

January 11, 2023 – West Corners Fire District
Organizational Minutes

Attending:

Commissioner Loveland
Commissioner Griffith
Commissioner Schroedel
Commissioner Davis
Commissioner Heide

Guests:

R. Boyer

B. Homa, Secretary
C. Kratochvil, Treasurer
N. Haight, Chief

The Organizational Meeting was called to order at 6:30 PM by Acting Chairman Loveland
Nominations for Chairperson: C. Loveland

Motion made by Griffith, second by Davis to appoint Loveland as the Chairperson. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Loveland, second by Heide to appoint Schroedel as the Vice-Chairperson. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Loveland, second by Heide to enter into executive session at 6:34 pm to discuss Personnel issue.

Motion made by Loveland, second by Schroedel to resume the regular session at 6:41 pm.

Chairman Loveland then made the following committee appointments:

Schroedel - Finance and Commissioner-at-Large
Heide - Building and Grounds
Griffith - Equipment and Liaison to the Chief Officers
Davis - Insurance, Public Relations, and Liaison to the Fire Company
Loveland - Liaison to Fire Company

Motion made by Schroedel, second by Griffith, and accepted to appoint Betty J. Homa as District Secretary at an annual salary of \$6,000. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to appoint Cheryl Kratochvil as District Treasurer at an annual salary of \$6,000. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, to appoint Coughlin & Gerhart as the District's attorney. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to name NBT as the District's bank, subject to changes authorized by the Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to name M&T as the District's secondary bank, subject to changes authorized by the Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to name the Press & Sun-Bulletin as the District's official newspaper. All Commissioners voted in favor and the motion passed unanimously.

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Motion made by Schroedel, second by Griffith, and accepted to name the West Corners Fire District Website as the District's official website. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to appoint the Secretary as Official-in-Charge of Public Records.

Motion made by Schroedel, second by Griffith, and accepted to establish the monthly meeting night as the third Wednesday of the month at 7:00 PM with the auditing of bills at 6:30 PM. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to establish the monthly work session on the second Wednesday of the month at 7:00 PM. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to adopt the current Code of Ethics policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to adopt the current Purchasing policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to adopt the current Procurement policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to adopt the current Investment policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Griffith, and accepted to adopt the current federal mileage reimbursement rate of 65.5 cents per mile. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to allow the Fire Company to use the station for monthly meetings on the first Monday of each month at 7:30 pm. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to allow the Fire Auxiliary to use the station for monthly meetings on the third Monday of each month at 6:30 pm. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to utilize ADT for payroll services. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to accept the recommendation of the Fire Company and to appoint Neal Haight as Chief of the West Corners Fire Department. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to accept the recommendation of the Fire Company and to appoint S. Grinnell (29-A) as Assistant Chief. All Commissioners voted in favor and the motion passed unanimously.

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Motion made by Schroedel, second by Griffith, and accepted to accept the recommendation of the Fire Company and to appoint M. Dean (29-B) as Assistant Chief. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to appoint the following personnel as fire police: N. Davis, S. Brandt, J. Davis. Commissioners Loveland, Schroedel, Griffith and Heide voted in favor and the motion passed. Davis abstained.

Motion made by Schroedel, second by Griffith, and accepted to authorize the Chief to use District apparatus and firefighters for mutual aid and parade purposes at his discretion. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to authorize the Secretary or Treasurer to open all District mail. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to appoint Roger Boyer and Michael Homa as board advisor(s). All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to accept the recommendation of the Chief and to appoint Eric Dean as Fire Prevention Officer. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Schroedel, and accepted to not appoint an Electronic Record Keeper. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to authorize the Chief, or his designee, to represent the West Corners Fire District at all Board meetings of the County Chief's Association, the Western Broome Fire Chief's Association, and the Broome County Fire Advisory Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Schroedel, second by Griffith, and accepted to adjourn at 6:50 p.m. All Commissioners voted in favor and the motion passed unanimously.

Respectfully Submitted,

Betty J Homa

Betty J. Homa
District Secretary
Electronically signed