



LAKE VIEW FIRE DISTRICT
Board of Fire Commissioners
Minutes of Meeting
March 9, 2016

The regular meeting of the Board of Fire Commissioners of the Lake View Fire District for March, 2016 was called to order at 7:00 pm with Chairman Michael Lewis presiding. The pledge of allegiance to the flag was led by the Asst. 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	Excused
Commissioner Brodnicki	Excused	Treasurer Jewett	Present
Commissioner Russell	Excused	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 Black, 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.

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 submitted his report, which is attached.

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

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Fire Station #1: Commissioner Lewis submitted the following report:

- Grove Roofing - Called them back last week, they stated they will be out the week of March 14th. to give us a quote for Preventative Maintenance.
- Harry Lach has provided a quote of \$1,450.00 to install a wall and door in the coat room for Custodians use. He quoted \$1,925 to remove floor tile in table and chair storage room, install 3/8" sanded plywood and seal using a hard, clear coat finish. To install angle to secure floor pads in

Fitness room he quoted \$125.00.

I told him to go ahead with this work, he will call me to begin the work.

- NFPA washer recommendations for turnout gear is found in NFPA 1851 which does not as far as I can read, call for separate washer and dryer for turnout gear. Chapter 7 (Cleaning and Decontamination) does state " Soiled or Contaminated elements shall not be brought onto the home, washed in home laundries or washed in public laundries"
- We need to repost capacity for the main hall, the barroom has a limit of 85 people posted. I will ask the Building Inspector from Hamburg to measure and give us those capacity and a sign to go along with it.

Fire Station #2: Commissioner Brodnicki presented the following report:

- As reported by Mike Lewis, a ledge will be placed by Harry Lach to hold the mats in place in the exercise room.
- The new gym equipment should be arriving in the next couple of weeks. As per discussions, the old Universal Gym will be taken apart & used for firematic purposes by Keith Hauser.
- Last month, Rich Duda bolted the mechanisms for the couches in the break room. The bolts did not hold, and the couch is back to the condition it was in. I would like for the board's approval to buy a new couch & chair for the break room, not to exceed \$1500, and dispose of the old couches & chair.

Mechanical Report: No report.

Motor Vehicles: Commissioner Black advised that the only item of significance is that all the monthly PM work was completed on the vehicles.

Custodian's Report: Custodian Jewett reported that the toilet in the ladies' fitness room lavatory was shut off as it was constantly running and would not shut off. Also, the lights on the front of Station #1 are out and will be replaced.

OLD BUSINESS:

New Rescue/Pumper – Status Report: Commissioner Black reported on the following:

- The buildout date is scheduled for next week.
- He and Asst. Chief Hauser will be traveling to the plant in Appleton WI on March 22 & 23 to do the final inspection.
- It is anticipated the vehicle should be in service sometime in April.

November Snow Storm & FEMA Reimbursement – Status Report: Commissioner Wicka advised nothing new to report.

Preventative Maintenance for Station #1 Roofs – Status Report: This was covered in the Station #1 report.

New Department Flags – Status Report: Commissioner Wicka advised that they have been received. It was recommended that since these are indoor flags, it would be beneficial to get outdoor flags made of the same design. Commissioner Wicka advised he would take care of this.

New Computer and Software for EMS Office: It was discussed that Captain Schmidt continues to work on this and progress is being made.

Additional Washing Machine for Station #2 – Carryover from Previous Meeting: There was a detailed general discussion with regard to the NFPA recommended standards, the piping and hot water supply in the building and options available to meet the objectives of having turn-out gear cleaned and decontamination of the machine after a wash cycle. No decision was reached and the matter was tabled to conduct further studies.

Sale of 1995 Pierce Dash – Approval to Solicit Bids: Commissioner Black made a motion to authorize the Secretary to advertise the sale in the Fire Trader magazine with an initial asking price of \$55,000.00. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Fitness Equipment Replacement/New Equipment – Status Report: This was covered in the Station #2 report.

Equipment for New Rescue/Pumper – Status Report: Asst. Chief Hauser advised that the purchase requests have all been prepared for ordering the equipment. He presented a list of additional items needed to put the vehicle into service, which included 900' of 2" fire hose and four (4) radio chargers. The cost for all items is \$4,930.00. Commissioner Wicka made a motion to authorize the purchase with the funds being allocated from the established Capital Equipment 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.

New Siren/Lighting for New Command Vehicle – Status Report: Commissioner Black advised nothing new has been heard about this and once the vehicle is scheduled for delivery, 10-75 will be advised.

Outstanding Claim by Cellino Plumbing: Commissioner Wicka advised that a representative from Erie County Water Authority notified him that a settlement was reached between ECWA and Cellino and that once the final paperwork is completed the fire district will be provided a copy. The settlement was for \$2,500.00, down from the original charge by Cellino of \$5,400.00.

