

West Corners Fire District  
Regular Meeting Minutes – January 20, 2021

Attending:

C. Loveland    B. Homa  
N. Steinhiser    C. Kratochvil  
D. Griffith  
R. Boyer

Guests:

D. Thomas  
D. Grinnell  
J. Kratochvil  
J. Singer  
M. Heide  
J. Stafford

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

Change of meeting order due to speaker from Delta Engineering. (Jeff Stafford, Project Manager). Discussed proposal for generator and parking lot. Estimated ~ \$100,000 for generator and install (\$42,000 unit on state bid & \$60,000 install) / parking lot ~ \$200,000 - \$275,000. Delta's cost (\$38,600) is not included in these figures.

Motion was made by Griffith, second by Steinhiser to accept the minutes from the Regular Meeting held on December 16, 2020. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Griffith, second by Boyer to accept the minutes from the Organizational Meeting held on January 7, 2021. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. Workers Comp board notice of ending of claim for fire fighter injury from 2019
2. FEMA closure of exhaust grant
3. Copy of letter sent to Verizon for reimbursement of Town & County taxes
4. Town & County tax bill
5. 2% insurance report from company
6. Copy of VFBL renewal questionnaire
7. Chief vehicle mileage reports
8. Blanding Certificate of Insurance
9. List of items needing attention at the station
10. Copy of letter sent to Butler Law office canceling service
11. Contract for the new custom pumper from 4-Guys
12. Certificate of Insurance for 4-Guys
13. Performance bond from 4-Guys
14. Copy of paperwork sent to claim our unclaimed funds
15. Contract from Coughlin & Gerhart
16. Check from Broome County for station use for November voting
17. Recall reminders for Chief's vehicles
18. Letter from law office of Mark Butler notifying he will close our file
19. Station use request from fire police for meeting
20. Station use request from company or Doug's Fish Fry
21. Application for William Wellman
22. Treasury Reports
23. Delta proposal

**Treasurer's Report:**

The Treasurer reported the following balances:

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|                              |              |
|------------------------------|--------------|
| Account 2 NBT                | \$ 10,594.91 |
| Account 3 NBT                | \$ 8,648.23  |
| Building Reserve Acct NBT    | \$ 98,635.14 |
| Fire App Equip Reserve 3 NBT | \$160,519.25 |
| Fire App Equip Reserve NBT   | \$343,829.12 |
| Fire Apparatus Acct 2 NBT    | \$ 48,821.45 |
| General Fund NBT             | \$ 89,410.83 |
| Grant Reserve Acct NBT       | \$ 11,965.36 |
| NBT Operating                | \$ 6,680.62  |
| NBT Payroll Account          | \$ 3,939.36  |
| Operating                    | \$ 928.87    |
| Repair reserve Fund NBT      | \$ 100.00    |
|                              | \$784,073.14 |

- Balance as of Dec 31, 2020 and Jan 20, 2021
- Profit & Loss as of Dec 31, 2020 and Jan 20, 2021
- Accounts reconciled
- County Taxes were paid and forwarded to Verizon
- 1099's were completed
- w-2's and year end paper work was completed by ADT
- check for November elections received and deposited in general fund
- working on outstanding invoices for yearend money - both District and Department
- MES reached out on a \$322.40 discrepancy from a statement; made contact & we do not owe
- Unclaimed funds request submitted to the State
- Premier Safety sent statement with balance, we advised that a check was issued. May have to stop payment and reissue if they can't locate it
- Working on state report

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

The bill for Lindsey will not be paid as presented tonight as the snow blower is not fixed properly. Schroedel requested that we hold the computer shop contract until our lawyer can review it.

Motion was made by Steinhiser, second by Griffith to pay all bills from check number 5678 to 5734. All Commissioners voted in favor and the motion passed unanimously.

**Training:** None

**Committee Reports:**

1. Gow & Sons will give bid on the training room wall
2. Front door is still sticking and not closing; Gow & Sons will inspect
3. Regarding the electrical problems on the building needs list, Boyer inquired if that was being taken care of. (Referring to the rear overhead door problem)

**Fire Prevention:** No report

**Chief's Report:**

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1. IT contract; D. Thomas will reach out to Jason as he has an appointment to meet with him on Friday
2. Chief is out of town until January 28<sup>th</sup>
3. Ladder going to Milton Kat again for rework of a portion of the engine. It is useable and in service at this time
4. Blitz Fire – Maine will be coming to look at it next week as they are very interested in it.
5. Thermal imagers (\$1,600 for 3) sale price until the end of this month
6. 4-Guys change order received today. Needs to be reviewed
7. Still questioning the work out room policies at station 2; discussion held no definite decision was made
8. Shed for storage: approximately \$20,000 for unit and stone bed to place it on. Decided to table it until Delta can be spoken with regarding storm water pollution system that may be needed for the parking lot. Will also defer to M. Schroedel so he can be involved.
9. ICS/NIMS training to set be set up
10. Inquired about the HVAC upgrade; no info to date

**Company Report:**

1. Singer inquired about the close out of the workers comp 2019 case. Advised the injured party needs to contact Schroedel regarding this, as well as his claims administer.

