

SPRING BROOK FIRE DISTRICT
Minutes of Organizational/Regular Meeting 1/12/2026

Meeting called to order by Secretary Carol Szwaczkowski with pledge to the flag at 6:00 p.m.

Commissioners Szwaczkowski, Mamon, Joe Gnojek, Jay Gnojek and Meaney present. Sec. Carol Szwaczkowski, Treas. Melinda Collins present. Attorney Paul Notaro (arrived 6:50 p.m.). Chief Tyler Tedesco, 9-1 Michael Fitzgerald present and 9-2 Santo Tedesco (arrived 6:30 p.m.). President Barlow (arrived 6:30 p.m.). Deputy Treasurer Bethge present.

The first part of meeting devoted to organizational concerns.

Thomas Meaney, elected for a five year term, sworn in by Commissioner Jay Gnojek.

m/m Joe Gnojek 2nd Meaney To nominate Commissioner Paul Mamon as Chairman of the Board of Fire Commissioners for 2026. m/m Jay Gnojek 2nd Mamon To nominate Michael Szwaczkowski as chairman. The secretary then asked if there were any other nominations. No further nominations. Commissioner Paul Mamon accepted nomination. Commissioner Michael Szwaczkowski accepted nomination. Votes as follows: Commissioner Paul Mamon 3 ayes 2 nay; votes for Commissioner Michael Szwaczkowski 1 aye 3 nays 1 abstention (Commissioner Szwaczkowski). Commissioner Paul Mamon accepted position.

m/m Jay Gnojek 2nd Mamon To appoint Attorney Paul Notaro at a retainer of \$6,800.00 for year 2026. 5 ayes.

m/m Mamon 2nd Meaney To appoint Carol Szwaczkowski as secretary at a salary of \$10,000.00 for year 2026 plus stipend for Red Alert inputting @ \$16.00 hr. per NYS minimum wage law effective January 1, 2026. 3 ayes 1 nay 1 abstention (Commissioner Szwaczkowski).

m/m Meaney 2nd Joe Gnojek To appoint Melinda Collins as treasurer at a salary of \$10,000.00 for year 2026. 5 ayes.

m/m Joe Gnojek 2nd Szwaczkowski To appoint Charles Bethge as deputy treasurer for year 2026. On the question: Commissioner Joe Gnojek questioned whether appointment is legal based on NYS Guidelines residency information. Tabled until attorney is present.

m/m Szwaczkowski 2nd Jay Gnojek To secure treasurer and deputy treasurer's bond whatever the cost may be. 5 ayes.

m/m Jay Gnojek 2nd Mamon To designate East Aurora Advertiser as the official newspaper and to authorize annual subscription for 2026. Also, to designate the Buffalo News as an alternate newspaper in case of an emergency. 5 ayes.

m/m Mamon 2nd Meaney To designate Key Bank as the official bank for Spring Brook Fire District with on-line banking from said bank. Authorized signatures on checks to be Melinda Collins and Commissioner Jay Gnojek. 4 ayes 1 abstention (Commissioners Jay Gnojek).

m/m Meaney 2nd Joe Gnojek To designate regular meetings to be held on first Monday of every month at 70 Pound Road, Elma, New York at 7:00 p.m. with the exception of the month of July when meeting will be held on Tuesday, July 7, 2026 and September when the meeting will be held on Tuesday, September 8, 2026. 5 ayes.

m/m Joe Gnojek 2nd Szwaczkowski That any special meeting may be called within seventy-two (72) hours by advance notice. Media to be informed if monies are to be spent. 5 ayes.

m/m Szwaczkowski 2nd Jay Gnojek To approve membership for Spring Brook Fire District for the following organizations:

- Association of Fire Districts State of New York
- International Association of Fire Chiefs
- Erie County Fire District Officers Association
- Associated Boards of Fire Commissioners Town of West Seneca
- Elma Fire Council
- East Aurora Fire Control Chiefs Association
- West Seneca Town Chiefs Association

5 ayes.