Proposed SOGs for Using #7-2 as an EMS Fly-Car: Chief Szczepanik prepared the following guidelines:

1. It will be preferable for a Paramedic to take the vehicle to cover a "shift". However, if no Paramedic has signed up, an AEMT may take the vehicle for use as a fly car.
2. A calendar will be kept in the vehicle for Paramedic's or AEMT's to sign up to take the vehicle home for a "shift." The calendar will also be used for other FD needs (classes, training, etc.). Use for transportation to classes or other FD functions will usually take precedence, but the Chief will have final say.
3. If a Paramedic or AEMT has possession of the vehicle, it is expected that they will respond to all EMS related calls during the time that they have it.
4. The Paramedic or AEMT will not respond to the scene of Fire related calls with the vehicle.
5. The vehicle can be used for minimal personal use. This would be to get food, coffee, etc. The vehicle must remain in the Lake View Fire District or the surrounding districts. A maximum of 20

additional miles (in addition to miles used to respond to calls) may be put on the vehicle for these purposes.

6. Narcotics may be kept in the vehicle but must be double locked at all times.
7. The drug bag should be secured in the vehicle at all times, except when the Paramedic or AEMT determines that, due to extreme weather situations, the bag should be brought inside their residence. It is the Paramedic or AEMT's responsibility to ensure the bag is secure within their residence where no one else will have access to it.
8. The person taking the vehicle must be cleared to operate it in an emergency mode.

After discussing the merits and conditions on the proposed use, Commissioner Lewis made a motion to approve the suggested guidelines. Commissioner Wicka seconded the motion and the following vote was taken:

Ayes (2): Lewis, Wicka,

Nays (1): Black

The motion carried.

Fire Hose Standardized Resolution:

BE IT RESOLVED, by the Board of Fire Commissioners of the Lake View Fire District in the Town of Hamburg, Erie County, State of New York, as follows:

Section 1. According to Article 5-a of the General Municipal Law expenditures exceeding \$10,000.00 must comply with the provisions of public bidding requirements set forth in Section 103 of the General Municipal Law. This requirement is also set forth in the bidding policy established by the Board of Fire Commissioners of the Lake View Fire District on the 9th day of January, 2016.

Section 2. A board of fire commissioners is allowed an exception to part of the public bidding requirement as set forth in Section 103(5) of the General Municipal Law, upon a resolution by a vote of least three-fifths of the members of the board of fire commissioners. This resolution must state that for reasons of economy or efficiency there is a need for standardization.

Section 3. The board makes the following observations, comments and findings regarding standardization for Fire Supply Hose:

- The continued purchase and use of Mercedes KrakenEXO hose is more efficient and is the same as existing equipment.
- The Lake View Fire District has made a considerable capital investment in fire hose, and as such, Mercedes KrakenEXO is compatible and solely used by the department for several years, this equipment is readily available and there are readily available service technicians to service the Mercedes KrakenEXO hose.
- The experience of the Lake View Fire District is that Mercedes KrakenEXO hose operates better than the competition, with less downtime, and fewer repairs. This will create a savings for the district.
- This would result in no training time needed to have district personnel familiar with this standardized fire hose

Section 4. For reasons of economy and efficiency, there is a need to standardize Mercedes KrakenEXO fire hose as the Lake View Fire District's choice for fire line water supply hose.

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

Commissioner Lewis Yes

Commissioner Wicka Yes

Commissioner Black Yes

The resolution was approved.

NEW BUSINESS:

Travel & Training Requests:

- **AFDSNY Annual Meeting; April 28-May1, 2016 in Albany:** Commissioner Wicka made a motion to approve attendance for all Commissioners and due to the nature of the agenda include the Treasurer, Purchasing Director and Attorney. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

- **IAFC/VCOS Symposium; November 10-13, 2016 in Clearwater Beach FL:** Commissioner Lewis made a motion to approve attendance for all Commissioners and due to the nature of the agenda include the Chiefs, Treasurer, Purchasing Director, Attorney and Fire Association President. Commissioner Wicka seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

- **Buffalo EMS Conference; April 15 & 16, 2016 in Cheektowaga:** Commissioner Wicka made a motion to approve the nine (9) members recommended by Chief Szczepanik at a cost of \$95 per registrant. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

New Class A & Class B Uniform Requests: Commissioner Wicka made a motion to approve new uniforms for the following, which was seconded by Commissioner Lewis:

- Joseph Nero; Class A uniform pants and Class B Duty Shirt
- Gene Jewett for a new Class A

The following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

In addition, the President was authorized to outfit Associate Members with existing in-stock uniforms for those members wishing to partake in parades, funerals and the installation dinner.

