



LAKE VIEW FIRE DISTRICT
Board of Fire Commissioners
Minutes of Meeting
March 13, 2013

The regular meeting of the Board of Fire Commissioners of the Lake View Fire District for March, 2013 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 Mahaffey	Excused
Commissioner Wicka	Present	Asst Chief Richardson	Present
Commissioner Ross	Present	Asst Chief Szczepanik	Present
Commissioner Black	Present	Treasurer Jewett	Present
Commissioner Milligan	Excused	Purchasing Director Wicka	Present
		Attorney Notaro	Excused

Also in attendance was Fire Association President Joseph Nero.

ADOPTION OF PREPARED AGENDA: Commissioner Ross 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 (4): Lewis, Wicka, Ross, 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: The secretary advised that the fire association accepted Jesse P. Smith into membership at its last meeting. Commissioner Wicka made a motion that the district accepts Mr. Smith as a provisional member. Commissioner Ross seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

REPORT OF COMMITTEES:

Chief's Report: Asst. Chief Richardson presented Chief Mahaffey's report, which is attached.

Treasurer's Report: The Treasurer presented her report and abstract for February 2013 which was reviewed and audited. After the review and audit, Commissioner Ross made a motion to accept the report and abstract as presented. Commissioner Black seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

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

- He spoke with Bob Harms regarding the push bars on the upstairs meeting room as they seem to jam at times. Bob will look at them and repair if necessary.

- He will schedule a work detail to clean the clutter in the main hall storage room. The damaged ceiling tiles will be replaced at that time.
- He will have the plugs on the reels in the apparatus room looked at and repaired.

Fire Station #2: Commissioner Ross submitted the following report:

- Treadmill in gym still out of service. Bert's Bikes was contacted and based on the make, Model and age, they cannot find parts for the treadmill so they don't recommend even making a service call. This was built in 1995. I recommend that we surplus the unit since we still have two newer treadmills.
- We need to remind everyone that the custodian is not responsible for cleaning locker room or gym area. Members are responsible for cleaning this area and people that use it should take turns to clean it. Cloths should be put in lockers and not be left out.
- Roof at St 2 had leak above Gym and we called Weaver Roofing. They found an area around one of the vents that needed repair. The repairs were made.
- Another leak in St 2 roof was reported but this one is above truck #3 in the bays. It appears to be a small leak and not an emergency. We need to determine age and life expectancy of the roof. Should we have Weaver Roofing repair and do an evaluation for possible replacement?

Mechanical Report: No report was submitted.

Motor Vehicles: Commissioner Black submitted the following report:

- Monthly PM completed.
- #8 110Volt system was not working. Churchville checked and reset system.
- 9-2 command vehicle was sent to West Herr to have the passenger electric window repaired.
- The Polaris is not running. Churchville done some basic testing but was unable to repair it. Unit will be sent to a shop with knowledge to make the repairs.
- 7-1 -the flashlight charger that was reported last month has been repaired in house and has since been reinstalled.

Custodian's Report: The custodian's request that a new high-speed floor buffer be purchased will be discussed under New Business.

OLD BUSINESS:

New High-Band Med Radio for Ambulance: Commissioner Wicka reported that the new radio was installed today and the old MERs radio is still in the unit and workable. A discussion followed with regard to what new frequencies are in service by the county and it was learned that final approval to use the mobile radios for medical transmissions is still on hold.

Fire & NIMS Data Conversion from Firehouse to Red Alert – Status Report: Commissioner Wicka advised he was in contact with the vendor today and the software was installed on the file server and his computer. The next step will be the completion of CAD (interface with Hamburg Fire Control) at which point training for himself and the Purchasing Director can begin. Once the training is completed, the conversion of data from Firehouse to Red Alert will take place. It is estimated that it could take about 5 to 15 hours to do the conversion. The vendor will provide the estimate to do the conversion and an invoice. Upon completion of the conversion of data the system will go "live". It was advised that no new data should be entered into Firehouse at this time. At a point in the time ahead and once we are comfortable with the desktop operations we will begin looking into the mobile applications for the command vehicles. It is anticipated this should happen sometime this summer.