m/m Jay Gnojek 2nd Mamon Approval for the members of the Board and Attorney to attend conventions, meetings, seminars and workshops as follows:

- Association of Fire Districts State of New York
- Erie County Fire District Officers
- International Association of Fire Chiefs
- New York State Association of Fire Chiefs
- F.A.S.N.Y. Legislative Workshop
- Western New York Legislative Workshop and

any other workshops or seminars the Board deems necessary to attend. 5 ayes.

m/m Mamon 2nd Meaney To authorize secretary and treasurer to attend seminars, meetings and workshops as authorized by the Board of Fire Commissioners with prior approval. 5 ayes.

m/m Meaney 2nd Joe Gnojek Approval to include Commissioner Michael Swaczkowski, Secretary Carol Swaczkowski and Treasurer Melinda Collins in district's insurance policy as a district officer and to include fire district attorney under VFBL policy when conducting fire district business. 4 ayes 1 abstention (Commissioner Swaczkowski).

m/m Joe Gnojek 2nd Swaczkowski Approval for the Chief and two (2) Assistant Chiefs to attend seminars, meetings and workshops as authorized by the Board of Fire Commissioners. 5 ayes.

m/m Swaczkowski 2nd Jay Gnojek Approval of annual auto mileage of 72.5 cents per mile or current federal mileage rate. 5 ayes.

m/m Jay Gnojek 2nd Mamon Approval of daily meal per diem of no less than \$100.00 per day or federal rate when conducting fire district business out of town. Daily meal per diem follows the GSA 2026 rates. 5 ayes.

m/m Mamon 2nd Meaney Approval for the treasurer to pay all utility bills, credit cards and FICA wire transfers in advance of the regular meeting. 5 ayes.

m/m Meaney 2nd Joe Gnojek To appoint K & T Professional Cleaners for the district building at an annual contract of \$11,960.00 to work at the direction of the Board of Fire Commissioners. 5 ayes.

Committee Appointments by Chairman Paul Mamon for 2026 are as follows:

APPARATUS – Jay Gnojek, Mike Swaczkowski, Paul Mamon
 AUDIT – Joe Gnojek, Paul Mamon, Tom Meaney
 BUILDING AND GROUNDS – Joe Gnojek, Mike Swaczkowski, Paul Mamon
 EQUIPMENT - Jay Gnojek, Mike Swaczkowski, Paul Mamon
 INSURANCE - Jay Gnojek, Tom Meaney
 LEGAL - Paul Notaro
 LEGISLATIVE - Mike Swaczkowski, Joe Gnojek
 LIAISON/ELMA TOWN BOARD - Jay Gnojek, Joe Gnojek
 NEW APPARATUS - Board of Commissioners
 PLANNING AND DEVELOPMENT - Board of Commissioners
 RECORDS MANAGEMENT - Carol Swaczkowski, Joe Gnojek, Paul Mamon
 RULES AND REGULATIONS – Jay Gnojek, Paul Mamon
 SAFETY AND TRAINING – Joe Gnojek, Tom Meaney
 SERVICE AWARDS PROGRAM - Jay Gnojek, Paul Mamon, Joe Gnojek
 ERIE COUNTY FIRE DISTRICT OFFICERS - Board of Fire Commissioners
 WEST SENECA ASSOCIATED BOARD OF FIRE COMMISSIONERS - Board of Fire Commissioners
 WEST SENECA CHIEFS - Chief and Assistant Chiefs
 EAST AURORA FIRE CONTROL CHIEFS - Chief and Assistant Chiefs
 SPRING BROOK FIRE COMPANY PRESIDENT – Andy Barlow

m/m Joe Gnojek 2nd Swaczkowski To accept committee appointments for 2026. 5 ayes.

m/m Swaczkowski 2nd Jay Gnojek To accept Firematic Officers for year 2026 as follows:

Chief	-	Tyler Tedesco
1 st Assistant Chief	-	Michael Fitzgerald
2 nd Assistant Chief	-	Santo Tedesco
1 st Truck Officer	-	Paul Mamon
2 nd Truck Officer	-	Michael Fagan
1 st Rescue Captain	-	Andy Barlow
2 nd Rescue Captain	-	Rob Soluri
Line Secretary	-	Katie Spencer

Firematic Officers will be sworn in at 7:00 p.m. during regular order of business.

m/m Jay Gnojek 2nd Joe Gnojek To end Organizational Meeting at 6:48 p.m. and continue with regular order of business at 7:00 p.m. when all chiefs and firematic officers are in attendance. 5 ayes.

m/m Jay Gnojek 2nd Joe Gnojek To return to regular order of business at 7:00 p.m. 5 ayes.

Firematic Officers sworn in by Attorney Paul Notaro.

Chairman noted that the Secretary had provided a copy of the Minutes of the previous meeting to all members of the Board of Fire Commissioners and that all members of the Board of Fire Commissioners have had the opportunity to review same. The Chairman then asked if there were any additions, deletions, corrections or modifications to the Minutes of the previous meeting. Motion by Commissioner Jay Gnojek seconded by Commissioner Joe Gnojek To accept the Minutes of the previous meeting. 5 ayes.

Treasurer's Report-Treasurer Melinda Collins read 2025 year end account summaries. m/m Szwaczkowski 2nd Jay Gnojek To accept the Treasurer's Report as read. 5 ayes.

m/m Joe Gnojek 2nd Mamon To authorize payment of the bills as they have been duly audited and approved for payment by Commissioners Joe Gnojek and Mamon. 5 ayes.

Communications: Engagement and Representation letters from Allied CPAs, PC for 2025 audit (gave to Commissioner Paul Mamon); Invitation to Blossom Fire Company Installation of Officers at Kotecki's Grandview Grove February 7, 2026 (gave to Commissioner Jay Gnojek); Cancer information that was mailed to NYS was returned as not deliverable as addressed (gave to Commissioner Mamon who will investigate); Letter from Clear Spring Life & Annuity with LOSAP II census form (gave to Commissioner Jay Gnojek); Notice from NYS Comptroller regarding 2025 Annual Report on Revenues and Expenditures of Foreign Fire Insurance Premiums (gave to chief); Retirement letter from Kim Nobsisch, K & T Professional Cleaners, effective February 28, 2026; ECFO newsletter; E-mail from David Barnard from Alpine Software regarding NERIS; NYS Archives Local Government January 2026 newsletter; Notice of NYS Archives webinar for Records Management Officer January 8, 2026; Notice of NYS webinar for Introduction to Managing Audiovisual Records December 18, 2025; Letter from National Fuel regarding Pipeline Safety; Commissioner Jay Gnojek received e-mail from Plymouvent Service regarding maintenance; Commissioner Jay Gnojek received e-mail from Elma Cert requesting use of district hall for training every Tuesday starting April 7 through May 26, 2026 from approximately 6:30 p.m. to 10:00 p.m.; Letter from Chief Tyler Tedesco informing Board of accident and damage sustained to chief's vehicle on December 31, 2025; Letter from 1st Assistant Chief Michael Fitzgerald informing Board of accident and damage sustained on Assistant Chief's vehicle on January 11, 2026; Coupons from Joe Basil Chevrolet. m/m Meaney 2nd Joe Gnojek To accept and file communications as read. 5 ayes.

Chief's Report: Activities, appointments, reports and requests listed. m/m Joe Gnojek 2nd Jay Gnojek To accept Chief's report as presented. 5 ayes.