Blanket Building & Contents, Vehicles and Commercial Liability Insurance Renewal:

Commissioner Wicka made a motion to approve renewal of the blanket & vehicle liability insurance policy with the Evans Agency and Utica National Insurance. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Proposed Modifications to Member Training Requirements/Regulations: There was a general discussion on making changes to the existing district regulations regarding mandatory and required training for members of the department (see attached, new items in red text, deleted items with a strike-thru). After discussing the matter, Commissioner Lewis made a motion to adopt the modifications.

Commissioner Black seconded the motion and a roll-call vote was requested with the following results:

Commissioner Lewis Yes
Commissioner Wicka Yes
Commissioner Black Yes

The motion was approved.

Issuance of RFP for 2016 Lawn Care Contract: The RFP for the lawn care contract was reviewed and discussed. Commissioner Lewis made a motion to approve the RFP and have it issued for the return of sealed bids for the next meeting. Commissioner Wicka seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

2015 LOSAP Point Approval: Commissioner Lewis made a motion to approve the posted 2015 LOSAP point totals and allow the Director of Purchasing to process the needed paperwork for Penflex. Commissioner Black seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

New Storage Box for the New Command Vehicle: The information received from Mobile Storage Solutions for the fabrication and installation of one (1) new storage cabinet for the new command vehicle was reviewed and discussed. Commissioner Wicka made a motion to approve the purchase, at a cost of \$1,950.00 with the funds being allocated from the established Command Vehicle 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.

New Furniture for Day Room at Station #2: The recommendation by Commissioner Brodnicki to purchase a new couch and furniture was reviewed and discussed. It was decided to table the matter until Commissioner Brodnicki can more fully explain the need.

Preventative Maintenance of Fire Alarm System at Station #1: Commissioner Wicka was requested to contact Casco to arrange for an annual PM of the system and to address the failure of a send-out signal from the defib box in the main hall to Hamburg Fire Control.

Kitchen Hood and Fire Suppression System @ Station #1: There was a brief discussion with regard to having the unit surveyed for its operation and overall need. Commissioner Lewis stated he would look into this and report back at the next meeting.

Food/Refreshments for Town-wide Fire Training on April 2: Commissioner Wicka made a motion to approve an expenditure up to \$100 for food and refreshments for the fire training session on April 2. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

New Turn-out Gear – Budgeted Item: Asst. Chief Hauser requested the board approve the previously budgeted funds for the regular purchase of turn-out gear, which was planned for in the preparation of the 2016 budget. Commissioner Wicka made a motion to approve the expenditure, not to exceed \$29,500.00, for up to ten (10) sets of the requested gear, helmets, boots and gloves with the funds allocated from the established Capital 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.

New Thermal Imaging Camera: Asst. Chief Hauser led a discussion with regard to prices obtained for the replacement of the oldest thermal imaging camera with a demonstrator unit at a reduced cost as compared with a new unit. The demonstrator unit will have the same full warranty as that of a new, unused camera at a cost savings of over \$900.00 and will be installed in the new rescue/pumper.

Commissioner Wicka made a motion to approve the purchase of the demonstrator unit at a cost of \$8,684.00 with the 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 (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Fire Association Parking Lot and Station 1 Apron Damage Resulting from Water Leak on Lakeview Road: There was a discussion, led by Fire Association President Jewett, with regard to the problems caused by underground erosion due to a water line leak along Lakeview Road over the last few years. ECWA finally detected the leak and made the repairs. However, the fire association was advised that the water line is the responsibility of the Town of Hamburg. Further discussed was the damage to the club parking lot resulting from underground erosion caused by the leak. No estimate has been received yet with the cost to repair the parking lot but it was decided to send a letter to the Town of Hamburg advising them of our concerns and asking for a suggested remedy to repair the parking lot. The Secretary was directed to draft a letter for review.

Main Hall Capacities and Posting Notices: Commissioner Lewis advised that based on a preliminary assessment of the hall measurements, the hall should accommodate 218 people when tables and chairs are set up, 468 with just chairs and 600 standing room only. He will conduct a further analysis and report back next month to determine what signs need to be posted.

Bartender Responsible Contact: President Jewett advised that Fire Association Director Bruce Oliver has been given the responsibility for overseeing bartender operations for functions in the main hall. Commissioner Wicka will make the proper notifications. It was also discussed to have a “duty form” prepared for bartenders in order to make sure all procedures for opening, operating and closing for the bar and main hall are followed. The Secretary was requested to prepare the form.

HALL RENTALS & RETURNS:

- **Christopher Zemrac and James Dix; May 20, 2016 for a Party:** Commissioner Lewis made a motion to grant use of the facilities with a contract but no fee or deposit as both are members of the fire association. Commissioner Black seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

- **LVCA/LVVFA Use of Station #2 for Drive-thru BBQ on Various Dates:** Commissioner Wicka made a motion to grant permission to use the facility as requested in April and again in October. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

ADJOURNMENT: With no further business to conduct, the meeting was adjourned at 9:04.

Respectfully submitted.

John R. Wicka

Commissioner/Secretary