechanics bay

Mechanical Report: Commissioner Lewis reported the following for Commissioner Russell:

- The A/C in the upstairs meeting room was not working. Lake View Heating & Cooling was called to repair. They replaced a breaker/relay and the unit is now operating.

Motor Vehicles: Commissioner Black submitted the attached report.

Custodian's Report: Custodian Jewett reported that bug/insect spray was ordered to address the major problem with spiders and other insects outside Station 1. Commissioner Brodnicki reported that he spoke with a bug spray vendor regarding Station 2 and who offered to do work for gratis as we are a volunteer fire department. Commissioner Brodnicki suggests we look into have a preventative maintenance program for both stations for the spring and fall for next year.

OLD BUSINESS:

Sale of 1995 Pierce: Commissioner Black reported that Silver Creek Vol. Fire Department submitted a proposal to purchase the vehicle for \$45,000.00. After a brief discussion, Commissioner Black made a motion that we accept the offer from Silver Creek to sell the vehicle, subject to permissive referendum. Commissioner Brodnicki seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

County Alerting Project - Status Report: Asst. Chief Hauser advised that all the equipment has been identified and a purchase order needs to be prepared by Chief Szczepanik. The items should be ordered in the near future.

The issue of what to do with the old scrolling message boards was discussed. The county has stated they will remove the units as these are the property of Erie County. Asst. Chief Hauser advised he will have the Chief make arrangements to have them removed.

New Furniture for Station 2 Day Room – Status Report: Commissioner Brodnicki advised he has not yet settled on the items that should be ordered. The matter was tabled.

Parking Sign for New Property: Commissioner Wicka advised he will purchase the needed materials and work on installing the sign over the next several weeks.

Lawn Repairs Along Side of Station #1 – Status Report: Commissioner Lewis advised this is a work in progress and may be a challenge due to lack of rain. He will continue to plan on making the repairs.

Appointment of Clerical Assistant for the Chief – Status Report: Commissioner Wicka reported only one application/resume was received. It was determined that Chief Szczepanik should conduct an interview with the person with the assistance of a commissioner, and make a recommendation with regard to a potential hire. The matter was tabled.

Replacement of Wireless Microphones for Main Hall: Commissioner Lewis advised he obtained quotes to replace the mics but found that the receiver would need to also be replaced as the old receiver will not work with new mics. Commissioner Lewis made a motion to approve expenditure, not to exceed

\$500.00, for two (2) new mics and a receiver, based on procurement policy purchasing. Commissioner Wicka seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Litter at Station #2: Asst. Chief Hauser advised that there continues to be litter and cigarette butts all around Station #2. It was decided that Commissioner Wicka should obtain signs regarding the no smoking/tobacco free policy for both stations and a letter be sent to AMR regarding the change in the policy.

NEW BUSINESS:

Travel & Training Requests: Requests were received from Chris Zemrac, Jim Dix Zemrac, Brittany Jewett and Barbara Lewis to attend the EMS Vital Signs conference in Syracuse on October 14-16, 2016. Commissioner Wicka made a motion to approve the attendance. Commissioner Brodnicki seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Re-Designation of Official Newspaper:

Resolution to Re-designate Office Newspaper

WHEREAS the Board of Fire Commissioners of the Lake View Fire District, at its 2016 Annual Organizational meeting, designated The Hamburg Sun as its official newspaper and

WHEREAS in July 2016 The Hamburg Sun ceased publication and

WHEREAS the need exists for the fire district to have a publication that has a general circulation in the district

THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners re-designates as its official newspaper The Hamburg Pennysaver, produced on a weekly basis and available for general distribution in the Lake View Fire District by RW Publications and that the Secretary shall be authorized to establish an account with said publication.

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

Commissioner Lewis	Yes
Commissioner Wicka	Yes
Commissioner Black	Yes
Commissioner Brodnicki	Yes
Commissioner Russell	Excused from meeting

The motion was approved.

Changes to Travel & Training Policy: There was a lengthily general discussion with regard to modifying the travel policy pertaining to meal reimbursement based on the findings of the recent independent audit. The merits of keeping the policy as is or changing reimbursement for meals based on a per diem allowance as established by the General Accounting Office (GAO). At the conclusion of the discussion, Commissioner Wicka made a motion that the meal policy be modified to allow for Per Diem reimbursement and for those members who do not pay for meals with a fire district credit card, those members will be allowed to request a meal advance at least two weeks prior to scheduled travel. In the event the traveler does not attend the event requiring meal reimbursement, or if they obtain an advance and fail to attend the full number of days in which the advance covered, they must repay the district the entire cost of the advance or the remaining amount of days not used. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Set Date for 2017 Budget Preparation Work Session: The board agreed that a work session would be scheduled for Wednesday August 31 at 7:00 pm at Station #1.