Committee Reports: Apparatus-Discussed purchase of back bed box for #5-tabled until February meeting. Audit-All bills have been properly audited by Commissioners Joe Gnojek and Mamon. Building and Ground-Discussed bids for dumpster-\$50/month from Waste Management and \$75/month from Modern; Electrical drop downs will be done next week; Car wash is ready for use; Commissioner Joe Gnojek will get quotes for new stove and microwave; Commissioner Mamon will get information and prices on new hot water tank. Equipment-Attorney Notaro recommended not giving BOCES surplus helmets for training due to liability issues for district; Commissioner Jay Gnojek talked with representative from Erie County and they will take old helmets and take full responsibility for any liability-Commissioner Jay Gnojek will contact county to pick them up; Commissioner Jay Gnojek informed Board that government contract needs to be updated for iPads-he will take care of issue; Microsoft Office has been installed per Chief Tyler Tedesco; New credit card needs to be on file for Ibackup; Commissioner Joe Gnojek contacted Legislator Lorigo regarding grant money for SCBA replacements; Commissioner Joe Gnojek asked Board to consider purchasing new storage racks for equipment. Legal-Reviewed Memorandum of Agreement between Erie County EMS and SBFD and has revisions, additions and/or deletions; Reviewed SOG's for 5-1 auxiliary vehicle and has revisions, additions and/or deletions. Liaison Town of Elma-Commissioner Joe Gnojek suggested 1 or 2 members of the Board attend town meetings. Planning and Development-Commissioner Meaney will take commissioner training on-line. Records Management-Commissioner Joe Gnojek informed Board that UPS will destroy records in boxes at a cost of \$1.29 lb.-he will get boxes and take to UPS as needed; Commissioner Szwaczkowski and Secretary Szwaczkowski completed yearly on-line NYS sexual harassment training on December 29, 2025. Safety and Training-Disability Awareness Training on January 29, 2026 in Cheektowaga; Health Commerce System EMS Search as on-line certification-websites for county, state and federal agencies to get various firefighter training. Erie County Fire District Officers-Next meeting January 21, 2026 at Windom in Orchard Park. West Seneca Board of Fire Commissioners/West Seneca Chiefs-Next meeting February 24, 2026 at Winchester. East Aurora Fire Control-Next meeting January 14, 2026 at Spring Brook. President's Report-Fire Company received request of leave of absence from Adam Martin-unable to contact him to provide district with copy of said request; Fish Fry's start February 20, 2026; Nick Lawrence wants to reapply for membership; Installation of Officers and Dinner January 31, 2026 at Alton's Columns Restaurant. m/m Meaney 2nd Szwaczkowski To accept committee reports. 5 ayes.

Old Business: m/m Joe Gnojek 2nd Meaney To transfer unused 2025 funds of \$55,159.05 to reconstruction reserve fund after receipt of tax money. 5 ayes.

Discussion took place regarding 10% property tax reduction for firefighters-Attorney will research and have information for next meeting. Tabled until February meeting.

New Business: m/m Joe Gnojek 2nd Meaney To authorize Commissioner Joe Gnojek to take properly labeled boxes of documents that need to be shredded to UPS and to keep list of records shredded with dates. 5 ayes.

m/m Jay Gnojek 2nd Joe Gnojek To surplus helmets to Erie County at no value to fire district. 5 ayes.

m/m Joe Gnojek 2nd Meaney To contact NYClass to set up meeting with Board to register and set up accounts to earn more interest. 5 ayes.

m/m Joe Gnojek 2nd Jay Gnojek To authorize Chairman Mamon to sign Engagement and Representation letters from Allied CPA's, PC for 2025 audit. 5 ayes.

m/m Joe Gnojek 2nd Jay Gnojek To authorize Commissioner Joe Gnojek to get quotes for new stove/oven and microwave for district hall. 5 ayes.

Discussion took place regarding renting a dumpster. Commissioner Meaney and Chief Tyler Tedesco will contact Erie County to propose the county pick up tab for dumpster as part of the Memorandum of Understanding between ECEMS and SBFDD for use of district hall.

Commissioner Jay Gnojek will contact Plymovent for preventative maintenance.

