

West Corners Fire District  
Regular Meeting Minutes – February 19, 2020

Attending:

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

Guests:

R. Boyer  
J. Hontz  
J. Singer

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

Motion was made by Steinhiser, second by Walicke to accept the minutes from the Regular Meeting held on January 15, 2020. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. Letter from J. Singer re: kitchen repair
2. Letter from J. Singer re: repairs needed around the station
3. Fire District Annual Meeting Notice for April 30
4. Certificate of Completion of Commissioner Class for J. Walicke
5. Letter from McNeil & Co re: injury claim from October 2019
6. Town of Union Planning Newsletter
7. Certificate of Inspection for the tower vehicle
8. Chief Vehicle Mileage logs
9. Application of Jonathan Haight
10. Contract for Vestal Training site

**Treasurer's Report:**

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,587.07
Account 3 NBT	\$ 8,641.81
Building Reserve Acct NBT	\$ 76,569.12
Fire App Equip Reserve 3 NBT	\$150,288.57
Fire App Equip Reserve NBT	\$215,016.98
Fire Apparatus Acct 2 NBT	\$ 38,788.50
General Fund NBT	\$ 98,536.00
Grant Reserve Acct NBT	\$ 11,956.53
NBT Operating	\$ 4,610.80
NBT Payroll Account	\$ 3,910.16
Operating	\$ 928.87
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	\$619,834.41

- Provided all profit and loss reports for 2019
- Provided balance sheet as of December 31, 2019
- Provided check register for 2019
- Provided all profit and loss reports for January & February 2020
- Provided balance sheet as of February 19, 2020
- Provided check register for 2020 to date
- Provided Transaction detail report by account to date (2020)
- Reviewed what finance committee does with Loveland

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- 1099's were filed
- State year-end report nearly finished
- Diesel use form filed with Mirabito and received receipt of the submission
- Handled Griffith's application for Commissioner training class

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

Motion was made by Loveland, second by Griffith to pay all bills from check number 5308 to 5344. All Commissioners voted in favor and the motion passed unanimously.

**Training:** None

**Committee Reports:**

1. Injured firefighter was notified of letter of insurance payments
2. D. Smith sent regarding putting in claim for Engine 1 repairs
3. All work orders need to be in by end of February so we can figure out what is year-end money; with all invoices in by March meeting
4. Getting quotes for gutters
5. Plymovent project is finished, put different bracket on rescue last week; Filed close out with FEMA
6. Phone control box issue; will reach out to computer shop
7. Computer in training office needs to be upgraded as it is still windows 7
8. Will review the list of kitchen repairs with J. Singer
9. Discussed having a Chief's report provided for items that need to be brought to the board each month
10. Reviewed the items that need to be taken care of at station 2 (brush/logs)
11. Discussed an auxiliary member not completing a physical. The district will provide a letter to the company that the member is not in good standing.
12. Year-end money will be worked on in the coming month so we can figure out how much is left over. All pink slips need to be provided for any further items to come out of 2019 budget.

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

**Chief's Report:**

1. Ladder is certified
2. Network cards for 2 tablets needed
3. Non-emergency policy outline was provided to the board, policy needs to be drawn up, along with district vehicle policy

**Company Report:**

1. Family breakfast to be held at the end of March 29<sup>th</sup> for members and their families. To be funded by the company. Need station use.
2. BQ May 2<sup>nd</sup>. Station use needed.
3. Planning a family picnic this summer

**Guests:** None

**Old Business:**

1. Discussed training building upgrades

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**New Business:**

1. Discussed life members station access
2. Motion made by Loveland, second by Walicke to appoint N. Haight as Fire Prevention Officer. All Commissioners voted in favor and the motion passed unanimously.
3. J. Hontz requested to be removed as technology officer. Motion made by Steinhiser, second by Griffith to remove him from that office. All Commissioners voted in favor and the motion passed unanimously.

Motion by Walicke, second by Steinhiser to enter executive session for personnel issue 8:52 pm  
Regular session resumed 8:18 pm

4. Motion made by Griffith, second by Walicke to pay the contract for the Vestal Training site for this year. All Commissioners voted in favor and the motion passed unanimously.
5. Motion made by Walicke, second by Griffith to allow the company to use the station for a family pancake breakfast on March 29<sup>th</sup> at 10 am. All Commissioners voted in favor and the motion passed unanimously.

**Applications:**

The application of Jonathan Haight, 1476 Sandra Drive, Endicott, was read. Motion was made by Steinhiser, second by Walicke to accept this application as read. All Commissioners voted in favor and the motion passed unanimously. The policy packet was given to the Chief who will contact him.

Motion was made by Walicke, second by Griffith to adjourn the meeting at 8:32 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

*Betty J. Homa*

Betty J. Homa  
District Secretary

Fire Prevention Report

Total calls January 2020

EMS – 25 calls

Fire – 14 calls

Mutual aid

Maine – Given - 2 Received – 6

Union Center – Given - 0 Received – 6

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Endicott Given – 1

Apalachin – Given – 1

Newark Valley – Given - 1