

West Corners Fire District
Regular Meeting Minutes – May 17, 2023

Attending:

Commissioner Loveland
Commissioner Griffith
Commissioner Schroedel
Commissioner Heide

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

Guests:

R. Boyer

Chairman of the Board Loveland called the Regular Meeting to order at 7:00 pm.

Motion was made by Heide, second by Schroedel to accept the minutes from the Regular Meeting held on April 19, 2023. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Heide to accept the minutes from the Special Meeting held on May 9, 2023. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. All April bank statements received and reconciled
2. Chief Mileage reports for April
3. Financial reports [see details in Treasurer's report]
4. Company minutes from May
5. Letter from Coughlin & Gerhart
6. Copy of email sent to Kingsley re: canceling generator service for July 2023
7. List of building items needed attention
8. Copy of resignation letter: A. Hontz
9. Fire District Affairs for April-May
10. Quote from Gow to paint station 2 doors
11. Station use form for Auxiliary craft fair

Treasurer's Report:

The Treasurer reported the following balances:

NBT Account 2	\$ 10,679.96
NBT Account 3	\$ 8,717.88
NBT Building Reserve	\$ 292,443.04
NBT Fire App/Equip Acct 3	\$ 176,969.84
NBT Fire App Equip Reserve	\$ 43,935.83
NBT Fire Apparatus Acct 2	\$ 64,306.32
NBT General Fund	\$ 335,251.86
NBT Grant Reserve	\$ 12,060.24
NBT Operating	\$ 5,272.59
NBT Payroll Account	\$ 3,026.94
Operating	\$ 928.87
NBT Repair Reserve Fund	\$ 15,176.15
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	\$ 968,769.52

- Balance Sheet as of May 17, 2023
- P&L from January 1, 2023 to May 17, 2023
- Budget vs Actual Dept Side from January 1, 2023 through April 30, 2023

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- Budget vs Actual District Side from January 1, 2023 through April 30, 2023
- Bank accounts reconciled for month of April 2023
- Spoke to Scott Burto and will be receiving the procedures in regards to the Agreement between the Town of Union and West Corners Fire District for the generator
- Appointment has been set up with Tioga State Bank in June to open new checking account for West Corners Fire District – Federal Account
- Mondorf and Fenwick is currently working on the 2022 Annual Audit
- Contacted Kinsley Power to cancel the 2023 Annual PM on the current generator
- Met with Finance Committee to review various items

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

Motion was made by Schroedel, second by Heide to authorize the Home Central bill to be paid upon approval of the Chief. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Griffith, second by Schroedel to pay all bills from check number 6816 to 6849. All Commissioners voted in favor and the motion passed unanimously.

Training: None

Committee Reports:

Finance Committee:

1. Year-end status was reviewed. No changes from what was presented at the work session.
2. The 30-year plan will be started on as soon as the inventory appraisals of the vehicles is received. There was discussion regarding consolidation of fire districts. This may be looked at down the road. Previous studies regarding this were spoken of.

Building & Grounds:

1. Kitchen exhaust system was cleaned today along with the stove
2. All carpets will be cleaned May 24th
3. Evans looked at air compressor at Station 2, there was a small leak and they will try to find someone to fix it
4. Bid proposal for the generator was been published.

Fire Prevention: None

Chief's Report:

1. Hose & ladder test was completed this past week. 800' of hose failed testing. Hose that was ordered last July was recently received so we aren't in bad shape
2. New radio system – mobile radios have been delayed; new bay stations are installed
3. Rig PMs are starting shortly with Ward LaFrance. Engine 1 will be going to 4 Guys for inspection and installation of the dedication plaque.
4. A. Hontz's AED has been returned
5. 2023 inventories are completed and will be sent out shortly
6. Rooms were put back together last night after the floor waxing
7. Since the phone system went down last month, the date and time is wrong. Schroedel will contact vendor to have it reset as well as pin numbers for voice mail boxes.
8. Inquired about purchasing cloud storage for records. Schroedel will check with TCS.

Company Report:

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1. A. Hontz has resigned
2. Kitchen committee meeting at 10 am on Saturday

Guest Comments: None

Old Business:

1. Email was sent to Jim Harris at HarRob regarding the info he requested for the vehicle appraisals
2. One contractor showed for the walk through today on the generator
3. Motion made by Schroedel, second by Griffith to have Homer Gow paint doors at station 2 and repair weatherstripping, at a cost of \$2,098. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Schroedel, second by Heide to purchase a new vacuum cleaner at a cost of \$290.05. Treasurer will contact R & M Maintenance to order such. All Commissioners voted in favor and the motion passed unanimously.
5. Motion made by Schroedel, second by Griffith to enact a Conflict Resolution policy as written by the district lawyer. All Commissioners voted in favor and the motion passed unanimously.

New Business:

1. Resolution was offered by Schroedel, second by Heide to set the date of Wednesday, June 21st at 6:30 pm to hold a public hearing regarding the Volunteer Fire Fighter tax exemption of real property tax. Resolution passed with the following roll call vote:
Commissioner Loveland – AYE
Commissioner Griffith – AYE
Commissioner Schroedel – AYE
Commissioner Heide – AYE
Commissioner Davis - ABSENT
2. Motion made by Griffith, second by Schroedel to hold a special meeting on June 14th at 6:30 to award generator bid. All Commissioners voted in favor and the motion passed unanimously.
3. Motion made by Heide, second by Griffith to allow the Auxiliary to use the station on November 4th for a Craft Fair. All Commissioners voted in favor and the motion passed unanimously.
4. The front sign needs some maintenance as it appears the fan is making a roaring sound. Schroedel will contact TCS to see if they could handle the repair.

