

West Corners Fire District  
Regular Meeting Minutes – September 17, 2020

Attending:

M. Heide      B. Homa  
N. Steinhiser    C. Kratochvil  
C. Loveland    D. Thomas  
M. Schroedel

Guests:

R. Boyer      B. VanGorder  
J. Singer      E. Dean  
J. Hontz  
R. Evans

Chairman of the Board Heide called the Regular Meeting to order at 7:02 pm.

The floor was turned over to B. VanGorder to discuss our insurance policies for next year.

Motion was made by Schroedel, second by Steinhiser to accept the minutes from the Regular Meeting held on August 19, 2020. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. Aratura Snow and Ice Management quote
2. Chief vehicle mileage reports
3. Listing of items needing attention
4. Letter from Board of Elections re: November election
5. Procurement worksheets for parking lot patching, shipping container, training building roof, AED's, LED lights on Chief vehicles
6. Station use request forms from Auxiliary, N. Davis
7. Copy of letter sent to Verizon re: school tax bill
8. Mail certification for Verizon re: mailing school tax bill
9. Copy of check paying the school taxes
10. Letter from Solar Farms re: solar energy
11. Fire District Affairs August/September
12. Cardmember Services re: credits to account
13. Final copy of CPA audit for year 2019
14. Finance balance sheet, profit & loss through September 17, 2020 and all budget vs actuals
15. Insurance cards for the vehicles
16. Accident and Health Insurance Proposal from ESIP

**Treasurer's Report:**

The Treasurer reported the following balances:

NBT Account 2	\$ 10,593.13
NBT Account 3	\$ 8,646.77
NBT Building Reserve	\$ 98,618.66
NBT Fire App Equip Reserve	\$ 160,465.61
NBT Fire App/Equip Acct 3	\$ 343,714.23
NBT Fire Apparatus Acct 2	\$ 48,813.29
NBT General Fund	\$ 279,450.42
NBT Grant Reserve	\$ 11,963.36
NBT Operating	\$ 3,550.98
NBT Payroll Account	\$ 2,630.60
Operating	<u>\$ 928.87</u>
	\$ 969,375.92

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- Provided balance sheet, profit & loss through September 17, 2020
- Provided all budget vs actuals through August 31, 2020
- Bank accounts were reconciled
- Tax cap form is completed and ready to send as soon as budget hearing is held
- Worked with finance committee on various items

Motion was made by Loveland, second by Schroedel to accept the treasurer's report as read. All Commissioners voted in favor and the motion passed unanimously.

There is an exception for a bill submitted for EMS personnel taking training at Vestal as we had no training request and don't have any idea what the training is for. Bill will be held until next month for clarification.

There was a bill presented for Home Depot with no information on what was purchased. This bill will be held until confirmation of what was purchased. The bill will be paid upon receiving this information.

Motion was made by Steinhiser, second by Schroedel to pay all bills from check number 5501 to 5552. All Commissioners voted in favor and the motion passed unanimously.

**Training:** None

**Committee Reports:**

1. Finance policy will be held over until next month as there are still a couple discrepancies
2. Doors are painted at station 2
3. Procurement changes have been worked on by nick. Please review before next month, so the changes can be voted on.
4. Petkosky coming next week for hood and alarm system

**Fire Prevention:** See attached for report from August 2020

**Chief's Report:**

1. AED pads are needed
2. Cash flow in budget is being looked at for over the next few years
3. Registered on SourceWell site regarding paving. This is to find out what is covered by state and federal contracts.
4. Engine committee – bid packages have gone out to about 10 companies. Notice has also been posted to our website and Town of Union website. The Board decided not to place notice in the newspaper. Two companies have declined to bid.
5. Have not received a date on starting the driveway patching
6. Dumpster can was filled with personal garbage
7. Many projects being looked at: shipping container, training building roof, AED's, LED lights on Chief vehicles
8. He has spoken with Town of Union regarding patching of Station 1 parking lot. This can be done for \$5,000 - \$6,000 by the Town of Union. Heide will meet with Battaglini on Sunday to talk about sealing the patching.

