

West Corners Fire District
Regular Meeting Minutes – December 21, 2022

Attending:

R. Boyer B. Homa
D. Griffith C. Kratochvil
M. Schroedel N. Haight
J. Davis

Guests:

M. Heide

Acting Chairman of the Board Schroedel called the Regular Meeting to order at 7:07 pm.

Motion was made by Boyer, second by Griffith to accept the minutes from the Regular Meeting held on November 16, 2022. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. All November bank statements received and reconciled
2. Chief Mileage reports for November
3. Financial reports [see details in Treasurer's report]
4. Fire Company minutes for November
5. List of items needing attention
6. Letter from Town of Union re: flood zones
7. Letter from Grey Goose re: price increase
8. Revised quote for cancer insurance
9. Letter from Town of Union re: generator grant & signed application
10. Delta newsletter
11. Notice from Lourdes Occ Health re: address to submit payments
12. Copy of Annual election results
13. Copy of Cancer form EOSB-210.8R that was submitted to Homeland Security
14. Various Christmas cards
15. Station use request re: Broome County Firemen's meeting
16. 2% form [given to J. Singer, company treasurer]
17. Letter from NBT Insurance re: increased umbrella coverage
18. Fire District Affairs – Dec/Jan issue
19. Letter from NYS Dept of Environmental Conservation – re: grant approval
20. McNeil & Company – refund check for Spartan premium

Treasurer's Report:

The Treasurer reported the following balances:

NBT Account 2	\$ 10,606.10
NBT Account 3	\$ 8,657.58
NBT Building Reserve	\$ 160,816.95
NBT Fire App/Equip Acct 3	\$ 170,756.72
NBT Fire App Equip Reserve	\$ 27,548.66
NBT Fire Apparatus Acct 2	\$ 58,877.01
NBT General Fund	\$ 118,918.25
NBT Grant Reserve	\$ 11,976.83
NBT Operating	\$ 6,214.84
NBT Payroll Account	\$ 3,009.44
Operating	\$ 928.87
NBT Repair Reserve Fund	\$ 5,102.02
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	\$ 583,413.27

West Corners Fire District
Regular Meeting Minutes – December 21, 2022

- Balance Sheet as of December 21, 2022
- P&L from January 1, 2022 to December 21, 2022
- Budget vs Actual Department from January 1, 2022 to November 30, 2022
- Budget vs Actual District from January 1, 2022 to November 30, 2022
- Budget vs Actual New Engine from January 1, 2022 to November 30, 2022
- Check register from January 1, 2022 to December 21, 2022
- Bank accounts reconciled for month of November
- Worked with finance committee reviewing various year-end items
- Deposited refund check received from McNeil & Co in the amount of \$2,372.11
- Contacted Delta Engineering regarding generator process, they will be attending the January 11th work session
- Received paperwork from Town of Union which has been completed regarding CDBG Disaster Relief funds for generator with additional information
- Followed up with Verizon Wireless regarding tax reimbursement
- Continuing to work with vendor regarding outstanding replacement check that hasn't cleared bank
- Leadership Training with ESIP: obtained and provided site information for Johnson City School District including paperwork, cost, various tentative dates during March or April time frame pursuant to request received. ESIP/Bill VanGorder currently coordinating with instructors' availability.
- Extends sincere thanks to everyone along with wishing everyone a Happy, Merry and safe holiday season

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

Motion was made by Griffith, second by Davis to pay all bills except for the MES invoice, from check number 6607 to 6655. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Griffith, second by Boyer to release check to the Chief in the amount of \$808.90 for the MES bill upon receiving the merchandise. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith to go to executive session for personnel issue at 7:17 pm

Regular session resumed at 7:28 pm

Discussed the status of an ongoing personnel matter

Training:

1. Dylan Tennant - Principles of Instruction - starting January 5th Aswad Facility
2. Jonathan Haight, Alex Kase, Dylan Tennant - Fire Officer 1 Strategy & Tactics January 3rd in Harpursville
3. Jonathan Haight, Alex Kase, Dylan Tennant - Fire Officer 1 Company Training February 9th Vestal Station 3
4. Jonathan Haight, Alex Kase, Dylan Tennant - Fire Officer 1 Leadership & Supervision February 21st Vestal Station 3
5. Mary Taylor to take basic EMT class beginning in January

Committee Reports:

1. Nothing on finance other than what Treasurer reported

West Corners Fire District
Regular Meeting Minutes – December 21, 2022

2. Ongoing efforts to obtain funding for generator. Town of Union has this on their agenda for tonight's meeting, then the permissive referendum will be published and hopefully will be voted on at the February 1st meeting of the Town.
3. Nothing on buildings and grounds, except for painting of offices on the east side.
4. Cancer Insurance, decided on enhanced insurance. Form will be signed and returned to insurance.

Fire Prevention: Report for November

Chief's Report:

1. Tahoe was returned from Gault. They unhooked a cable that they thought was causing the draw. Took to Dan Gavin to check it out, he said it was wired incorrectly from the beginning, thus it was not shutting down properly. He is currently rewiring it correctly.
2. Chief29 Tahoe has an engine light and will have to go to Voorhees to be checked out.
3. Aerial test results came back and we can't get certification due to one issue, we sent video to them to prove this isn't an issue. Awaiting certification.
4. Made end of year purchases of gear, helmets, gloves ~\$20,000
5. Preparing for 2023 year
6. Got matching DEC grant for wildland fire fighting - \$1,500 grant to be matched by them
7. Missing physicals are being completed

Company Report:

1. New officers:
Chief: Haight – S. Grinnell, M. Dean
Captain: M. Loveland, J. Hontz
Lieutenant: T. Tamaro, C. Foltyn, D. Tennant
Company President – D. Grinnell
Vice President - R. Evans
Secretary - A. Grinnell
Treasurer - none
Board Of Directors: D. Grinnell, C. Loveland, E. Dean, A. Kase, J. Haight

Guest Comments: None

Old Business: None

1. Elections were held Dec 13th. M. Heide won the 5-year term.

New Business:

1. Motion was made by Schroedel, second by Griffith to approve the 2023 NYS Volunteer Firefighters Cancer benefits program proposal in the amount of \$2,356.95. Chairman Loveland to sign the necessary form from Hartford Insurance Company. Treasurer will email signed form to Hartford Insurance and NBT bank to obtain binder to be attached to Proof of Benefits Form, (Form ESOB 210.8R) to be submitted prior to January 1, 2023 pursuant to General Municipal law 205-CC. All Commissioners voted in favor and the motion passed unanimously.
2. Motion was made by Schroedel, second by Griffith to authorize the Treasurer to apply for a credit card for Darlene Leonard, auxiliary president. All Commissioners voted in favor and the motion passed unanimously.
3. Motion was made by Schroedel, second by Davis to authorize the Treasurer to apply for a credit card for Chief Neal Haight, and Assistant Chief Steve Grinnell. All Commissioners voted in favor and the motion passed unanimously.

