



LAKE VIEW FIRE DISTRICT
Board of Fire Commissioners
Minutes of Meeting
December 12, 2018

The regular meeting of the Board of Fire Commissioners of the Lake View Fire District for December 2018 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	Excused
Commissioner Wicka	Present		Asst. Chief Hauser	Present
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 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 filed his report, which is attached. He also provided the following written report: *Please accept my apologies for missing the meeting last night. I was working a double shift and I lost track of the days of the week. I thought it was tonight. In any event, see the attached chief's report.*

I would like to thank the board for the support over the last 4 years. When my cohorts from other departments would complain about budget problems from the Town and difficulty in dealing with their Fire Company Boards, I always told them how fortunate I am. We have a well-funded department, and I have had everything I needed to equip and support our members. I don't think I have ever had a moment where I did not get something I asked for. I am also appreciative for the board's support when it comes to training and conferences. I really think we should consider allowing non-officers to attend conferences such as FDIC. The knowledge gained from a conference like that is unsurpassed by anything locally.

Again, a sincere thank you and I look forward to my next LVFD "chapter."

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

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

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

- Request from Boy Scouts regarding a shed for clothing donations was OK'ed in an email I sent. This will be placed on the grass across Burke Rd. parking lot. I have been in contact with the Scouts and the Rochester area charity that will place the shed, I will meet them there when delivered.
- Harry Lach has completed the water damage repairs.
- Rob Malayny hauled out all of the basement metal garbage that was lying around forever, all the smoke eaters, old hot water tank, old electrical disconnects and transfer switches, ceiling fans, circulating pumps, he filled a pickup truck and a trailer.
- A squirrel got into the building last week or was already inside. Harry Lach closed up the outside vent above the ceiling where Kyle usually sits, new water damage occurred in that area, when Harry removed the ceiling tile, lots and lots of nesting material fell on the floor. The Squirrel went upstairs and chewed up the plastic grids and one screen trying to get out, he got into the dry erase marker, and made a mess in the meeting room rest rooms. Kathy Kelly found it dead back in this meeting room and disposed of him. He may have been sealed into the building when the vent was sealed.

Fire Station #2: No report

Mechanical Report: No report

Motor Vehicles: Commissioner Black filed the following report:

- Damaged attic ladder hold down locks on E-1 have been replaced.
- Requested a quote from West Herr for rust and paint repairs on #7-1.
- 9-1 vehicle needs new tires and a NYS inspection. This will be scheduled.
- Service call was requested for #7 due to not starting. Found one battery shorted. Replaced all three.
- November PM work done on all vehicles.
- Purchased a jump box for the trailer and UTVs.

Custodian's Report: Custodian Jewett asked that any reported issues should be relayed to her for correction and cleanup. Also, ice melt is getting low and she will order a new supply.

OLD BUSINESS:

Relocation of Hanging Electric Cords at St. #2 – Status Report: Asst. Chief Hauser questioned if this project is still on inasmuch as there was a discussion whether it was worth paying for a quotation when that contractor may not be the successful bidder. He was advised to have Harry Lach look at the project and provide a quote as he is the contracted maintenance person.

Flooring Modifications @ Both Stations – Discussion/Action on Bids: Commissioner Lewis reviewed the four bid quotes and advised that Engine Bay Floors is the lowest responsible bidder. He spoke with the contractor and was advised that due to the timing of the project and concerning the impact of the winter season, they will hold firm on the price of the project until May 2019. Commissioner Wicka made a motion that the board accept the lowest responsible bid from Engine Room Floors at a total cost of \$45,494.30 with the funds being appropriated from the established Building and Land Improvement 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.

Main Hall Floor Resurfacing – Status Report: Commissioner Lewis reported that the project has been completed by American Hardwood Floors and he will call for the invoice. Commissioner Wicka commented that he believes that this is only the third time that the floor has been completely refinished since its installation in 1926. All agreed that the floor is holding up very well.

Review, Discussion & Possible Change to Insurance Carrier – Status Report: Commissioner Wicka advised he expects to have a report from our insurance agent at the next meeting.

Proposal for Gear Drying Racks: Asst. Chief Hauser questioned whether there was approval for the request to purchase a gear drying rack, which was introduced a few meetings back. He was advised that after checking whether this product was considered a “sole source” by the provider that we are not able to purchase without following proper procurement procedures. It was decided to revisit the request with the new budget along with the need to evaluate the current electric configuration to determine if an upgrade or modification is needed.

