

West Corners Fire District  
Regular Meeting Minutes – April 15, 2020

Attending via zoom meeting:

M. Heide      B. Homa  
N. Steinhiser    C. Kratochvil  
C. Loveland    D. Thomas  
J. Walicke  
D. Griffith

Guests:

R. Boyer  
J. Singer  
J. Hontz

This meeting was held via remote access on zoom and the public was provided information on how to view the meeting. The meeting was recorded, video and audio, and is available at the station.

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

Motion was made by Loveland, second by Griffith to accept the minutes from the Regular Meeting held on March 18, 2020. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. NBT Insurance Governmental Insurance Disclosure
2. Fire Districts of NY letter re: COVID19 coverage
3. Certificate of Insurance – Kinsley Group
4. McNeil & Co letter re: firetruck damage claim from 1/3/2020
5. Arch Insurance letter re: COVID19 coverage
6. Auchinachie Companies letter re: acquisition of Petcosky Services
7. FDM letter re: submission of premium payments
8. Statement from Mark Butler's Office
9. Medical release letter for a Commissioner to use fitness room
10. Letter from Broome county Election Board re: station use June & November
11. McNeil & Co re: firefighter claim now closed
12. Email from J. Singer re: station repairs needed
13. Email from Chief Thomas re: New Engine schedule
14. Email of the Treasurer's report
15. Certificate of Completion of Commissioner Course: Dan Griffith
16. Fire Prevention reports for February & March

**Treasurer's Report:**

The Treasurer reported the following balances via emailed report:

Account 2 NBT	10,590.90
Account 3 NBT	8,644.94
Building Reserve Acct NBT	98,597.99
Fire App Equip Reserve 3 NBT	160,398.36
Fire App Equip Reserve NBT	275,178.94
Fire Apparatus Acct 2 NBT	48,803.06
General Fund NBT	376,714.36
Grant Reserve Acct NBT	11,960.85
NBT Operating	11,237.80
NBT Payroll Account	3,013.08
Operating	\$ 928.87

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\$ 1,006,069.15

- Reports Provided: Balance Sheet as of April 14, 2020, Profit and Loss from January 1, 2020 to April 14, 2020, Budget vs Actual District Side 1<sup>st</sup> quarter with detail transaction sheet for Building and Grounds and Legal, Budget vs Actual Department Side 1<sup>st</sup> quarter with detail transaction sheets
- Verizon Wireless Check \$6,000.00 was deposited
- Stopped payment on 1 check and it was reissued
- Accounts were reconciled

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

- Questioned purchase of speedy dry; should have been charged to department
- Questioned chain saw that was damaged as it was traded in for \$100 on a new one. Commissioners were not aware of this
- Burr trucking was paid in full, so we now have zero balance

Motion was made by Walicke, second by Steinhiser to pay all bills from check number 5383 to 5404. All Commissioners voted in favor and the motion passed unanimously.

**Training:**

1. None

**Committee Reports:**

1. Engine repair – McNeil has determined it was human fault and we are covered for that and we will be paid except for the deductible
2. Injured firefighter is not back to work, and will not be seeing his doctor until May. Loveland will contact the insurance company tomorrow.
3. The cleaner willing to come in weekly to do more in-depth disinfectant cleaning. He inquired about the waxing, but since we are not training currently, we have no one to move the furniture for him, so this may be delayed or skipped this year.

**Fire Prevention:** See attached for reports from February & March

**Chief's Report:**

1. There was a lengthy discussion on the new engine time line and the Commissioners are ok with it. However, we must keep watch of tax revenues, etc as purchase on this time line will seriously deplete the reserve accounts.
2. OSHA is not completed by several members. Those not completing should lose access to everything except station 1 until all training is completed.
3. No training classes are being held by county
4. May 5<sup>th</sup> we may resume and do mostly outside training
5. Arrow trailer is now running
6. Discussion was held on upgrading/replacing the current gear washer to a more modern washer to improve decontamination of gear following a fire. Will be discussed in a work session.
7. E-Learning – district policy needs to go out annually because there could be changes to how things are done. The sexual harassment policy needs updating regarding how/who to report any incident to. The insurance company will be reached out to checking to see if they have a letter regarding this, so the policy can be updated.

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**Company Report:** None

1. BBQ is canceled

**Guests:** None

**Old Business:**

1. Verizon underpayment was discussed. Per the lease we cannot cancel until the 3<sup>rd</sup> time it is up for renewal. We could attempt to pursue cancellation due to abeyance of the lease as they are not paying correctly. Will contact Attorney Butler to contact them again.

**New Business:**

1. Everyone needs to follow policies regarding the procedures for COVID. Bills had questions on them and concerns were supposed to be sent out to commissioners so all were aware. This caused scrambling to get answers at the last minute.
2. Questioned people using the station for non-essential business. All non-essential / non-emergency meeting needs to be stopped immediately.

Motion made by Steinhiser, second by Griffith:

To be consistent with other local fire departments in the area, and to remain in compliance with the direction set forth by Governor Cuomo and the Broome County Executive Jason Gardner. The Board of Fire Commissioners have voted to restrict access to both stations including temporarily closing the exercise area at station 2. Access to the stations are for emergency response only (eg: dispatched by county) or while performing one of the activities listed below. These restrictions will remain in place until such time as deemed appropriate by the Board of Fire Commissioners. Members in violation will have their actions reviewed by the Board of Fire Commissioners and face disciplinary action.

If any further guidance is needed please reach out to the Board with your questions for clarification prior to accessing the station or grounds.

**The following list is the only exemptions to the above-mentioned restrictions:**

- Emergency Response
- Repairs deemed appropriate & necessary by the chief and approved by the Board of Fire Commissioners
- Monthly & weekly rig checks (to be completed individually using social distancing and appropriate PPE)
- Official Business of the Fire District by District Officers
- Fire Company Officer to retrieve mail for bill payment
- District meetings and work sessions (utilizing "zoom" meeting and social distancing)
- Food distribution as previously approved

All Commissioners voted in favor and the motion passed unanimously.

3. Extra trainings are being offered by McNeil that the department is suggesting the members take.

**Applications:** None

Motion was made by Loveland, second by Walicke to adjourn the meeting at 7:47 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  
 2019**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	18	12.2	Endicott		
E.M.S.	16	3.7	Endwell	1	
Error			Vestal	1	
<b>Totals</b>	<b>34</b>		West Endicott	2	
Engine 98			Union Center	1	3*
			Maine	3	3*
			Newark Valley		
			Owego		
			Campville	1	
			Berkshire		
			East Maine		
NFIRS submitted	4/7/2020		Whitney Point		
			Apalachin		

cc Board of Fire Commissioners  
 cc Chief

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**West Corners  
 Fire Department**

**FPO Report  
 2020**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	12	8.58	Endicott		1
E.M.S.	20	2.2	Endwell		
Error			Vestal	2	
<b>Totals</b>	<b>32</b>		West Endicott		
			Union Center		4
Engine 98			Maine	2	4
			Newark Valley	1	
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted	4/7/2020		Whitney Point		
			Apalachin		

cc Board of Fire Commissioners  
 cc Chief