

**ORCHARD PARK BOARD OF FIRE COMMISSIONERS
MINUTES OF THE JANUARY MEETING**

The regular monthly meeting of the Board of Fire Commissioners of the Orchard Park Fire District was held on January 10, 2017 at 7:00 PM in the Board Room of the Orchard Park Fire Hall. The meeting was called to order by Chairman Machemer and began with the pledge to the flag.

Roll Call:

Chairman:	Kenneth Machemer	Dist. Chief:	Guy Carey
Commissioner:	Paul Bodden	Treasurer:	Christine Petrie
Commissioner:	Robert Eiskant	Deputy Treasurer:	Penny Jensen
Commissioner:	Frank Wierzbowski	Attorney:	Michael Chelus
Commissioner:	Gregory Gill	Secretary:	Roberta Buczkowski
		EMS:	Tony Balester

Fire Company Officers Present:

Orchard Park Chief:	Matthew Cavanagh
Windom Chief:	Jay Knavel
Hillcrest Assist. Chief:	Jon Torre

Others Present:

David Roessler, Windom	Aaron Jarka, Windom
Chet Covers, Windom	Thomas Held, Windom
Howard Hoffman Jr., Windom	Scott Courtau, Windom
John Newell, Orchard Park	Peter Slotman, Hillcrest
David Stromecki, Brown & Stromecki Insurance Insurance	Ray Stromecki, Brown & Stromecki
Joe Jensen, Orchard Park	David Eiskant, Windom
Robert Baun, Windom	Edmond Jensen Sr., Orchard Park
Mike Morrow, Orchard Park	Larry Brand, Hillcrest
Tony Scolese, Orchard Park	Andy Kowalski, Orchard Park
Tim Gibbons, Orchard Park	Jacob Galas, Orchard Park
Drew Carey, Orchard Park	Matthew Girardi, Orchard Park

Approval of Minutes of the Meeting:

Motion made by Commissioner Eiskant, seconded by Commissioner Wierzbowski that the minutes of the December 2016 meeting be approved. All in favor; motion carried.

Communications and Action on Same:

1. Fire District Affairs. Filed
2. Letter from Penflex re: Service Awards Program
3. Letter from Orchard Park Fire Company re: use of Central on January 21, 2017 for Installation Dinner and February 4, 2017 for District Training. Motion made by Commissioner Bodden, seconded by Commissioner Wierzbowski regarding same. All in favor; motion carried. Letter filed

4. Letter from Orchard Park Fire Company re: resignation of firefighters. See new memberships and removals.
5. Letter from Orchard Park Fire Company re: new members. See new memberships and removals.
6. Flyer from Pinsky Law Group re: Law and Management Conference. Basket
7. Certificates of Insurance for MKS Plumbing and Saia Communications. Filed.
8. Letter from Windom Fire Company re: resignations of firefighters. See new memberships and removals.
9. Letter from Windom Fire Company re: new members. See new memberships and removals
10. Letter from Hillcrest Fire Company re: new members. See new memberships and removals
11. Letter from Excelsior Orthopedics re: out of service for Doug Wolf for knee injury. Filed
12. Letter from UB MD Orthopedics re: back in service for Chris Guenther. Filed.
13. Letter from Absolute Care re: oxygen use patients. Copy to OP9

Treasurer's Report:

No transfers are needed:

The monthly cash flow report is attached to the file copy.

Motion made by Commissioner Eiskant, seconded by Commissioner Bodden to accept the Treasurer's report. All in favor; motion carried.

District Guy Carey.:

1. Monthly and yearly reports read. Attached to file copy
2. There will be a meeting with the new chiefs on January 31, 2017 7PM at Central.

Orchard Park Chief, Matt Cavanagh:

1. Would like to be able to send three (3) to FDIC instead of two (2) as has been done in the past. Board approved three (3) from each company. No motion needed as it falls under training.
2. In the past out-sourcing the hose testing has been discussed. Would like to do that this year. The Board will check out the feasibility of in house testing vs. out-sourcing.
3. Orchard Park will be out of service January 21, 2017 from 1600 to 0900 on the 22nd for their installation dinner. Windom and Hillcrest to cover.
4. Would like a set list of officer qualifications needed to run for office by March if possible. The board will be looking at all qualifications.
5. Have a number signed sexual harassment documents. Need to be filed in personnel files.
6. With regards to old gear. The board has budgeted about \$5,000.00 for new gear for each company. District Chief needs sizes and what is needed so that it can be ordered ASAP.

Windom Chief, Jay Knavel:

1. Would like to thank the board for providing the food during the Bill's games.
2. There is the Guns & Roses concert slated for the summer as well as other events. Will keep the board apprised of events.
3. Windom will be out of service for their installation dinner on February 4, 2017.
4. Commissioner Machemer will get the red light cards to Jay.

Hillcrest Assist. Chief: Jon Torre

1. The Hillcrest project is on schedule and should be completed in March.
2. Thank you to the Board and District Chief for a good year.