A discussion followed on the practicality of adopting certain “standardization” policies for items such as turn-out gear, radios, minitors and other communication equipment. It was agreed that this would be a good idea and it will be looked at in the new year.

Custodian Room Access: Commissioner Wicka was advised that the relay for the keypad for the custodian’s room is still not operating. He advised he will follow up with CASCO.

NEW BUSINESS:

Travel & Training Requests: None

New Class A & B Uniforms: Capt. Schmidt and Commissioner Wicka will work on putting together a purchase order to get parts and new uniforms for those qualified.

Set Date for 2019 Organizational Meeting: Commissioner Lewis made a motion that the 2019 Organizational meeting be held Wednesday January 2, 2019 at 5:30 pm with food and refreshments to follow. Commissioner Black seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Flooring Modifications for District Offices at St. #1: Commissioner Lewis advised two quotes were received to have the carpeting removed and laminate flooring installed in both offices. After reviewing and discussing the quotations, Commissioner Black made a motion to accept the low bid of \$3,850 from Harry Lach and that two people be hired, at minimum wage, to move all the furniture from the offices. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Department Tee Shirts – Restock Inventory: Commissioner Wicka briefed the board that the current inventory of department tee shirts is close to zero. He made a motion that seven (7) dozen new shirts be purchased based on the procurement policy. Commissioner Black seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

PA and Audio System for Main Hall: Commissioner Lewis led a discussion on the way the system in the main hall is being abused by hall renters and department members. He advised that effective immediately, no one will be allowed to use the system without prior approval. A letter should be sent to the fire association and auxiliary and also provisions be included in the rental agreement regarding this new policy. Access to the system will be by authorized personnel only. Commissioner Wicka made a motion to approve the new policy. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Fund Balance Transfers: The treasurer recommended the following fund balance transfers: \$2,000 from A-630 and transferred to A-403 for \$1,000 and A-200.1 for \$1,000. Commissioner Lewis made the motion to approve the recommended transfers. Commissioner Black seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Seasonal Lawn Care Contract Renewal: Commissioner Wicka made a motion to renew the lawn spraying contract with the 5% annual renewal discount. Commissioner Black seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Request for Additional Fitness Room Equipment: FF Chris Richardson presented a list of suggested equipment be purchased and added to the fitness room. After discussing the request, it was decided to table the matter pending review and recommendation by Commissioner Brodnicki.

UNYSTS Blood Drive: Commissioner Lewis distributed promotional materials for the drive to be held at Station #1 on January 3, 2019 and requested that the information also be posted on the sign board and website. Commissioner Wicka advised he will handle both requests. A blast email and text message will also be sent to all members.

Social Media: Commissioner Lewis advised he is working with two members, Max Perotta and Madison

Ford, to have them be part of a committee posting and editing the webpage and Facebook account. He advised that all content will be approved by the appropriate authorities.

FF Best Practices: Asst. Chief Hauser led a lengthy discussion on the need to review and implement the Best Practices published by the NYS OFPC. Commissioner Wicka advised that this document is only recommendations and not formulated regulations that need to be implemented. After discussing the issue, it was decided that this would be a good project to undertake in 2019 with the change over in new command positions and junior line officers. The matter was tabled.

HALL RENTALS & RETURNS:

Daisy Pilarski; March 9, 2019 for a Family Party: Commissioner Wicka made a motion to grant use of the facilities with contract, deposit and fee. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

Also discussed was the need to block out all hall rentals for the period May 1-May 9, 2019 for the modifications of the apparatus room floors. Commissioner Wicka so noted.

Executive Session: At 8:05, Commissioner Black made a motion that the Board enter into Executive Session to discuss a potential personnel issue. Commissioner Lewis seconded the motion and the following vote was taken:

Ayes (3): Lewis, Wicka, Black

Nays (0):

The motion carried.

At 8:25 the board returned to Regular Session.

ADJOURNMENT:

With no further business to conduct the meeting was adjourned at 8:25.

Respectfully submitted,
John R. Wicka
Commissioner/Secretary

LAKE VIEW FIRE DISTRICT

Office of the Fire Chief

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Website: lvfire.org



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 DECEMBER 2018

Calls for November

EMS- 27

EMS Auto Accident- 3

Full Assignment- 4

Preliminary Assignment- 2

Special Equipment/Mutual Aid-

Public Relations Call-

Water Rescue-0

Total-36