

**ORCHARD PARK BOARD OF FIRE COMMISSIONERS
MINUTES OF THE DECEMBER 9, 2025 WORK SESSION**

The work session of the Board of Fire Commissioners of the Orchard Park Fire District was held on December 9, 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
		Attorney:	Michael Chelus

Others Present:

Tom Barisi, EMS
Eric Knavel, EMS
Justin Johnson: OPFD
Jon Gill, EMS

Approval of previous work session minutes

Motion made by Commissioner Benning, seconded by Commissioner Jensen to approve the work session minutes of November 11, 2025

Administrative

Monica: Everything is on hold for the acquisition of EMS with regards to Civil Service and NYS Retirement.

Discussion followed.

Finance

Nick: -All financial and personnel systems are fully set up and ready for 1/1, including payroll, state retirement, deferred comp, and insurance.

- 1099 folks will need to submit invoices/records prior to payment issuance as discussed.
- Government PayPal is being set up and an additional bank account is being added for Training revenue/expenses (sorry Bob, more bank reconciliations to review). This will allow Tom Barsi transparency to view payment information while allowing customers the same system they are familiar with. Processing fees are 2.99%+ so we may explore additional alternatives in the future. Class field for Training will be loaded into the accounting, Ramp and Jotform systems.
- Prep for 2025 Audit is occurring with Bonadio along with acquisition planning. Eric, I do not have an audit timeframe yet for EMS.
- We are mostly caught up on invoices that were not submitted by facilities this year, including TK Elevator, Penn Power, Johnson Controls, & Mollenberg/Betz.
- 990 & Audit:
Hillcrest: provided their 990. No formal audit completion notice.
Windom: provided a letter stating their 990 was filed, and their internal audit reviewed their books. No formal audit completion notice or 990 provided.
Orchard Park: No response

Facilities

Bob: The boiler at Windom has been repaired.

The repair of the elevator at Hillcrest is almost completed.

Bill: The complete repair of the hood at Windom will be \$59,815.00

Discussion followed.

Ed: Have been monitoring the snowplowing as there are still some difficulties. Also, the spring and fall

Clean up was never completed.

Discussion followed.

Fleet

Justin: Would like to have all the chiefs vehicles and new ambulance undercoated. Ambulances - \$340.00 each and Chiefs vehicles \$250-\$300.00 each.

Motion needed to surplus the old OP6

823 and 884 brake lights have been re-programmed.

OP1 has been picked up for inspection.

W1 needs the walkway lights repaired/replaced.

824 needs service

Legal

Mike: Motion will be needed to amend Appendix A for insurance.

Set Organizational meeting

Advertise said meeting

IT

Insurance

Dave: ESIP has offered a renewal with a \$5,000.00 deductible.

For the Umbrella policy will have go to Market.

Discussion followed.

Operations

Jay: The committee is working on verbiage for the Duty Shift as there have been many questions.

Shirts should be here in about a week or so.

The new turnout gear has come in but not handed out yet.

Motion needed for the new District Chief truck not to exceed \$90,000.00

The hose for the new OP6 should be here this week

Will be creating a committee to look at alternatives for hoses.

Still problems with NERIS

Discussion followed.

The stadium is about 75% completed.

Operations

Eric: This Monday will be the fire extinguishers inspection on the ambulances with Dival.

883 back in service

882 to go to North Station.

AMR is staging an ambulance at MACC

Discussion followed.

Looking at Cardio Monitor Companies.

General Commissioner Discussion

- **Frank** Nothing to report
- **Ed** Will have three (3) hall rentals for the meeting
- **Bob** Nothing to report
- **Bill** This Wednesday will be the final review of the Windom renovation project.
- **Mark** Nothing to report

Motion made by Commissioner Szczepanik, seconded by Commissioner Benning to go to Executive Session

All in favor, motion carried.

Executive Session began at 6:17

Motion made by Commissioner Szczepanik, seconded by Commissioner Benning 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 6:30 PM

Respectfully submitted

Roberta Buczkowski, Secretary