West Corners Fire District
Regular Meeting Minutes – December 21, 2022

4. Motion was made by Schroedel, second by Griffith to authorize the treasurer to complete the Johnson City School District reservation form which Chairman will sign once ESIP advises date of Leadership Training Program class. All Commissioners voted in favor and the motion passed unanimously.
5. Motion was made by Schroedel, second by Griffith to authorize Treasurer to complete necessary Town of Union forms when received, and obtain M. Schroedel's signature to keep the generator project on track. All Commissioners voted in favor and the motion passed unanimously.
6. Motion was made by Schroedel, second by Griffith to approve the quote from Homer Gow to paint the Communications room, the Chief's office the Assistant Chief's training office and the Assistant Chief's maintenance office, not to exceed \$2,600.00. Treasurer will contact the firm to obtain start date, then will advise the Board and Chief's. All Commissioners voted in favor and the motion passed unanimously.
7. Motion was made by Schroedel, second by Griffith to authorize the Treasurer to cancel the fax line with Verizon. All Commissioners voted in favor and the motion passed unanimously.
8. Motion was made by Schroedel, second by Griffith to dispose of the fax machine in the Training/Fire Prevention office. Secretary will send out an email to see if any members are interested in taking it. All Commissioners voted in favor and the motion passed unanimously.
9. Motion was made by Schroedel, second by Griffith to dispose of all electronic devices that are currently at Station 2 and not in use. Schroedel will contact TCS for disposal. All Commissioners voted in favor and the motion passed unanimously.
10. Motion was made by Schroedel, second by Griffith to allow the Treasurer to transfer \$3,956.96 from Fire Apparatus/Equipment Reserve NBT to the general fund. This represents invoices paid from September 22, 2022 to December 21, 2022 for the new engine. All Commissioners voted in favor and the motion passed unanimously.
11. Motion was made by Schroedel, second by Griffith to make the following budget transfers:
 - Decrease Department Conventions budget \$467.64 and increase Association Dues/Subscriptions budget \$467.64
 - Decrease Department Conventions budget \$42.48 and increase EMS budget \$42.48
 - Decrease Department Conventions budget \$56.74 and increase Fire Prevention budget \$56.74
 - Decrease Building & Grounds Maintenance budget \$2,300.00 and increase Building & Grounds budget \$2,300.00
 - Decrease Physicals budget \$1,000.00 and increase Building & Grounds budget \$1,000.00
 - Decrease Inspection Dinner budget \$1,261.00 and increase Association Dues/Subscriptions budget \$1,261.00.
 - Decrease Building & Grounds Improvements budget \$2,500.00 and increase Legal Special Counsel budget \$2,500.00.All Commissioners voted in favor and the motion passed unanimously.
12. T&B Electric will be contacted to install a quad electrical outlet next to the electronic rack in the Assistant Chief's training office. Will have this done before painting of offices begins. All Commissioners voted in favor and the motion passed unanimously.
13. Motion was made by Schroedel, second by Griffith to set the date for the Organizational 2023 Meeting for January 11th at 6:30 pm. All Commissioners voted in favor and the motion passed unanimously.
14. Motion was made by Schroedel, second by Griffith to set the work session for January 11th at 7 pm. All Commissioners voted in favor and the motion passed unanimously.

West Corners Fire District
Regular Meeting Minutes – December 21, 2022

15. Motion was made by Schroedel, second by Griffith to set the Treasurer's salary for 2023 at \$6,000.00. All Commissioners voted in favor and the motion passed unanimously.
16. Motion was made by Schroedel, second by Griffith to set the Secretary's salary for 2023 at \$6,000.00. All Commissioners voted in favor and the motion passed unanimously.
17. Motion was made by Schroedel, second by Griffith to appoint the Secretary, the Treasurer and the current Chief's from January 1 to January 11, 2023. All Commissioners voted in favor and the motion passed unanimously.
18. Motion was made by Schroedel, second by Griffith to appoint Commissioner Loveland as the Interim Chairperson from January 1 to January 11, 2023. All Commissioners voted in favor and the motion passed unanimously.
19. Motion was made by Schroedel, second by Griffith to approve all training requests. All Commissioners voted in favor and the motion passed unanimously.
20. Thank you was extended to Roger Boyer for his service to the Board.

Applications: None

Motion was made by Boyer, second by Davis to adjourn the meeting at 8:13 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary

West Corners Fire District
 Regular Meeting Minutes – December 21, 2022

**West Corners
 Fire Department**

**FPO Report
 2022**



**Bureau of Fire Prevention
 Monthly Incident Report
 NOV-22**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	20	20.3	Endicott		
E.M.S.	12	0	Endwell		
Error			Vestal	1	
Totals	32		West Endicott	2	
Engine 98			Union Center	1	2
			Maine	6	2
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine	1*	
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
 cc Chief

*BGM Airport

(#) indicates number of automatic mutual aid/standby calls