Applications:

1. Motion was made by Heide, second by Schroedel to rescind the provisional acceptance of Michael Rusnak and Tyler Cox that was approved in April as neither person has completed a physical which was the requirement of the provisional acceptance. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Heide, second by Schroedel to adjourn the meeting at 8:11 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary
Electronically signed

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**NOTICE OF PUBLIC HEARING
WEST CORNERS FIRE DISTRICT
VOLUNTEER FIREFIGHTER REAL PROPERTY TAX EXEMPTION
PURSUANT TO REAL PROPERTY TAX LAW §466-A**

WHEREAS, a new Real Property Tax Law §466-a now permits enrolled volunteer firefighters throughout New York State to be eligible to qualify for a partial real property tax exemption on their residential real property subject to approvals by local counties, towns, cities, villages, fire districts, etc.; and

WHEREAS, Real Property Tax Law §466-a requires that local government entities wishing to confer the benefits of said statute on enrolled volunteer firefighters serving within their boundaries hold a public hearing; and

WHEREAS, the Board of Fire Commissioners of the West Corners Fire District wishes to consider conferring the partial real property tax exemption benefits of Real Property Tax Law §466-a upon the enrolled volunteer firefighters of the West Corners Fire Department;

NOW, therefore, BE IT RESOLVED that the Board of Fire Commissioners of the West Corners Fire District will hold a public hearing in order to hear public comment on whether or not it should confer the partial real property tax exemption benefits of Real Property Tax Law §466-a upon the enrolled volunteer firefighters of the West Corners Fire Department on Wednesday, June 21, 2023 commencing at 6:30 p.m. at Station 1, located at 500 Day Hollow Rd., Endicott, New York.

NOTICE IS HEREBY GIVEN that the aforesaid matter will be presented for public comment to the Board of Fire Commissioners so that all persons interested in the subject can be heard at such time and place.

Dated: May 17, 2023
Endicott, New York

BOARD OF FIRE COMMISSIONERS
WEST CORNERS FIRE DISTRICT

TOWN OF UNION

ATTEST:

Betty J Homa
FIRE DISTRICT SECRETARY
(electronically signed)

**WEST CORNERS FIRE DISTRICT
CONFLICT RESOLUTION POLICY**

PURPOSE

West Corners Fire District (the "District") is committed to creating and maintaining a work environment characterized by constructive, productive, and supportive relationships. Such

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relationships are often subject to contrasting styles of understanding and acting, and to different points of view. It is essential that we all recognize that human interactions are complex and sometimes difficult.

All persons involved with the District have an obligation to communicate openly and respectfully with one another. When disagreements arise, greater understanding by all is needed. The presence of conflict, if dealt with effectively, offers an opportunity for individual and organizational learning including the identification of policies and practices that need to be improved.

This Policy is intended to be an informal process of conflict resolution, whereby all parties are encouraged to first attempt to resolve matters between the parties involved and then to seek the assistance of a supervisor to reach an amicable resolution. Where such resolution does not occur, the parties involved may seek a non-binding plan of resolution prior to instigating a formal process filing a complaint.

Meetings pursuant to this Policy shall be open only to the parties and those attempting to facilitate the resolution of the conflict. The outcome of the meetings or the plan of resolution may be documented.

This policy does not apply to issues regarding sexual harassment or workplace violence. Such matters should follow the District's procedure regarding sexual harassment or workplace violence, without regard to this policy. If any existing policy conflicts with this policy, the more stringent provisions shall apply. Nothing in this policy shall prevent the District from taking appropriate investigative and/or disciplinary action, as deemed necessary in its sole discretion.

PROCEDURE

In the event that any person or group of people are experiencing a work-related conflict, such person(s) may comply with the following:

1. Direct and Respectful Communication: Communicate directly with the person or persons whose actions are the cause of the conflict, if it is safe to do so. People should reasonably expect to know if their behavior or decision is a problem for another person at the District. Such communication shall be respectful and abide by proper workplace decorum at all times.

2. Supervisor Resolution: If circumstances are such that the parties involved with the conflict are unable or unwilling to communicate directly, for any reason at all, the person with the complaint may seek the assistance of a direct supervisor to facilitate a resolution between the parties. If a direct supervisor is a party to the matter, and no other superior is available, the board may designate an individual to address the informal complaint.

Said supervisor, or other person, may schedule a meeting, wherein the parties discuss the conflict with the goal of reaching a satisfactory resolution. The parties shall make all best efforts to reach a satisfactory resolution to the matter. The supervisor shall provide advice and input regarding the merits of the matter to facilitate an amicable resolution.

3. Mediation: If the parties are unable to reach a mutually agreeable resolution pursuant to Section 2 above, the parties may seek a non-binding mediation. The District, in its sole discretion, may retain a third-party mediator to ensure that conflicts are resolved in a fair manner. The mediator shall organize the mediation with all parties, preside over the mediation, and analyze the facts and merits of the matter to issue a non-binding plan of

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resolution. If the parties to the conflict do not believe the plan of resolution is satisfactory, said parties may then pursue formal avenues of complaint pursuant to the District's other policies.