



Organizational Meeting
Lake View Fire District
Board of Fire Commissioners
Wednesday January 2, 2019

ROLL CALL:

PRESENT: Commissioners: Lewis
Wicka
Black
Brodnicki
Russell

The meeting was called to order 5:30 pm with Attorney Paul Notaro presiding.
The Pledge to the flag was led by Attorney Notaro.

Presiding officer read the procedure:

1. This is a public meeting of the Board of Fire Commissioners of the Lake View Fire District.
2. The Chair will entertain 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 with the following vote:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Reading of Notice to Media and Legal Notice:

The acting Secretary read the attached notice that was sent to The Hamburg Sun regarding the required notice posting of the date and time of the 2019 Organizational Meeting.

Nominations for Chairman of the Board:

The chair entertained a motion for nominations of Chairman of the Board. Motion by Commissioner Black, seconded by Commissioner Brodnicki, that Commissioner Lewis is appointed Chairman of the Board for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Nominations for Deputy Chairman:

The chair entertained a motion for nominations of Deputy Chairman of the Board. Motion by Commissioner Wicka, seconded by Commissioner Lewis, that Commissioner Black is appointed Deputy Chairman of the Board for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

The meeting at this time is turned over to the 2019 appointed Chairman of the Board of Fire Commissioners,

Appointment of Secretary:

Motion by Commissioner Lewis, seconded by Commissioner Russell, that Commissioner Wicka is appointed Secretary of the Board of Fire Commissioners for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Appointment of Attorney and Fee Schedule:

Motion by Commissioner Black, seconded by Commissioner Brodnicki, that Attorney Paul Notaro is appointed Attorney for the Lake View Fire District, retained on a per time (or retainer) basis, for the year 2019.

The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Appointment of Treasurer:

Motion by Commissioner Brodnicki, seconded by Commissioner Lewis, that Jill Jewett is appointed Treasurer of the Lake View Fire District for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Appointment of Director of Purchasing:

Motion by Commissioner Russell, seconded by Commissioner Lewis, that Mary Wicka is appointed Director of Purchasing of the Lake View Fire District for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Abstained
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Appointment of Chief's Clerk:

Motion by Commissioner Wicka, seconded by Commissioner Black, that Laura Marsullo is appointed Chief's Clerk of the Lake View Fire District for the year 2019 with an IRS1099 provided at the conclusion of the year. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

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

Appointment of Custodian:

Motion by Commissioner Lewis, seconded by Commissioner Black, that Jill Jewett be appointed Custodian of the Lake View Fire District for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

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 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Appointment of Chief Fiscal Officer:

Motion by Commissioner Brodnicki, seconded by Commissioner Lewis, that the Treasurer be appointed Chief Fiscal Officer of the Lake View Fire District for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Appointment of Records Access Officer:

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

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Appointment of Delegate to Erie County Fire District Officers Association:

Motion by Commissioner Lewis, seconded by Commissioner Russell, 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:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

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, Custodian and Chief's Clerk are accepted as presented in the budget prepared for the year 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Treasurer's Surety Bond:

Motion by Commissioner Wicka, seconded by Commissioner Russell, 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:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Designation of Banking Concern:

Motion by Commissioner Brodnicki, seconded by Commissioner Black that Key Bank be designated the banking concerns for the Lake View Fire District for the year 2019 with the option of designating other banking concerns later in the year in the event the need arises. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Designation of Investment Policy of the District:

Motion by Commissioner Russell, seconded by Commissioner Wicka, 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:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Designation of monies and legal notices

Motion by Commissioner Lewis, 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:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Designation of Official Newspaper:

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

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Designation of date, time and place of Regular Meetings:

Motion by Commissioner Wicka seconded by Commissioner Brodnicki, that the Regular 2019 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:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Designation Member Association Dues:

Motion by Commissioner Brodnicki, seconded by Commissioner Russell that the 2019 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:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Designation of mileage for 2019:

Motion by Commissioner Russell, seconded by Commissioner Brodnicki that the mileage rate for the Lake View Fire District will be 58 cents per mile for the year 2019. 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:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Acceptance of Chief:

Motion by Commissioner Lewis, with a unanimous second, that the Board of Fire Commissioners accepts Keith Hauser as Chief of the Lake View Fire District for the year 2019. The following vote was taken:

- Lewis Yes
- Wicka Yes
- Black Yes
- Brodnicki Yes
- Russell Yes

The motion carried.

