

ORCHARD PARK BOARD OF FIRE COMMISSIONERS MINUTES OF THE AUGUST 11, 2026 WORK SESSION

The work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on August 11, 2026 at 5:00 PM in the board room 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
		Administrator:	Monica Thielemann
		Attorney:	Michael Chelus
		Greg Bienias:	IT
		Jackie Labelle:	EMS
		Chrissy Warmington:	Police dispatch
		Justin Johnson:	Fleet manager
		Tom Barsi:	EMS
		Jon Gill:	EMS

Approval of previous work session minutes

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan that the July 14, 2026 work session minutes be approved. All in favor; motion carried.

Administrative

Monica: The representative for the cancer screening will be at the next work session.
Emailed the list of EMS and Civil Service to the Board.
Civil Service is moving along.

Dispatch

Chrissy: Dispatch has hired another full time employee.

Finance

Nick: August NYSLRS/NYSDCP reports have been submitted.

2% Funds are here. Jay will be providing a number of active members at each company.

LOSAP Report was given.

Reminder that expense submissions are due by noon on Sundays before meetings.

Budget information has been sent out to Department heads, due back to me by 8/31/2026.

Benefit & payroll companies have begun moving profiles of EMS employees over to our group.

Working with NYSLRS on new member enrollment.

NYSDCP - provided enrollment flyer, can come give in-person presentation if wanted.

Working with Tom on PayPal integrations

Met with Penny to discuss audit, expense reporting, AR/AP & assets.

Working with Eric on access to current EMS banking accounts.

Asked Greg B to work with Eric/Penny on IT integrations

Eric/Tom District cards will be here this week.

Facilities

Bob: Keys to the doors at Hillcrest are completed and given out
Working on repairing the block heater on the generator at Taylor Road
The ceiling at Hillcrest is nearing completion
Will be setting up a meeting with Commissioner Jensen and Care-Ease to discuss some issues.
Working on getting a key lock on the dumpster at Windom

Fleet

Justin: Will try to get 822 running to sell or trade.
Discussion followed regarding the feasibility of using the current H7 as a transportation vehicle.

Legal

Mike: The CON is in the house – one more item is needed which is the Narcotics License. Eric is working on the license for OPFD. This is the only thing standing in the way of the deadline date of September 1.
The State is giving the district two hundred seventy (270) days to “wrap things up”
Discussion followed.
With regards to disciplinary action and Civil Service- This is all written out and will be sent to EMS (Jackie Labelle)
With regards to a FOIL request in conjunction with the fire on Ellis Road, from the Fire Investigator, there is a standard form which will be put together and sent out.
Discussion followed.
Regarding the Windom renovations or the purchase of the land across from the Windom Fire Station, should be a Permissive Referendum or a Mandatory Referendum.
If cash is used for the purchase of the land then no referendums are needed.

IT

Bienias: Working on getting everything ready for when EMS comes over September 1st.

Insurance

Dave: Nothing to report

Operations

Jay: Reports read
There is one (1) firefighter who will transfer from Windom to Hillcrest
There was a pre-construction meeting for the new H7
Will be meeting with the new vendor for the hoses.
The new TICS (Thermal Imaging camera) are here. Traded the old ones for the new
The small equipment items are starting to come in.
Need to purchase the Amazon web services sooner rather than later.
Discussion followed on the above purchase
Will be on vacation August 22-30

Operations

Jackie: As of September 1st, everything must be re-submitted so EMS can send the re-certifications in.
The Little League contract needs to be switched over to the District as of 9-1.
Discussion followed

Contracts

Ed: Ongoing problems with Care-Ease.

General Commissioner Discussion

- **Frank:** Nothing to report
- **Ed** Nothing to report
- **Bob** Nothing to report
- **Bill** Still working with NYS Insurance. A representative will be out to talk with the Board
 - Ready to start building – Newton Abbott in September

Executive Session (if needed)

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to go to Executive Session. All in favor; motion carried. Executive Session began at 5:55 Pm

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning to end the Executive Session with the following motions:

Motion made by Commissioner Hanrahan, seconded by Commissioner Jensen to purchase the property at 3719 Abbott Road for \$1,150,000. All in favor; Commissioner Wierzbowski voted no. Motion carried.

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning to remove firefighter Kimberly Gretka from the District Rolls due to the incident that occurred on 6-8-2026. All in favor; motion carried. Secretary to write a letter.

There being no further business the Work Session ended at 6:45 PM

Respectfully submitted

Roberta Buczkowski, Secretary