



Organizational Meeting
Lake View Fire District
Board of Fire Commissioners
Saturday January 7, 2017

ROLL CALL:

PRESENT: Commissioners: Lewis
Wicka
Black
Brodnicki
Russell

The meeting was called to order 11:00 am with Attorney Paul Notaro presiding.

The Pledge to the flag was led by Mark Szczepanik

Presiding officer read the procedure:

1. This is a public meeting of the Board of Fire Commissioners of the Lake View Fire District.

The Chair entertained a motion to approve the prepared agenda subject to additional items deemed appropriate by the chair. A motion was made by Commissioner Wicka, seconded by Commissioner Lewis.

The following vote was taken:

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

Nays (0):

The motion carried.

Nominations for Chairman of the Board:

The chair entertained a motion for nominations of Chairman of the Board. Motion by Commissioner Wicka, seconded by Commissioner Brodnicki, that Commissioner Lewis is appointed Chairman of the Board for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Nominations for Deputy Chairman:

The chair entertained a motion for nominations of Deputy Chairman of the Board. Motion by Commissioner Brodnicki, seconded by Commissioner Russell, that Commissioner Black is appointed Deputy Chairman of the Board for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

The meeting at this time is turned over to the 2017 appointed Chairman of the Board of Fire Commissioners,

Reading of Notice to Media and Legal Notice:

The acting Secretary read the notice that was sent to The Hamburg Shopper regarding the required notice posting of the date and time of the 2017 Organizational Meeting.

Appointment of Secretary:

Motion by Commissioner Brodnicki, seconded by Commissioner Black, that Commissioner Wicka is appointed Secretary of the Board of Fire Commissioners for the year 2017. The following vote was taken:

Ayes (4): Lewis, Black, Brodnicki & Russell

Nays (0):

Abstain (1): Wicka

The motion carried.

Appointment of Attorney and Fee Schedule:

Motion by Commissioner Black, seconded by Commissioner Lewis, that Attorney Paul Notaro is appointed Attorney for the Lake View Fire District, retained on a retainer basis, for the year 2017.

The following vote was taken:

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

Nays (0):

The motion carried.

Appointment of Treasurer:

Motion by Commissioner Russell, seconded by Commissioner Wicka that Jill Jewett is appointed Treasurer of the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Appointment of Director of Purchasing:

Motion by Commissioner Lewis, seconded by Commissioner Black, that Mary Wicka is appointed Director of Purchasing of the Lake View Fire District for the year 2017. The following vote was taken:

Ayes (4): Lewis, Black, Brodnicki & Russell

Nays (0):

Abstain (1): Wicka

The motion carried.

Appointment of Deputy Treasurer:

Motion by Commissioner Wicka, seconded by Commissioner Lewis that no appointment be made at this time for Deputy Treasurer of the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

The Secretary, Treasurer, Director of Purchasing & Deputy Treasurer signed the oaths of office which were witnessed by the Chairman and placed in the minutes.

Appointment of Custodian:

Motion by Commissioner Russell, seconded by Commissioner Lewis, that Jill Jewett be appointed Custodian of the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Appointment of Mechanic:

Motion by Commissioner Black, seconded by Commissioner Wicka, that no appointment be made at this time for the position of Mechanic for the Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Appointment of Chief Fiscal Officer:

Motion by Commissioner Brodnicki, seconded by Commissioner Black, that the Treasurer be appointed Chief Fiscal Officer of the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Appointment of Records Access Officer:

Motion by Commissioner Lewis, seconded by Commissioner Brodnicki, the Secretary of the Fire District be designated the Records Access Officer of the Lake View Fire District. The following vote was taken:

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

Nays (0):

The motion carried.

Appointment of Delegate to Erie County Fire District Officers Association:

Motion by Commissioner Russell, seconded by Commissioner Black, that Commissioner Wicka be designated as delegate to the Erie County Fire District Officers Association and all other Commissioners be considered alternates. The following vote was taken:

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

Nays (0):

The motion carried.

Salaries for Secretary, Treasurer, Director of Purchasing Custodian & Deputy Treasurer:

Motion by Commissioner Black, seconded by Commissioner Brodnicki, the salaries for the positions of Secretary, Treasurer, Director of Purchasing, Deputy Treasurer and Custodian are accepted as presented in the budget prepared for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Treasurer's Surety Bond:

Motion by Commissioner Brodnicki, seconded by Commissioner Lewis, that the Surety Bond for the Treasurer be increased to the amount of moneys being held by the Treasurer of the Fire District. The following vote was taken:

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

Nays (0):

The motion carried.

Designation of Banking Concern:

Motion by Commissioner Lewis, seconded by Commissioner Russell, that Key Bank be designated the banking concerns for the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Designation of Investment Policy of the District:

Motion by Commissioner Wicka, seconded by Commissioner Brodnicki, that the Investment Policy of the Lake View Fire District will consist only of certificates of deposits, with the highest rate of interest available at the Key Bank and with regard to the Service Awards Program, follow the adopted investment policy with The LOSAP Group of RBC Wealth Management for a diversified portfolio as defined in the policy statement of August 18, 1999, modified July 16, 2003 and again modified June 8, 2008. The Treasurer will give a full monthly disclosure to the Board of Fire Commissioners. The following vote was taken:

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

Nays (0):

The motion carried.