2012 Annual Inspection Report: Asst. Chief Richardson presented the report. The secretary was directed to send a letter to those members who did not attend and who did not submit a written notice to appear at the next meeting.

Sale of Surplus Low-Band Portable Radios – Status Report: Commissioner Wicka advised that the bidding closed at 6:00 pm on March 8, 2013 and the last bid was \$410.00. He felt this was too low and was less than the price per unit of the first batch sold (approximately \$100 per radio). He also reported he has someone who reportedly is willing to offer \$100.00 for each of these units. It was determined that the secretary should contact the auction vendor to determine what the options are with this sale and take appropriate steps to dispose of the surplus radios.

RFPs for New Accounting Services – Status Report: Commissioner Wicka and Treasurer Jewett reported two RFPs were received. They will review the documents and make a recommendation at the next meeting.

Gasoline Vendor Change – Status Report: Commissioner Wicka reported he has not received anything from the Wright Express, the vendor offering the enhanced program. The matter was tabled.

Modifications of Parking Lot Barriers – Status Report: Commissioner Lewis reported he has prepared the specifications and after speaking with an engineer with the Department of Transportation, he is suggesting not using the existing 6x6 timber as they would be too light to stop vehicles and would break easily. It is suggested to use 8x8 timbers instead. With these changes he will begin the process of advertising for bids to be opened at the next meeting.

LED Sign Board for Station #2 – Status Report: Commissioner Ross reported the following:

- I contacted several manufacturers of LED signs and you have some of the proposals that three of the companies have submitted. We need to keep in mind that each salesperson submitted different ideas with single color or full color screens and this is not comparing apples to apples and the prices listed should not be considered at this time.
- I also e-mailed to each of you some information on what to look for when buying an LED sign. We need to look over the different ideas so we can decide if:
 1. We want to buy a new sign.
 2. Size of sign.
 3. Single color or full color.
 4. Pitch and Pixel
 5. Warranty
 6. Whatever else you feel we may need to consider.
- There are many LED signs going up all over the area and some of you have looked into the owner's satisfaction of the signs and service. Commissioner Jay Milligan also has a sign at his business that was installed by one of the companies. Commissioner Milligan has done a great deal of work to determine which sign and company was the best for him. There is a big difference between the different signs and manufacturers so it is important we do our homework to determine what we need.
- I have been convinced that we really could use a new sign because no one likes to change the letters. Also with it we can get the word out about becoming a member, legal notices, explorers post, and fund raisers for the Association, etc.
- Because the cost of this project which could run anywhere from \$15,000 to \$32,000, I'd like to recommend that each of us take a look at some of these proposals and we schedule a work session in two weeks to decide on what we want to do. We can then agree on the specification and

put out for bid next month.

The chairman indicated a work session will be scheduled when Commissioner Milligan is back in town and the entire project/proposal can be reviewed.

Approval of 2012 LOSAP Point Totals: Commissioner Wicka advised no appeals or questions were received with regard to the posted report totals. Commissioner Wicka made motion to accept the report as prepared. Commissioner Lewis seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

Window Repair in Board Room: Commissioner Ross reported he finally got the guy from Windows for Buffalo to confirm he will replace the window. Expecting the weather to be better next week and will be here to finish the job.

Status of Firefighter Phil Schneider: Commissioner Lewis reported he had a conversation with FF Schneider and learned that he will be involved with student teaching all this summer and fall and will be unavailable to answer calls or attend drills or trainings. He was advised to submit a letter to the fire association so they can take appropriate action with regard to college leave.

NEW BUSINESS:

Travel & Training Requests: Asst. Chief Szczepanik advised the board of upcoming changes to the Advanced EMT program coming this fall and tuition will increase to about \$2,100 and will the course will be for one entire semester. The out of pocket expense will be about \$1,300 per student. There was a discussion about the number of interested personnel who may want to take this course and how the out of pocket expenses would be funded. The matter was tabled in order to more information on the number of personnel wanting to take the course and how it will be budgeted for.

