

ORCHARD PARK BOARD OF FIRE COMMISSIONERS

MINUTES OF THE JULY 2026 WORK SESSION

The July 14, 2026 work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on at 5:00 PM in the board room of the District Offices, 4222 S. Taylor Road.

Those Present:

Chairman:	Frank Wierzbowski	Attorney:	Mike Chelus
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
		EMS:	Eric Knavel
		OP Chief:	Rob Germano
		IT:	Greg Bienias
		EMS:	Tom Barsi
		Fleet Manager:	Justin Johnson

Approval of previous work session minutes

Motion made by Commissioner Hanrahan, seconded by Commissioner Jensen that the work session minutes of June 9, 2026 be approved. All in favor; motion carried.

Administrative

Monica: Working with Civil Service again. Per Civil Service the manager positions are approved until 2028.

Finance

Nick: Re-confirmed with Payroll & Benefit companies requirements to move EMS employees over into the District. Current time accruals will carry-over and we will move forward with our plan that was intended for 1/1/2026. EMS folks will be issued new HRA and benefit cards for 9/1/2026. Open enrollment for 2027 will be held in December 2026.

Reminder that employees that perform two distinct job functions upon the acquisition of EMS can only hold one W-2 position. All other positions would be 1099.

Credit cards for Eric and Tom will be here in August which will be the cards used starting 9/1/2026. Working on updating the credit card policy.

Interest on our existing bond is due tomorrow, set for payment.

Budget process has begun. Sent the budget line accounts to department heads for review to ensure none need to be added or broken out. **Discussion followed**

Working with Eric on the NYSLRS application for EMS employees. Registration forms are due back to Eric on 7/23/2026.

EMS audit is scheduled for the week of 9/14/2026. Anticipated finalization early October.

Facilities

Bob: There was a problem with the fobs at Hillcrest again. Hillcrest will be re-keyed so if the fobs go down the keys will work.

Two (2) units at Hillcrest are low on Freon and will be corrected soon

Two (2) units at Taylor Road and two (2) at Central will be checked for possible leaks.

The cooler at Hillcrest is not on a generator backup so will be troubleshooting with an electrician.

Working with the electrician on the generator at Taylor Road.

Hillcrest property looks good for the Tri-Company picnic

Fleet

Justin: 822 had regular fuel put in instead of diesel so it is shot. Will investigate to find out who.
Selling 883 next year
Windom 2 still being repaired (starter and fly wheel) cost around \$15000.00

Legal

Mike: Looking at the report from New York State Insurance Fund and at the end of the report it is stated that if the District does not meet the requirements that were listed in the Report it will be a 5% penalty for non-compliance. Commissioner Hanrahan stated that the Safety Committee has the report and the District is not far off with completion Of the list of requirements. **Discussion followed.**
Discussion of Firefighter suspensions

Insurance

Dave: Discussion with FireFly regarding two (2) outstanding Death Claims. These can be pushed out until October.

Operations

Jay: (Per Report) Calls for June are 452 with \$10k in damages.

New membership:

Shane Stewart (OP)

Nikalos Hendrickson

Paul Scolese to Duty shift

Appoint Rob Germano as my Deputy District Chief and get him fob access to big room and my office

Driving Suspensions, after my investigation

Paul Held- hit Jersey barrier due to driver error. Should have stopped and not pushed through.

Jon McNatty- between witnesses inside truck and outside truck all contradicted each other. He said he said.

Florian we are locked in for next year. In March we will give them notice.

Apparatus

W4

822

Stadium drills coming including no fans walkthrough Sunday. Will now more about game day command after that.

Apparatus work orders/ Fleet manager policy almost complete.

Will have 2027 budget items for August.

Flow test on SCBA completed. No major issues. Hose tests coming.

Reminder Cancer guy coming at next WS

Small equipment will start rolling soon.

Operations

Eric: Executive Summary

The EMS Division responded to 369 incidents, representing a 9.17% increase from the previous month and 81.63% of the total calls for service in the Fire District. Response times remained within established performance goals. Staffing levels are below minimum and we have multiple employees with unplanned absences which equates to higher than normal overtime. No significant clinical or operational concerns were identified.

Operations	This Month	YTD
Total Incidents	369	2065
Total Billable	289	1728
MACC Calls	12	75
Emergent Calls	357	1990
Average Calls per Day	12.3	11.4
Average Response Time	9:14	≤10:00

Staffing & Workforce

Overtime Hours 700
 Holiday Hours 0
 PTO Hours Used 312
 Mandated Hours 0
 Unplanned Absences 5
 Vacant FT Positions 1

Clinical Quality

PCR Completed Within 2 Hours 42%
 Medication Errors 0
 Patient Compliments 0
 Patient Complaints 0

Information/Highlights

Continued CON transfer implementation for the municipal EMS transition.
 Zoll will be in this Thursday 7/16/2026 to prepare the new cardiac monitors for in-service training.

Board Action

Action Requested: Approve purchase of one UTV Skid for EMS Special Operations
 Action Requested: Approve Bonadio to give 2025 Audit Presentation on 7/22 @

General Commissioner Discussion

- **Mark:** 821 will be at Syracuse next month
 Pre-Build for H7 scheduled for August with delivery sometime spring of 2027
 W2 expected delivery is October.
- **Ed:** Landscaping is looking good.
 Central need to have the windows washed.
- **Bob** Nothing to report
- **Bill** Working with Jay and Justin regarding apparatus inspections program that will work with RedAlert.
 Met with the Safety Committee. Chairman, Deputy Chairman and Secretary have been appointed. They have a binder full of the things needed to be done and also have ju information on jump drives.
- **Frank** Nothing to report

Motion made by Commissioner Szczepanik, seconded by Commissioner Benning to go to Executive session. All in favor; motion carried.

Executive session began at 6:13pm

Motion made by Commissioner Hanrahan, seconded by Commissioner Jensen to go to resume regular Work Session with no action taken by the board. All in favor; motion carried.
Regular work session resumed at 6:20

There being no further business motion made by Commissioner Benning, seconded by Commissioner Jensen to end the Work Session. All in favor; motion carried. Work session ended at 6:21PM

Respectfully submitted

Roberta Buczkowski, Secretary