Renewal of EAP Program: A general discussion was held regarding the program and the lack of use by the membership. The merits of keeping the program versus the cost of renewing it were discussed. A motion was made by Commissioner Brodnicki, seconded by Commissioner Lewis, not to renew the program for 2017 due to lack of use by the members and the cost. The following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Orchard Park Fire District EMS Request for Certificate of Need: There was a discussion with regard to the letter request from OPFD EMS requesting support for a Certificate of Need to cover any operations (transports) in the Town of Hamburg and surrounding areas. No decision was reached and the matter was tabled in order to get further clarification from Chief Szczepanik with regard to his recommendation not to support the request.

New Photographs of District Vehicles: Commissioner Wicka made a motion to authorize the expenditure of \$250.00 for the photographing and printing of new pictures of all the district apparatus by Mark Webster Productions. Commissioner Black seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

District Vehicles to Erie County Fair: Authorization was given to the Chiefs to use district vehicles at the Erie County Fair for parades and scheduled standbys based on the mutual aid program.

Annual Inspection: Asst. Chief Hauser requested that the annual inspection be set for Monday August 22, 2016. Commissioner Wicka made a motion to approve the recommendation of the Chief and the inspection will be conducted in turn-out gear and class B uniform with food and refreshments to follow.

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

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Status of Department Physicals: Asst. Chief Hauser questioned if all required physicals were obtained by the members. Commissioner Wicka advised that the list and data was provided by Occustar and the information is in the office and available to the Chief. He will follow up with Chief Szczepanik regarding this.

Fire Prevention Supplies: Asst. Chief Hauser was authorized to purchase needed and necessary fire prevention supplies based on the procurement policy and if possible, follow the process from 2015 to purchase items.

Budget Substitution for New Gas Detector: Asst. Chief Hauser requested the Chief be authorized to remove from the A-200 budget line the cost for junk cars and instead use the funds to purchase a new gas detector. Commissioner Lewis made a motion to approve the request and Commissioner Black seconded the motion. The following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Results of First Round of Hose Testing: Asst. Chief Hauser reported that 200' of 4" hose needs to be replaced as it failed in the annual hose testing. He was advised to obtain quotations to replace the damaged hose for presentation next meeting and to look at state contract pricing.

At 8:23, the meeting was suspended due to an alarm of a plane crash and Commissioner Lewis, Commissioner Black, Commissioner Brodnicki and the chiefs in attendance responded to the call. At 9:03 the meeting resumed.

Purchase of Replacement SCBA Equipment: Asst. Chief Hauser presented a proposal to purchase 10 SCBA masks, six (6) new air bottles and mask mics at a cost not expected to exceed \$14,000.00 (shipping included). Commissioner Wicka made a motion to authorize the expenditure of \$14,000.00 for the purchase of the said equipment with funds allocated from the established Capital Equipment Reserve fund, subject to permissive referendum. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

Condition of Mechanic's Bay at Station #2: Commissioner Lewis requested Asst. Chief Hauser to bring it to the attention of Chief Szczepanik the messy condition of the mechanic's bay and to take measures to clean it up and bring the bay back in order. Keith advised he would relay the request.

HALL RENTALS & RETURNS: None

Executive Session: At 9:05 Commissioner Lewis made a motion that the board enter into Executive Session to discuss personnel issues. Commissioner Black seconded the motion and the following vote was taken:

Ayes (4): Lewis, Wicka, Black, Brodnicki

Nays (0):

The motion carried.

At 9:11, the board returned to Regular Session.

ADJOURNMENT: With no further business to conduct, the meeting was adjourned at 9:11.

Respectfully submitted,
John R. Wicka
Commissioner/Secretary

LAKE VIEW FIRE DISTRICT

Office of the Fire Chief

E-Mail Address: lvfd@wny.twcbc.com
Website: lvfire.org

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 AUGUST 2016

Calls for July:

EMS- 31
EMS Auto Accident- 4
Full Assignment- 6
Structure Fire- 2
Preliminary Assignment- 12
Special Equipment/Mutual Aid- 3
Public Relations Call- 2
Water Rescue-0

Total-60

- Lake View 7 will be going to the fair on firemen's day
- We will be standing by at the fair July 22nd for demo derby
- Eric Hamilton attended no calls or trainings since spoken to at June district meeting
- I will be presenting a list of those deficient in training at the September meeting.
- Inspection will be 8/22. Checking with Fr Joe to see if he can bless new Rescue #7.

MOTOR VEHICLE REPORT FOR AUGUST 2016

- 1) 9-1 Vehicle went to WHC for oil change and tire rotation.
- 2) 9-2 vehicle went to WHC for service. New rear brakes were installed. 1 tire pressure monitoring sensor had to be replaced. Dash light was constant illuminated.
- 3) Wiper blades were replaced on E1.
- 4) 95 pierce. Both batteries needed to be replaced.
- 5) E2 (former 3) door open switch repaired.
- 6) R7 Switch for right side electric large intake valve was repaired.

Roger Black