Attorney Notaro discussed SOG's for use of 5-1 with Board and chiefs-has some additions/deletions/edits and advised Board to approve with recommended revisions.

m/m Mamon 2nd Szwaczkowski To appoint Charles R. Bethge as deputy treasurer for 2026. Commissioners Meaney and Joe Gnojek questioned legality of appointment of Charles R. Bethge as deputy treasurer due to out of district residency per NYS Guidelines. Attorney Notaro will do more legal research regarding said appointment for next meeting. Motion tabled until next meeting.

m/m Szwaczkowski 2nd Joe Gnojek To appoint Charles R. Bethge as deputy treasurer until February meeting in order to pay bills tonight as his signature is necessary on all checks. 4 ayes 1 nay.

m/m Joe Gnojek 2nd Meaney To approve SOG policies for 5-1 with revisions. 5 ayes.

m/m Joe Gnojek 2nd Meaney To approve 2 new vests not to exceed \$100.00. 5 ayes.

m/m Szwaczkowski 2nd Jay Gnojek To authorize secretary to post notice requesting bids for building maintenance for 2026. 5 ayes.

m/m Jay Gnojek 2nd Joe Gnojek To authorize repairs to chief's vehicle at a cost of \$3,435.00. 5 ayes.

m/m Jay Gnojek 2nd Joe Gnojek To authorize repairs to 1st assistant chief's vehicle at a cost of \$2,582.11. 5 ayes.

Discussion took place regarding responsibility for NERIS inputting. Chiefs need to try to get access to program with their iPads first before Board can approve responsibility to chiefs.

m/m Jay Gnojek 2nd Meaney To authorize Elma CERT to use district hall for training every Tuesday April 7 through May 26, 2026 from approximately 6:30 p.m. – 10:00 p.m. 4 ayes 1 nay.

m/m Jay Gnojek 2nd Joe Gnojek To authorize Plymovent to provide preventative maintenance. 5 ayes.

Commissioner Joe Gnojek stated he put in a request for EVOC training at district hall on May 21, 2026.

m/m Joe Gnojek 2nd Meaney To authorize firefighters have Class A uniforms cleaned and paid for by district once a year at Benzingers Cleaners. 4 ayes 1 nay.

m/m Jay Gnojek 2nd Joe Gnojek To purchase badge for Commissioner Meaney. 5 ayes.

m/m Jay Gnojek 2nd Mamon To authorize Commissioner Meaney to have business cards printed. 4 ayes 1 abstention (Commissioner Meaney).

m/m Jay Gnojek 2nd Mamon To authorize Commissioner Meaney to get fitted for district uniform at Riverside Men's Shop. 5 ayes.

m/m Joe Gnojek 2nd Jay Gnojek To authorize Commissioner Meaney to get district credit card from Key Bank. 5 ayes.

m/m Joe Gnojek 2nd Jay Gnojek To approve up to 10 points for firefighters who have between 40-50 points for 2025. Tabled until February meeting.

m/m Mamon 2nd Jay Gnojek To authorize Commissioners Joe Gnojek and Meaney to be in charge of ordering EMS supplies. 4 ayes 1 abstention (Commissioner Joe Gnojek).

m/m Szwaczkowski 2nd Mamon To approve Commissioners Joe Gnojek and Meaney as contact person(s) for physicals. 5 ayes.

m/m Joe Gnojek 2nd Meaney To authorize Commissioners Meaney and Joe Gnojek to take over Registry for Fire Police Officer. 5 ayes.

m/m Szwaczkowski 2nd Mamon To authorize only the Training Officer Joe Gnojek and Secretary Carol Szwaczkowski to have keys to the personnel files. 5 ayes.

Commissioner Jay Gnojek in charge of key fobs.

m/m Jay Gnojek 2nd Joe Gnojek To authorize Commissioner Joe Gnojek to publish notice in East Advertiser thanking Michael Samol for his 20 plus years of service to district as Fire Commissioner, congratulating Thomas Meaney as newly elected Fire Commissioner for five years effective January 1, 2026 through December 31, 2030 and congratulating newly elected 2026 Truck Officers. 5 ayes.

m/m Jay Gnojek 2nd Szwaczkowski To adjourn meeting. 5 ayes.

Meeting adjourned at 9:51 p.m.

Respectfully submitted,


Carol A. Szwaczkowski
Secretary