

**ORCHARD PARK BOARD OF FIRE COMMISSIONERS
MINUTES OF THE SEPTEMBER 8, 2026 WORK SESSION**

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

Those Present:

Chairman:	Frank Wierzbowski	Dist. Chief:	Jay Knavel
		Treasurer:	Nick Enser
Commissioner:	Robert Benning	Secretary:	Roberta Buczkowski
Commissioner:	Edmund Jensen Jr.	EMS Manager:	Eric Knavel
Commissioner	Mark Szczepanik	Administrator:	Monica Thielemann
		Attorney:	Mike Chelus

Others Present:

Rob Germano, OP9	Tom Barsi, EMS
Jackie Lebelle, EMS	Greg Bienias, IT

Approval of previous work session minutes

Motion made by Commissioner Benning, seconded by Commissioner Jensen that the minutes of the August 11, 2026 work session be approved. All in favor; motion carried.

Administrative

Monica: Question as to whether the EMS personnel can use FMLA (Family Medical Leave) being retroactive or because they are new employees of the District as of September 1, 2026, is there the waiting period.

Discussion followed.

Discussion on employees working more than twenty-four (24) hours in a shift.

Still waiting on the paperwork from the Buffalo Bills game to be able to put in the computer. Per OP10, it is being taken care of.

There are a number of registrations that are missing. Per the Board, going forward, the titles and registrations will be given to the Secretary with a copy of the registration given to the company to place in the vehicle.

Finance

Nick: Budget presentation and discussion.

Facilities

Bob: The work on the pad at Hillcrest will begin shortly.
HVAC repairs are done

Fleet

Justin: I wanted to provide several fleet and maintenance updates for tracking:

W4 – Battery:

The replacement battery was delivered Friday. I need confirmation whether a charger is available for the unit. When W4 is stored in the shed for extended periods during the winter and is not maintained on a charger, the battery can discharge and significantly reduce battery life. The battery will be replaced, but need to know if charged during winter in shed as not ideal place to store.

W7 – Parts and Rear Directional Light:

The required parts are currently on order from their accident, and we are waiting for the vendor to supply them. I will also inspect the rear directional light tomorrow afternoon, Wednesday, September 9.

OP1 – Rear Wheel Area Noise:

Firematic will be coming out to inspect the noise coming from the differential/left rear wheel area. Depending on their findings, Ryan Kelly may need to be involved for additional diagnosis or repairs. I will coordinate the inspection and any necessary follow-up.

Assistant Fleet Position and Pierce Training:

I would like the Board to consider hiring and sponsoring an individual to serve as an assistant. My recommendation would be to send this individual to Pierce training so they can become familiar with the maintenance and operation of our apparatus. This would allow the District to develop someone with the necessary knowledge and experience before the position potentially becomes subject to the New York Civil Service hiring process.

Legal

Mike:

The bid for the Kettles property has been accepted with \$25,000.00 going into escrow. The resolution to be read at the regular meeting and the Notice of Permissive Referendum to be published in the OP BEE.

Will need an Environmental Assessment report for the new property.

A FOIL request policy will be needed.

IT

Greg:

Meet with Town Fire Inspector and code enforcement officer for RedAlert training. They will be updating new building/renovations in RedAlert to add floor plans and fire alarm locations into the app for the Chiefs and members to use on scene

Operations

Jay:

Monthly reports read

Windom 4 replacement is here. Purchased through an Erie County grant.

Will be meeting with the proposed new hose company next week.

90% of the new TICS have been handed out. The truck charging units still on back order.

Small equipment coming in slowly.

Need to set a meeting with the new police chief. Wednesday at 7pm

Operations

Eric

The EMS Division responded to 388 incidents this month, representing a 2.11% increase from the previous month and 82.90% of the total calls for service in the Fire District. Response times remained within established performance goals. Staffing levels are below minimum which equates to higher than expected overtime. No significant clinical or operational concerns were identified.

Operations This Month YTD

Total Incidents 388 2833

Total Billable 303 2216

MACC Calls 18 110
Emergent Calls 370 2723
Average Calls per Day 12.51 11.65
Average Response Time 9:40 9:14

Staffing & Workforce
Overtime Hours 582.73
Holiday Hours 0.0
PTO Hours Used 489.0
Mandated Hours 0
Unplanned Absences 1
Vacant FT Positions 1
Clinical Quality
PCR Completed Within 2 Hours 62.3%
Medication Errors 0
Patient Compliments 0
General Commissioner Discussion

Dr O'Brien applied for a DEA license with our address as part of the process for the Controlled Substance License. We also received confirmation from the NYS DOH and CHS that we can continue using the OPEMS Inc Controlled Substance License for ordering until the new one is issued.

Confirmed with Philips regarding the end of lease process for the old Tempus Monitors. We have 2 more payments and then a \$1 payment left.

EMS 2/Medic 10 graphics are done on the truck and look very similar to OP 10.

Started conversation regarding Medic school tuition reimbursement.

Action Requested: Requesting full access to McNeil Training Platform for Jacqueline LaBelle so she can get the reports as soon as needed for the CME recert process.

Board approved

Action Requested: Dr Takats is still being used for his Controlled Substance License, so I am requesting that the Fire District pay him the same rate that EMS Inc. was. Board approved.

Action Requested: Approval to still use Greg Gill as the CIC for the CME process. Board approved.

- **Frank**
- **Ed:** Questioned the detail work needed by Care-Ease in report form. Discussion followed.
- **Bob**
- **Mark**

Motion made by Commissioner Szczepanik, seconded by Commissioner Benning to go to Executive Session. All in favor; motion carried. Executive Session began at 6:30

Motion made by Commissioner Szczepanik, seconded by Commissioner Benning to end Executive Session. All in favor; motion carried. Executive Session ended at 6:55

There being no further business the Work Session ended at 6:55PM

Respectfully submitted

Roberta Buczkowski, Secretary