Acceptance of Junior Slate of Officers:

The notice from Chief Hauser advising of the members elected as line officers for the year 2019 was read by the secretary into the record. A motion by Commissioner Russell, seconded by Commissioner Wicka, that the Board of Fire Commissioners accepts the Junior Slate of Officers for the year 2019 and as approved by the Chief. Under question, a discussion regarding the qualifications of some of the officers was discussed and it was decided to discuss this further in Executive Session. Moving the questions, the following vote was taken:

- Lewis Yes
- Wicka Yes
- Black Yes
- Brodnicki Yes
- Russell Yes

The motion carried.

Acceptance of First Assistant Chief:

Motion by Commissioner Wicka, with a unanimous second, that the Board of Fire Commissioners accepts Brittany Jewett as First Assistant Chief of the Lake View Fire District for the year 2019. The following vote was taken:

- Lewis Yes
- Wicka Yes
- Black Yes
- Brodnicki Yes
- Russell Yes

The motion carried.

Acceptance of Second Assistant Chief:

Motion by Commissioner Black, with a unanimous second, that the Board of Fire Commissioners accepts Christopher Schmidt as Second Assistant Chief of the Lake View Fire District for the year 2019. The following vote was taken:

- Lewis Yes
- Wicka Yes
- Black Yes
- Brodnicki Yes
- Russell Yes

The motion carried.

Swearing in of Chiefs

The Secretary administered the Oath of Office to the Chief and Assistant Chiefs for the year 2019.

The Chairman advises 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 Brodnicki, seconded by Commissioner Russell, that the only persons authorized to charge material and/or equipment for the Lake View Fire District, for the year 2019, shall be a Fire Commissioner, a Chief, Treasurer, Director of Purchasing and custodian. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Credit Card Authorization Resolution:

Motion by Commissioner Russell, seconded by Commissioner Brodnicki, that the Board re-adopts the Credit Card Policy for the Lake View Fire District (see separate attachment). The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Review and Adoption of Code of Ethics:

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

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

The motion carried.

Review of Purchasing Policy of Materials and Equipment:

Motion by Commissioner Wicka, seconded by Commissioner Lewis, that the Board re-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.

The chairman suggested that all responsible parties review the policy to reacquaint themselves with the requirements.

Review of the Record Books of the Treasurer:

Motion by Commissioner Black, seconded by Commissioner Russell that a review of the record books of the Treasurer be conducted at the regular board meeting to be held February 2019. The following vote was taken:

Lewis	Yes
Wicka	Yes
Black	Yes
Brodnicki	Yes
Russell	Yes

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 2019. This includes HVAC, plumbing, etc.

The Chairman appointed Commissioner Brodnicki as the responsible contact for the fire station #2 for the year 2019.

The Chairman appointed Commissioner himself as the responsible contact for fire station #1 for the year 2019.

The Chairman appointed Commissioner Black as the responsible contact for the motor vehicles belonging to the fire district for the year 2019.

The Chairman appointed Commissioner Wicka, as secretary responsible for monthly reconciliation of the credit card account statements and reconciliation of the gasoline credit card use for fire district for the year 2019.

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 2019.

Authorization for Deputy Treasurer to assist Secretary:

No action was taken on this at this time.

Command Vehicle Assignments: A recommendation was made by Chief Hauser for the following vehicle assignments: LV9, 2015 Tahoe; LV9-1, 2017 Tahoe and LV9-2 the 2018 Tahoe. Commissioner Lewis made a motion to approve the recommendation and Commissioner Russell seconded the motion. The following vote was taken:

- Lewis Yes
- Wicka Yes
- Black Yes
- Brodnicki Yes
- Russell Yes

The motion carried.

Executive Session: at 5:53, Commissioner Black made a motion, seconded by Commissioner Lewis, that the board enter into Executive Session to discuss a potential personnel matter. The following vote was taken:

- Lewis Yes
- Wicka Yes
- Black Yes
- Brodnicki Yes
- Russell Yes

The motion carried.

The Board returned to regular session at 6:00 pm.

ADJOURNMENT:

With no further business to conduct, Commissioner Lewis made a motion to adjourn, seconded by Commissioner Brodnicki, with the next meeting scheduled for January 9, 2019. 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