

ORCHARD PARK BOARD OF FIRE COMMISSIONERS MINUTES OF THE AUGUST 26, 2026 WORK SESSION

The work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on August 26, 2026 at 6:33 PM in the board room of the District Offices, 4222 S. Taylor Road.

Those Present:

Chairman:	Frank Wierzbowski	Secretary:	Roberta Buczkowski
Commissioner:	William Hanrahan	Administrator:	Monica Thielemann
Commissioner:	Robert Benning	Insurance:	Dave Stromecki
Commissioner:	Edmund Jensen Jr.	EMS:	Eric Knavel
		EMS:	Jon Gill
		IT:	Greg Bienias
		Fleet Manager:	Justin Johnson
		OP10-1:	Rob Germano

Approval of previous work session minutes

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to approve the work session minutes of the July 29th meeting. All in favor; motion carried.

Administrative

Monica: Would like to hold off until January 2027 for physicals for the EMS people. This is fine with the board.

Will hold off on the cancer representative until all is settled with EMS.

The weekly calls are behind but will be caught up very soon.

Discussion followed

The finger scan is working great

With regards to the fire reports, Hillcrest has requested that the few Windom FF who are fobbing in at Windom but not responding to the Hillcrest call be removed from the report

Discussion followed.

There is a problem identifying duplicate calls. Eric to send Monica the report on which reports are duplicates.

Discussion followed.

Dispatch notes should be more informative.

Discussion followed.

Finance

Nick:

Checks were left for Bill.

Confirmed with Payroll that all EMS EEs have been moved to our instance, current deductions are being loaded and we're live for this payroll cycle.

Confirmed with Benefits that the existing EMS plan is terminated as of 8/31 and EEs have been moved to our plan starting 9/1, new benefit cards have been sent. Will work with Eric on final NYSLRS info once I have a finalized list of who is coming over, confirmed with NYSLRS new employee load-in for next cycle.

Received budget information from Eric, hopefully receive Jay's after Board reviews tomorrow. Reminder that the proposed budget adoption is the next District meeting so please have budgets to me by 8/31.

EMS audit prep work has begun. I've attached the NYSDCP flyers, Nationwide will still come in and present if the Board wishes. Thanks all

Facilities

Bob: Work at Hillcrest is completed
HVAC work completed except for Central

Fleet

Justin: Suspension work completed on 884
Ladder testing will be this weekend
Discussion on small equipment repair

Legal

Mike: We discussed at the Fire District work session that for FOIL requests, we do not actually have a policy. Sections 87-89 of the Public Officers Law have specific requirements. It is required that a District have a written policy for public access to records. Attached is a Policy for Public Access to Records for the Orchard Park Fire District. In addition, I have attached a one-page document which can be given to anyone who makes a Request for Records, and a Response for the Fire District, which would comply with the law. A District is also supposed to have an available list Of the subject matter Of records which the District has as well. I have attached a Subject Matter List suggested in the Fire District Officers Guide. Please look it over to see if we want to add anything else to the Subject Matter List. What telephone number should we list in the Policy? Should we list any actual office hours during the week?
A copy of the policy was given to the Board by email.

IT

Greg: Laptops are needed for the new firefighters to take the online course, Firefighter 1.

Insurance

Dave: Working on the renewals for January 2027
Still trying to get the umbrella policy back
Windom's new UTV is not insured. Need the information so it can be added to the policy.
Discussion followed.

Operations

Rob: Small report this month.
Calls reports- see attached: of unfinished reports- I Spoke with Monica and we need to come up with a better plan as we have over 350 open incidents March- July 31st and another 360 from August.
Membership- don't think we have any issues.
Apparatus, Justin
oW4- will need to be added to the red alert, Justin?
oH7 Brat pre con went well
oW2 dent- what's going on there?
oCan you install new TICs (thermal image cameras) in the apparatus? Should just need mounted and they should be plug n play.
oCan you set up W4 in Red alert and then move current W4 to EMS 6.
Stadium standbys went pretty well, no major issues just getting all comfortable with the new place. More maps are coming.
Apparatus work orders/ Fleet manager policy almost complete.
Gave Frank the 2027 budget items.
The hose tests were completed, just waiting on the report to see what we lost..
Small equipment will start rolling soon. Most Tics have been assigned/ distributed, just need to get the apparatus ones installed.

Radios- ~\$500k to replace all- I will get firm numbers

Looking at about \$3k for single head and \$4k for remote head for Viking truck radios.

Looking at approx. \$3200 each for the portables

We are in the process of reworking our M/A response and our zone map. I will explain more in person.

Return from Vacation on Sunday 8/30

Operations

Eric: EMS responded to 181 incidents representing a 12.4% increase from the previous half-month and accounting for 84.19% of the total calls for service in the Fire District.

With regards to the Controlled Substance Licensing: Dr. O'Brien is working to coordinate with ECMVC to establish a Controlled Substance Supplier agreement and

Expedite the process. Once the supplier agreement is finalized, the Fire District can proceed with its application for a new Controlled Substance License. NYSDOH

And the Bureau of Narcotic Enforcement (BNE) have been updated regarding the current status; responses are pending.

Board members are requested to review the EMS Division SOPs distributed by email and provide any questions, concerns, or recommended revisions. The SOPs are

Intended to become effective September 1, 2026, in conjunction with the transition of EMS operations to the Orchard Park Fire District.

General Commissioner Discussion

- **Frank:** Budget items received.
- **Bill:** The Safety Committee would like to use the empty room upstairs at Taylor Road. This is fine with the Board.
- **Bob:** Nothing to report

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

Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to return to regular meeting. All in favor; motion carried.

No action taken by the Board

There being no further business the Work Session ended at 7:55PM

Respectfully submitted

Roberta Buczkowski, Secretary