Designation of monies and legal notices

Motion by Commissioner Russell, seconded by Commissioner Black, all moneys for the Fire District are to be sent to the Treasurer and all legal notices, papers and correspondence are to be sent to the Secretary. The following vote was taken:

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

Nays (0):

The motion carried.

Designation of Official Newspaper:

Motion by Commissioner Black, seconded by Commissioner Lewis, the Hamburg Shopper be designated the official newspapers for the Lake View Fire District. The following vote was taken:

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

Nays (0):

The motion carried.

Designation of date, time and place of Regular Meetings:

Motion by Commissioner Brodnicki, seconded by Commissioner Lewis, that the Regular 2017 meetings of the Board of Fire Commissioners, Lake View Fire District, will be held the 2nd Wednesday of each month at 7:00 P.M. in the Charles A. Spittler, Sr. Meeting Room, Lake View Fire Station #1, subject to change upon notification. The following vote was taken:

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

Nays (0):

The motion carried.

Designation Member Association Dues:

Motion by Commissioner Lewis, seconded by Commissioner Wicka, that the 2017 annual dues be paid to the following:

- Association of Fire Districts of the State of N.Y.
- Erie County Fire District Association
- International Fire Chiefs Association
- Fire Association of the State of New York
- Erie County Fire Chiefs Mutual Aid Organization
- J-Fire Program of Erie County
- All other member Associations

The following vote was taken:

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

Nays (0):

The motion carried.

Designation of mileage for 2017:

Motion by Commissioner Wicka, seconded by Commissioner Brodnicki, that the mileage rate for the Lake View Fire District will be 54 cents per mile for the year 2017. And in the event the mileage rate a new standard is set by the Government Service Administration (GSA) at a later date the new standard will be recognized. The following vote was taken:

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

Nays (0):

The motion carried.

Acceptance of Chief:

Motion by Commissioner Black, with a unanimous second, that the Board of Fire Commissioners accepts Mark Szczepanik as Chief of the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

The Secretary administered the Oath of Office to the Chief.

Acceptance of Junior Slate of Officers:

The notice from Chief Szczepanik advising of the members elected as line officers for the year 2017 was read by the secretary into the record. A motion by Commissioner Russell, seconded by Commissioner Lewis, that the Board of Fire Commissioners accepts the Junior Slate of Officers for the year 2017 and as approved by the Chief. The following vote was taken:

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

Nays (0):

The motion carried.

Acceptance of First Assistant Chief:

Motion by Commissioner Brodnicki, with a unanimous second, that the Board of Fire Commissioners accepts Keith Hauser as First Assistant Chief of the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Acceptance of Second Assistant Chief:

Motion by Commissioner Lewis, with a unanimous second, that the Board of Fire Commissioners accepts Brittany Jewett as Second Assistant Chief of the Lake View Fire District for the year 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Swearing in of Asst. Chiefs

The Secretary for the Fire District administered the oath of office to the Assistant Chiefs for the year 2017.

The Chairman advised the Responsibilities of Office for all officers will be explained at a future meeting with all the commissioners and line officers.

Purchase Authorization:

Motion by Commissioner Wicka, seconded by Commissioner Black, that the only persons authorized to charge material and/or equipment for the Lake View Fire District, for the year 2017, shall be a Fire Commissioner, a Chief, Treasurer, Director of Purchasing and custodian. The following vote was taken:

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

Nays (0):

The motion carried.

Credit Card Authorization Resolution:

Motion by Commissioner Russell, seconded by Commissioner Lewis, that the Board re-adopts the Credit Card Policy for the Lake View Fire District The following vote was taken:

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

Nays (0):

The motion carried.

Review and Adoption of Code of Ethics:

Motion by Commissioner Lewis, seconded by Commissioner Brodnicki, that the Board adopts the Code of Ethics for the Lake View Fire District (see separate attachment). The following vote was taken:

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

Nays (0):

The motion carried.

Review of Purchasing Policy of Materials and Equipment:

Motion by Commissioner Black, seconded by Commissioner Russell, that the Board adopts the Resolution prepared regarding the Procurement Policy for the Lake View Fire District (see separate attachment) and a roll call vote was requested. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Review of the Record Books of the Treasurer:

Motion by Commissioner Brodnicki seconded by Commissioner Wicka, that a review of the record books of the Treasurer be conducted at the regular board meeting to be held February 2017. The following vote was taken:

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

Nays (0):

The motion carried.

Chairman’s Appointments:

The Chairman appointed Commissioner Russell as the responsible contact for the mechanical operations of both fire stations for the year 2017

The Chairman appointed Commissioner Brodnicki as the responsible contact for the fire station #2 for the year 2017.

The Chairman appointed Commissioner himself as the responsible contact for fire station #1 for the year 2017.

The Chairman appointed Commissioner Black as the responsible contact for the motor vehicles belonging to the fire district for the year 2017.

The Chairman appointed Commissioner Wicka, as secretary responsible for monthly reconciliation of the credit card account and statements for fire district for the year 2017.

The Chairman appointed all Commissioners, on a rotating basis starting with the senior commissioner in January, as the person responsible for reviewing and auditing the bank accounts and statements for the year 2017.

Authorization for Deputy Treasurer to assist Secretary:

No action was taken on this at this time.

ADJOURNMENT:

With no further business to conduct, Commissioner Black made a motion to adjourn, seconded by Commissioner Lewis, with the next meeting scheduled for January 11, 2017. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Respectfully submitted,
John R. Wicka
Commissioner/Secretary