

THE 2026 ORGANIZATIONAL MEETING OF THE ORCHARD PARK FIRE DISTRICT

The Organizational meeting of the Board of Fire Commissioners of the Orchard Park Fire District was held on January 14, 2025 at 6:30 PM in the training/meeting room of the Orchard Park District Offices. The meeting was called to order by Vice Chairman Hanrahan

Roll Call:

Commissioner: Mark Szczepanik
Commissioner: William Hanrahan
Commissioner: Bob Benning
Commissioner: Ed Jensen Jr.
Commissioner Elect: Frank Wierzbowski

District Chief: Jay Knavel
Secretary: Roberta Buczkowski
Treasurer: Nicholas Enser
Administrator: Monica Thielemann
Attorney: Mike Chelus

Others Present:

Dave Stromecki, Brown & Stromecki Insurance
Greg Bienias, EMS

Motion made by Commissioner Jensen seconded by Commissioner Szczepanik that Frank Wierzbowski be appointed Commissioner for a five 5-year Term. All in favor; motion carried.

Attorney Chelus administered the oath.

Motion made by Commissioner Jensen, seconded by Commissioner Szczepanik that Commissioner Wierzbowski be nominated as Chairman of the Board for the Year 2026. All in favor; Motion carried.

Commissioner assumes the Chairman seat.

Motion made by Commissioner Hanrahan, seconded by Commissioner Jensen that Roberta Buczkowski be appointed Secretary for the year 2026. All in favor; Motion carried.

Michael Chelus administered the oath to Secretary Buczkowski, which is attached and made part of these minutes.

Secretary reads aloud the notice of the Organizational Meeting.

Motion made by Commissioner Benning, seconded by Commissioner Szczepanik that Nicholas Enser be appointed Treasurer for the year 2026. All in favor; Motion carried.

Michael Chelus administered the oath of office to Treasurer Enser, which is attached and made part of these minutes.

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to appoint Jay Knavel to District Chief for 2026. All in favor; motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning that Greg Bienias be appointed as the District IT person for the year 2026. All in favor; motion carried.

Motion made by Commissioner Jensen, seconded by Commissioner Szczepanik that William Hanrahan be appointed Vice-Chairman for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan that Rob Germano be appointed Chief of the Orchard Park Fire Company for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning that Jacob Leckle be appointed Chief of the Windom Fire Company for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning that Ron Hendershot be appointed Chief of the Hillcrest Fire Company for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Jensen that Michael F. Chelus be appointed Attorney with retainer as specified in the budget for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning to appoint Dr. O'Brien Medical Director for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning that Monica Theilmann be appointed Deputy Treasurer for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan that Monica Theilmann be appointed Deputy Secretary for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning that Joseph Kadi and Mike Williams be appointed to the Ethics Committee for the year 2026 with a third person to be determined at a later date. All in favor; motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to sponsor the Jr. Firefighter program for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Jensen that the salaries of the Secretary and Treasurer be fixed as agreed upon between the Board, Secretary and Treasurer as per the budget. All in favor; Motion carried.

Motion made by Commissioner Jensen, seconded by Commissioner Benning to designate WellNow for physicals for the year 2026. All in favor; motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning that Brown & Stromecki Insurance be appointed as the District Insurance Agent for the year 2026. All in favor; motion carried.

Motion made by Commissioner Jensen, seconded by Commissioner Benning to designate the Orchard Park Bee the official newspaper for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Jensen that MBT Bank be the official depositories for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan that the regular monthly meetings be on the 2nd Tuesday of each month at 7:00 P.M. for the year 2026. All in favor; Motion carried.

Motion made by Commissioner Jensen, seconded by Commissioner Hanrahan that the work session before the regular meeting to be held beginning at 5pm for the year 2026. All in favor; motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan that the regular monthly work sessions be held on the 4th Wednesday of each month beginning at 6:30pm for the year 2026. All in favor; motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Jensen to advertise the regular monthly meetings and the work sessions. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning to continue the Surety Bond on the Treasurer. All in favor; Motion carried.

Motion made by Commissioner Szczepanik, seconded by Commissioner Benning to maintain the procurement policy as outlined in the Policy Book. All in favor; Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning to maintain membership in the New York State Association of Fire District, Erie County Association of Fire Districts, New York State Association of Fire Chiefs, Erie County Fire Chiefs Organization and the Orchard Park Chamber of Commerce for the year 2026. All in favor; Motion carried.

Presentation of the Treasurers books and records for inspection and annual report for 2025. Motion made by Commissioner Jensen, seconded by Commissioner Benning to accept. All in favor; Motion carried.

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to adjourn the Organizational Meeting. All in favor; motion carried.

The Organizational Meeting adjourned at 6:42 PM
Respectfully Submitted
Roberta Buczkowski, Secretary