New Class A & B Uniform Requests:

- **Proposal to Purchase New Polo Style Work Shirts:** There was a general discussion about the type and style of shirts that would be purchased. It was decided to table the matter in order for the committee working on the proposal to go back to the members and get a consensus on the style, colors and embroidery choices, etc.

New High-Speed Buffer for Station #1: The suggestion and proposal submitted by the custodian was reviewed and discussed. Commissioner Lewis made a motion that the purchase be made along with the buffer pads at a cost not to exceed \$1,000.00. Commissioner Wicka seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

Renewal of Preventative Maintenance Contract with Penn Power Systems: Commissioner Lewis presented his review of the renewal contract and made a motion to accept. Commissioner Ross seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

Transfer of 2012 Budget Surplus:

WHEREAS \$60,911.00 was the unexpended balance carryover from the 2012 annual budget and
WHEREAS \$40,000 was the anticipated unexpended balance carryover from the 2012 budget
when planning the fiscal budget for the year 2013 and

WHEREAS the difference between the actual carryover and the anticipated carryover is
\$20,911.00,

THEREFORE, BE IT RESOLVED that the difference of \$20,911.00 is transferred into the
established Building Land Improvement Reserve fund to be used for said purpose.

This motion was set to motion by Commissioner Wicka, seconded by Commissioner Lewis with
the following Roll Call vote.

Commissioner Lewis Yes

Commissioner Wicka Yes

Commissioner Ross Yes

Commissioner Black Yes

The motion was approved.

Purchase of New DVRs for Camera Security Systems: Commissioner Lewis made a motion,
seconded by Commissioner Ross, to purchase two (2) new Zmodo 8 Channel DVRs at a cost of \$197.99
per unit for Stations #1 and #2 as upgrades to the current system. The following vote was taken:

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

Nays (0):

The motion carried.

Use Fee Considerations for Upstairs Meeting Room: There was a discussion about requests from
outside groups to use the upstairs training/meeting room for meetings, etc. It was decided that a fair costs
to use the room would be \$100.00. Commissioner Lewis made a motion to grant use, with notification to
the board, with a use fee of \$100.00 to residents of the fire district. Commissioner Wicka seconded the
motion which came under question. After the question the following vote was taken:

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

Nays (0):

The motion carried.

Leadership Team Work Sessions: There was a brief discussion regarding attendance for the next work
session scheduled for March 28. Commissioner Wicka advised that most of the members indicated an
ability to attend. With that in mind there was no need to change the date.

HALL RENTALS & RETURNS:

Southtowns Christian Center – Luncheon; March 24, 2013: Commissioner Wicka made a motion
to grant use of the facilities with no contract, fee or deposit as the church is a community entity. The
following vote was taken:

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

Nays (0):

The motion carried.

Lorraine Herniak – Family Party; April 13, 2013: Commissioner Ross made a motion to grant
use of the facilities with a contract but no fee or security deposit as Mrs. Herniak is a member of the
Auxiliary. Commissioner Black seconded the motion and the following vote was taken:

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

Nays (0):
The motion carried.

Joe & Trina Nero – Family Party; April 20, 2013: Commissioner Lewis made a motion to grant use of the facilities with a contract but no fee or deposit as Mr. Nero is member of the department. Commissioner Black seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

Executive Session: At 8:15 Commissioner Wicka made a motion that the Board enter into Executive Session to discuss a legal matter and potential disciplinary issues. Commissioner Lewis seconded the motion and the following vote was taken:

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

Nays (0):

The motion carried.

At 8:45 the Board returned to Regular Session.

ADJOURNMENT: With no other business to conduct, the meeting was adjourned at 8:45 pm.

Respectfully submitted,
John R. Wicka
Commissioner/Secretary