

**ORCHARD PARK BOARD OF FIRE COMMISSIONERS
MINUTES OF THE NOVEMBER 11, 2025 WORK SESSION**

The work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on November 11, 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.	Attorney:	Michael Chelus
Commissioner:	Frank Wierzbowski	Administrator:	Monica Thielemann

Others Present:

Jon Gill, EMS
Tom Barisi, EMS
Eric Knavel, EMS
Chrissy Warmington: Orchard Park Police Dispatch
Jackie LeBelle, EMS

Approval of previous work session minutes

Motion made by Commissioner Benning, seconded by Commissioner Jensen to approve the work session minutes from October 14, 2025. All in favor; motion carried.

Administrative

Monica: Met with EMS last Tuesday regarding login information and physicals.

Finance

Nick: Received notice from the Association of Fire Districts regarding having an insurance reserve fund. Sent to Brown & Stromecki for review. After review it is determined that the District will keep doing what has been done all along.
Have issued the maintenance people their own credit card. Will need a motion at the meeting to approve the updated credit card policy.
Met with Monica and the new payroll company for a demo walk through.
LOSAP – paid out \$20,000.00 for the month and had a gain in the account.
The financial statement was emailed out to the Board.
The Deferred Compensation has been set up and will be self-done by the employees.
With regards to NYSLERS, Monica will be uploading all the employees.
Will need a motion for the standard workday for the new maintenance person.

Facilities

Bob: Working with the maintenance people regarding the regular maintenance inspections.

Discussion Followed

Fleet

Mark: The meeting for OP6 went ok. There are quite a few issues. It is expected in before Thanksgiving and training will begin in January.

Legal

Mike: Met with police Chief, Pat Fitzgerald, and presented the extension for Dispatch. Will be going month to month until a solution can be reached.

Discussion followed.

Submitted the dissolution of EMS to Mark Butler who will send the petition to the Board.
Renewal was sent to the State by EMS Tom Barisi.

Discussion Followed.

There will be needed, three (3) motions at the regular meeting regarding the upcoming election.

Insurance

Bill: there have been several requests from ESOP. Working with Dave Stromecki on these requests.

Operations

Eric: There was an issue with 882 and should be resolved by now.
Looking as to what is wanted/needed in the new ambulance.

Operations

Jay: There are still issues with NERIS – five (5) tickets open with issues.
There are four (4) people coming into the district.
Met with Orchard Park Central School re: safety
Stadium updates coming after the meeting next week.
There are eleven (11) going to FDIC

General Commissioner Discussion

- **Ed:** Have spoken with Drew regarding the finishing work to be done at the fire stations with regards to landscaping etc. Most is done. With the rain and snow some things were not done.
- **Bob:** Question as to how maintenance receives requests for work needing to be done. Per Commissioner Hanrahan, paper requests from him. Should be through RedAlert

Discussion followed.

- **Bill:** The compressor that runs the Plymovent at Windom “blew up”. Will be replacing. The Occupational, Safety and Health information handed out. Will be looking to appoint One of the EMS managers into this position as it has become too much.

Discussion followed.

The Safety Management Committee is working on the policy and another retainer is Needed for \$2,000.00
Found the old copy for the Jr. Firefighter policy. Have updated it with Jay and a Coordinator is needed.

Discussion followed.

- **Frank** Nothing to report
- **Mark** Nothing to report

Motion made by Commissioner Szczepanik, 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 work session. All in favor; motion carried with the following:

The Board will take no action on the issue discussed. Commissioner Jensen recused himself.

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

Respectfully submitted

Roberta Buczkowski, Secretary