**Company Report:**

1. Chicken BBQ on September 26<sup>th</sup>. Drive through with dinners only.
2. New member application has been received

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**Guests:** None

**Old Business:**

1. Aratura will be reached out to tomorrow regarding his bid for snow removal as Schroedel doesn't believe he fully understood the quote request. The quote was:  
Station 1: snow plowing, shoveling & snow blowing (walkways, entrances, emergency doorways, handicap access, mailbox) \$185  
De-icing \$85  
Snowplowing & clearing (tower, diesel tank, hydrant) \$85  
De-icing (tower, diesel tank, hydrant) \$50  
Station 2: snow plowing, shoveling & snow blowing \$150  
De-icing \$85
2. Still waiting to hear from Maine Fire on purchase of the old Blitz Fire.

**New Business:**

1. Dumpster was totally filled by a resident. Question was asked if we should we lock it again as it happens every once in a while. Apparently, the address was identifiable, and the landlord will be called.
2. Motion made by Steinhiser, second by Schroedel to deem the old Blitz Fire as surplus equipment, with selling price to be determined at a later date. All Commissioners voted and the motion passed unanimously.
3. Motion made by Steinhiser, second by Schroedel to allow the Fire Police to hold a meeting at Station1 on October 24 at 11:30 – 3 pm. All Commissioners voted in favor and the motion passed unanimously.
4. Motion was made by Schroedel, second by Loveland to adopt the proposed budget for 2021. All Commissioners voted in favor and the motion passed unanimously.
5. Motion was made by Schroedel, second by Steinhiser to prepay Gauch Distributing for the purchase of a gear washer extractor at a cost of \$9,942. Cost will come from Building and Grounds Improvements. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Schroedel, second by Loveland to hold the budget hearing on October 20 at 6 pm. All Commissioners voted in favor and the motion passed unanimously.
7. Motion was made by Steinhiser, second by Loveland to do pavement patching at Station 1 not to exceed \$6,000. Town of Union will do this patching. All Commissioners voted in favor and the motion passed unanimously.
8. Training building roofing was discussed. Motion made by Loveland, second by Heide by Penn-York Construction at a cost of \$4,315.00 with money to come from Building & Grounds Improvements. Roll call vote: Heide – yes, Loveland – yes, Steinhiser no (for safety & regulatory issues), Schroedel – abstain. Motion did not pass due to not having a quorum of affirmative votes.
9. Town of Union will be contacted regarding putting a shipping container on our property. Motion made by Schroedel, second by Steinhiser to authorize the Chief to purchase a shipping container for water training not to exceed \$3,000, pending permission by Town of Union. Money to come from Building & Grounds Improvements. All Commissioners voted in favor and the motion passed unanimously.
10. Purchase of AED's will be held over until next month.
11. Establishment of a repair reserve fund will be held over until next month. This will have to be on the ballot in December if we decided to create the fund.
12. It is desired to purchase a new projector and computer and whatever else may be needed to upgrade the audio-visual system in the training room. Motion made by Schroedel, second by Loveland to purchase a projector, computer & monitor at a cost

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not to exceed \$5,000. Money will come from department computer budget line. All Commissioners voted in favor and the motion passed unanimously.

13. Motion made by Steinhiser, second by Loveland to upgrade lighting on the training building, not to exceed \$1000. All Commissioners voted in favor and the motion passed unanimously.
14. Motion Schroedel, second by Loveland to allow an upgrade to the LED's on the Chief's vehicles at cost not to exceed \$1,800, money coming out of the new equipment budget line. Roll call vote: Heide – yes, Loveland – yes, Steinhiser – no, Schroedel – yes. Motion passed.
15. Gear washing policy is not being followed. It is being worked on by the Chief's.
16. Gas meter calibrations are not being done every month
17. Engine 1 backup lights and sound is becoming very soft. This rig just passed inspection, but it will be looked at.

**Applications:** None

Motion was made by Schroedel, second by Steinhiser to adjourn the meeting at 9:23 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

*Betty J Homa*

Betty J. Homa  
District Secretary

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**West Corners  
 Fire Department**

**FPO Report  
 2020**



**Bureau of Fire Prevention  
 Monthly Incident Report  
 Aug-20**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	14	9.2	Endicott	1	
E.M.S.	20	1.4	Endwell		
Error			Vestal		
<b>Totals</b>	<b>34</b>		West Endicott		
Engine 98			Union Center	2 (2)	1 (1)
			Maine	2 (2)	1 (1)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine	1*	
NFIRS submitted			Glen Aubrey	1 (Standby)	
cc Board of Fire Commissioners			Apalachin		
cc Chief					

\*BGM Airport

Aratura Commercial Snow Plowing & De-Icing Company quoted: