

**ORCHARD PARK BOARD OF FIRE COMMISSIONERS
MINUTES OF THE APRIL 29, 2025 WORK SESSION**

The work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on at 6:30 PM in the boardroom of the District Offices, 4222 S. Taylor Road.

Those Present:

Chairman:	Frank Wierzbowski	Dist. Chief:	Jay Knavel
Commissioner:	William Hanrahan	Treasurer:	Nick Enser
Commissioner:	Robert Benning	Secretary:	Roberta Buczkowski
Commissioner:	Edmund Jensen Jr.	Insurance:	Dave Stromecki
Commissioner:	Mark Szczepanik	Administrator:	Monica Thielemann

Eric Knavel	Rob Germano
Tom Barsi	Chrissy Warmington
Jon Gill	

Approval of previous work session minutes

Motion made by Commissioner Benning, seconded by Commissioner Szczepanik to approve the March 25, 2026 work session minutes. All in favor; motion carried.

Administrative

Monica: Physicals are going well.
Classes are due May 31, 2026
RedAlert has been fixed. They will have another update in a couple of weeks.

Finance

Nick: PRC number obtained for Penn Power prevailing wage program
Medical Exams are not subject to competitive bidding as confirmed by the opinion of the Comptroller. However, exempt professional services are still subject to our procurement policy. Should obtain 2 written quotes.
Capital Expenditure Plan - Eric provided estimates on the worksheet Bill compiled. Will compile the EMS apparatus into our existing expenditure plan. Meeting with Jay, Eric, Tom, Justin to review schedules and present an updated plan to the Board.
EMS acquisition work is going well; Monica and myself have the systems in place and pending. Accounting system will be set up to differentiate between Fire and EMS expenses and budgets accordingly.

Facilities

Bob: The scope of work for the HVAC has been sent out to two (2) companies as the contract is up in May. Have all the equipment related to the HVAC listed and should have two (2) bids by the next meeting. The cost may be somewhat more than anticipated as there was much more equipment than was first thought.
Discussion followed
Motion made by Commissioner Benning, seconded by Commissioner Szczepanik to pay the remainder of the contract billing to CareEase for the snowplowing etc.
All in favor; motion carried.

Fleet

Mark: The extra shocks will be put on 824 and test to see if they work before doing 823.

Even though Windom 1 is four (4) years out the committee should be formed.

IT

Bob: With Hillcrest being fully fobbed, The back door and the bay door need to be keyed in case of a power outage and the fobs do not work.

Insurance

Dave: There is a summons complaint regarding the accident last year. ESIP has it and is in the process of setting up council.
Still working on the Umbrella Policy.

Operations

Jay: Have a number of new applicants.
Half of the Co meters are in the other half will be in next week.
There was a house fire on Golden Crescent Way.
Received a subpoena regarding the mutual aid to Newton Abbott to Dollar General.
FDIC went well. Will be meeting with Snaftite next week regarding the hoses. They are American made and located in PA. Will be setting up a date for the Fire Chiefs to tour the facility.
Discussion followed.
Had a tour of the new stadium to check out if the radios work in the stadium. They do not so Saia is reaching out to the Buffalo Bills to correct the situation at no cost to the District.
OP10 goes to 1075 tomorrow. Still waiting on the radio.
There is a fire hydrant on Gold Crescent Way that is completely covered by shrubbery.
Have informed the fire inspector for the town.

Operations

Eric: At FDIC had conversation with the Lowtech company regarding their cascade system for refilling oxygen tanks. Will be checking some numbers but
Could potentially save the District money.
Motion made by Commissioner Benning, seconded by Commissioner Szczepanik to pay \$15,000.00 to WEREMS Council for the CON transfer application
Fee. All in favor; motion carried.

Dispatch

Jay/Chrissy: Dispatchers and a police chief are needed.

General Commissioner Discussion

- **Frank** Nothing to report
- **Ed** The meeting room door at Central does not open using the crash bar. Commissioner Benning to check on.
- **Bob** Nothing to report
- **Mark** Nothing to report
- **Bill** Working with Commissioner Benning on the list of Contracts the District has.
 - Working with Eric on the equipment list for EMS
May 12, 2026 will be meeting with NYS Insurance Fund.
Rotary lift is usable but needs about \$800.00 worth of repairs.

The scissor lift to be inspected at a cost of \$100.00

We need a policy for the gas meters.

Motion made by Commissioner Benning, seconded by Commissioner Szczepanik to adjourn the meeting.
All in favor; motion carried.

There being no further business the Work Session ended at 7:15 PM

Respectfully submitted

Roberta Buczkowski, Secretary