

**ORCHARD PARK BOARD OF FIRE COMMISSIONERS
MINUTES OF THE SEPTEMBER 23, 2026 WORK SESSION**

The work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on September 23, 2026 at 6:30 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
Commissioner	Mark Szczepanik	Administrator:	Monica Thielemann
		EMS:	Eric Knavel
		EMS:	Jon Gill
		IT:	Greg Bienias
		OP:	John McEvoy

Approval of previous work session minutes: Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to approve the August 26, 2026 work session minutes. All in favor; motion carried.

Administrative

Monica: January through July all calls are closed.
August is still open as PCR's and other reports missing.
Discussion followed
The Board was given the overtime and per diem sheets.

Finance

Nick: Reviewed payroll analytics. Board to revisit shift cap policy at next meeting,
ERT shifts - Board to discuss with Police Chief. Nick/Eric to work to get PY+2 avg payroll cost related to.
EMS Audit going well, continuation of Integration of EMS balance sheet into District.
Discussion around COBRA insurance premiums for an employee, discussion with Mr. Chelus by next Monday if no response.
Confirmed no changes to proposed budget.
Nick to work with Payroll company on Pay/Scheduling codes for EMS
Discussed adding FTO code and Board to discuss policy rate
Discussed 1099 contracting payments - Eric to reach out regarding quarterly payments
Discussed Hilbert football standby - Eric to compile contract proposal

Facilities

Bob: Paving is done at Hillcrest as well as the pad has been expanded.
The generator has been repaired, and the block heater has been replaced.

IT

Greg: Nothing to report

Insurance

Dave: There will be no umbrella policy.
The reserve from the auto accident is over a million dollars.

UTV's are not covered by auto insurance, they are covered under the general liability insurance.

ATV's are covered under the auto insurance as they are road worthy.
Discussion followed

Operations

Jay: Snaptite Hose company out of PA came. They are a solid company and hopefully will have the hoses by the time Windom 2 is delivered this fall.

The TICS are being installed.

There was an elevator class earlier this year (stadium etc.), the cost of the rest of the equipment needed in case of an emergency on an elevator is \$13,000.00, which will come out of small equipment.

There was UTV training with twenty-two (22) people going through in person training and a required on-line part of the training,

There are quite a number of addresses not in the system. IT is working on list to give to dispatch.

Tango-Tango is \$3495.00 to renew. Motion made by Commissioner Benning, seconded by Commissioner Hanrahan to renew Tango-Tango for \$3495.00. All in favor; motion carried.

FDIC enrollment begins October 5, 2026. Am proposing that twelve (12) go plus two (2) Commissioners. FDIC is April 11-16 2027.

Will not be seeking re-election next year.

Operations

Eric: The EMS Division responded to 182 incidents, representing 0.55% increase from the previous half-month and accounting for 87.08% of the total calls for service in the Fire District.

EMS 6 UTV, The EMS UTV is in service with some minor adjustments that will still be made. It will be sent out for graphics and the mobile radio repair on October 5th.

We have been sending employees to the Erie County UTV training class who have not completed it through the District.

The audit seems to be progressing nicely, and we are responding promptly to any questions or information that is requested.

We need to develop the process for the payment to the CIC if there is not one yet.

Discussion followed

We need to develop the process of payment for Dr. Takats if we don't have one yet.

Discussion followed

We need to develop the process for the payment to instructors.

Discussion followed

We need to develop the process for when the Per-Diem employee is delinquent in fulfilling the requirement.

Discussion followed.

We need to develop the process for when an employee FTO's a new hire or student

Discussion followed

We need to develop a legal contract and pricing to provide staffed units for requested standbys.

Discussion followed

With regards to work related injury – paid injury leave and PTO restoration-authorizing sending the policy to legal and district Administration for review and then proposed adoption with changes if needed for the meeting of October 13, 2026.

Discussion followed

General Commissioner Discussion

Frank: Will need to do a soil sample on the Abbott Road property. Will also need to bid out the demolition of the building as soon as possible. Per Dave, ARCH Insurance will not insure that building.

Bill: With regards to the hazardous materials, going through the buildings there is a number of items/materials that need to be brought to Taylor Road. Once that is done then will contact HazMan out of Tonawanda to come and dispose of properly.
With all the UTV's that the district has, there is a need for more trailers.

Discussion followed.

Mark: W2 will be done mid November. Per Nick, the chassis has been paid for.
Have ordered the new OP5, 12-14 weeks.

There being no further business the Work Session ended at PM

Respectfully submitted

Roberta Buczkowski, Secretary