

**ORCHARD PARK BOARD OF FIRE COMMISSIONERS
MINUTES OF THE OCTOBER 14, 2025 WORK SESSION**

The work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on October 14, 2025 at 5:00 PM in the board room of the District Offices, 4222 S. Taylor Road.

Those Present:

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

Chrissy Warmington, Orchard Park Police Dispatch
Eric Knavel, EMS
Tom Barisi, EMS
Jackie LaBelle, EMS

Approval of previous work session minutes

Motion made by Commissioner Benning, seconded by Commissioner Wierzbowski to approve the September 9, 2025 work session minutes. All in favor; motion carried.

Administrative

Monica: Discussion regarding the part-time employees to work 19.5 hours per week, benefits or no benefits. Per Commissioner Benning could put them as part time seasonal for five (5) months with no benefits.

Discussion followed.

There are on-going issues with RedAlert.

Emailed all Commissioners regarding the new copiers. Will need a motion to move forward.

Insurance

Dave: Gave an overview of the upcoming year with regards to insurance. VFIS declined to quote a price. Will continue with McNeil as it looks favorable. Looking to raise the deductibles for apparatus and bodily injury.

Discussion followed.

Finance

Nick: We are set up as far as we can be at this point with regards to the merger with EMS. Will continue to bill under EMS until merger happens and everything is in order. Met with Monica and the benefits – savings. Open enrollment will be November 3-24th. Met with the payroll systems people, should be ready by the 2nd week of November.

Discussion followed.

The credit card system is working perfectly.

Discussion on time frame for the ladder truck (2025) and Windom Chassie (2026)

Will discuss the LOSAP with Dave Stromecki once all the insurance information is done.

Will need the resolution read and a motion made on the standard work day at the regular meeting.

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Legal

Mike: Will need to transfer the Certificate of Need from EMS to the District
Discussion followed.

Operations

Jay: Everything is good on the fire end of things
Have one (1) application for Duty Shift and one (1) for Jr. FF.
Fire Prevention is ongoing for the month of October
Still some problems with the conversion from NIFERS to NEIRS

Operations

Eric: Monthly reports read
Discussion followed on the calls.
EMS on board with the EVOC in an effort to keep insurance costs down.
Question as to when the new ambulance can be ordered. Per the Board, get the information, such as arrival time and cost.
Will be promoting two (2) part-timers to full time.

General Commissioner Discussion

Frank: No report

Ed: Ongoing problems with the lawn service:
A: Centrals windows are filthy.
B: Landscaping services are not completed at the three (3) stations
C: Each company should be notified to shovel and salt in front of the doors.

Bob: No report

Bill: Still working on the Windom renovation project with Wendle in an effort to reduce the costs.
Discussion followed.

Mark: No report

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning to go to Executive Session. All in favor; motion carried. Executive Session began at 6:20

Motion made by Commissioner Hanrahan, seconded by Commissioner Benning to go to Regular work session. All in favor; motion carried. Work session resumed at 6:40

There being no further business the Work Session ended at 6:40 PM

Respectfully submitted

Roberta Buczkowski, Secretary

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