District EMS Officer, Tony Balester:

1. The schedule is out for new classes. Will get to the companies right away.

NEW MEMBERSHIPS AND REMOVALS:

*****Orchard Park*****

Motion made by Commissioner Bodden, seconded by Commissioner Eiskant to remove Ashley Tylenda from the District Rolls. All in favor; motion carried.

Motion made by Commissioner Bodden, seconded by Commissioner Eiskant to remove Michael Chmura from the District Rolls. All in favor; motion carried.

Motion made by Commissioner Bodden, seconded by Commissioner Wierzbowski to accept Timothy Szalay to the District Rolls. All in favor; motion carried.

Motion made by Commissioner Bodden, seconded by Commissioner Eiskant to accept Zachary Perea to the District Rolls. All in favor; motion carried.

*****Hillcrest*****

None

*****Windom*****

Motion made by Commissioner Wierzbowski, seconded by Commissioner Eiskant to remove Steve Golembiewski from the District Rolls. All in favor; motion carried.

Motion made by Commissioner Wierzbowski, seconded by Commissioner Eiskant to accept Scott Kenny to the District Rolls. All in favor; motion carried.

COMMISSIONER'S REPORTS

Commissioner Eiskant:

1. Motion made by Commissioner Eiskant, seconded by Commissioner Bodden to amend the July 2016 motion to the following: the District to sell the old 883 to EMS Inc. for \$10,000.00 and the Stryker Stretcher to EMS Inc. for \$10,000.00. All in favor; motion carried.
2. Motion made by Commissioner Eiskant, seconded by Commissioner Bodden to purchase the Heavy Rescue vehicle from Colden Enterprises for \$618,590.00. All in favor; motion carried.

Commissioner Wierzbowski:

1. Motion made by Commissioner Wierzbowski, seconded by Commissioner Bodden to amend the December 2016 motion to the following: Advertise for the District physicals in the Orchard Park Bee only. All in favor; motion carried.
2. The door broke at EMS Inc. and is being fixed now for \$700.00.

Commissioner Bodden:

No report

Commissioner Gill (by Chairman Macheimer):

1. Have a quote for a new phone system to be installed at Hillcrest for up to \$500.00 per month for twenty (20) lines (proportionate on the number of phones) for a possible back up Dispatch center in case of emergency. Per Chairman Macheimer, since Commissioner Gill is not here will table until the February meeting or call an emergency meeting if approval is needed prior to the next meeting.

Commissioner Machermer:

No report

Attorney Chelus:

1. There has been an ongoing problem with the Treasurer unable to obtain the receipts from the credit card from those who use it. This poses a problem should we be audited. Therefore a new credit card policy will be in effect. Permission to use the card must come from the Board or Financial Chairman. A sign out sheet will be with the credit card. Both the person giving permission and the person using the card will print and sign the sheet and date so there is proper documentation. The card will then be given to the individual after approval. The receipts from use of the card will be returned with five (5) business days after the use of the card. Failure to do so will result in denial of use of the card for a period of one (1) year. If the receipts are not turned in a waiver stating that person misplaced those receipts will be signed for our records. This should not be a replacement for the receipt but a back-up for all our attempts to retrieve those missing receipts.
2. Motion made by Commissioner Bodden, seconded by Commissioner Eiskant to adopt the credit card policy as outlined by the District Attorney. All in favor; motion carried. Policy is attached to file minutes and filed in the District Office.
3. With regards to the budget, there are two hydrant zones, Berg and Bieler Roads that the taxpayers and been paying but the district has never received.

Motion made by Commissioner Eiskant, seconded by Commissioner Wierzbowski to go to executive session. All in favor; motion carried. Executive Session began at 7:40PM.

Motion made by Commissioner Eiskant, seconded by Commissioner Bodden to return to regular meeting. All in favor; motion carried. Regular meeting resumed at 7:49PM with no action taken by the Board.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Motion made by Commissioner Bodden, seconded by Commissioner Eiskant to purchase a monitor and work station for Commissioner Bodden's desk in the District offices for \$750.00. All in favor; motion carried.

BUSINESS FROM THE FLOOR:

Firefighter David Jensen questioned whether the Board is aware of any fire inspections done by the town. Attorney Chelus to write a letter to the town requesting a list of businesses etc. that have been inspected. Also was wondering if the District has entertained the idea of hiring a part-time fire inspector for the District.

PRESENTATION OF BILLS AND ACTION ON THE SAME:

Motion made by Commissioner Eiskant, seconded by Commissioner Bodden that the bills be paid as presented for a total of \$623,268.70. All in favor; motion carried.

MEETING ADJOURNED:

There being no further business to come before this Board, motion made by Commissioner Eiskant, seconded by Commissioner Bodden that the meeting be adjourned. All in favor; motion carried.

Meeting adjourned 7:52 PM

Respectfully submitted, Roberta Buczkowski, Secretary