**Guests:** None

**Old Business:**

1. Motion was made by Steinhiser, second by Griffith to approve the Delta proposal for engineering work for generator and parking lot rebuild project at cost of \$38,600.00. All Commissioners voted in favor and the motion passed unanimously.
2. Regarding custodian: Our current cleaner is interested in expanding his business, Griffith has soft agreement to meet with him in the next month and discuss how we would dole out work to his company.
3. Training room update – tabled until Schroedel is available; also talked about tearing all the carpeting off the walls
4. Goforth will be going to Lourdes for physical
5. Front sign discussion was held. New power lines would be needed and suggested it be hard wired rather than depending on WIFI. We need to come up with a plan as to just what we want, how we want it mounted, color or not, etc. and then find out what is available.

**New Business:**

1. Motion was made by Steinhiser, second by Boyer to purchase 3 thermal imagers. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Steinhiser, second by Boyer to adopt the federal mileage reimbursement of 56 cents per mile. All Commissioners voted in favor and the motion passed unanimously.
3. Approval was given to sign the Coughlin & Gerhart contract
4. Motion made by Griffith, second by Boyer to pay any covid administration cost if the individual is charged a co-pay deductible on their personal insurance. Motion passed with affirmative votes by Loveland, Griffith, and Boyer – Steinhiser abstained
5. Motion was made by Steinhiser, second by Boyer to adopt the procurement policy currently in place. All Commissioners voted in favor and the motion passed unanimously.
6. Motion was made by Steinhiser, second by Boyer to allow the fire police meeting March 14 at Station 1. All Commissioners voted in favor and the motion passed unanimously.

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7. Motion was made by Steinhiser, second by Griffith to allow the company to use Station 1 for Doug's Fish Fry on Feb 26 from 11am – 6pm. All Commissioners voted in favor and the motion passed unanimously.
8. Motion was made by Steinhiser, second by Boyer to allow the Red Cross to host a blood drive on Feb 3. All Commissioners voted in favor and the motion passed unanimously.
9. Motion made by Boyer, second by Griffith to adopt the 'Operations Plan in the Event of Certain Declared Public Emergencies'. All Commissioners voted in favor and the motion passed unanimously.
10. Motion was made by Steinhiser, second by Griffith to appoint M. Heide as board advisor. All Commissioners voted in favor and the motion passed unanimously.
11. Soap dispenser on hold until next month
12. Spousal use training on hold for month

**Applications:**

The application of William Wellman, 507 Grant St, Endicott, was read. Motion was made by Steinhiser, second by Boyer to accept this application as read, pending receiving physical results. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Steinhiser, second by Boyer to enter executive session for personnel issue at 8:48 pm.

Regular session resumed at 8:55 pm.

Motion was made by Steinhiser, second by Boyer to adjourn the meeting at 8:56 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**  
**Operations Plan in the Event of**  
**Certain Declared Public Health Emergencies**

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*Pursuant to Labor Law 27-c*

*Adopted January 20, 2021*

**POLICY STATEMENT**

It is the policy of the West Corners Fire District ("Fire District") to provide an Operations Plan in the event of a declared public health emergency pursuant to Labor Law 27-c. This Policy and Plan shall guide Fire District personnel for the continuation of operations in the event that the governor declares a public health emergency involving a communicable disease. In order to comply with the requirements of Labor Law 27-c the Fire District hereby adopts this Policy and Plan.

**DEFINITIONS**

- a. "Personal protective equipment" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- b. "Essential" shall refer to a designation made that a Fire District employee or voluntary member of the fire department operating under the authority of the Fire District is required to be physically present at an emergency, non-emergency or other Fire District response, on-duty event or other work site to perform his or her job.
- c. "Non-essential" shall refer to a designation made that a Fire District employee or voluntary member of the fire department operating under the authority of the Fire District is not required to be physically present at an emergency, non-emergency or other Fire District response, on-duty event or other work site to perform his or her job.
- d. "Communicable disease" shall have the same meaning as set forth in Labor Law 27-c.
- e. "Retaliatory action" shall have the same meaning as set forth in Labor Law 27-c. For the purposes of this Policy and Plan, voluntary members of the fire department under the authority of the Fire District shall be considered employees.

**POLICY AND PLAN**

- 1. Given the nature of the purpose and functions of the Fire District and its personnel as an emergency response agency charged with protection of life and property all Fire District positions and titles are deemed and considered essential in the event of a state-ordered reduction of in-person workforce.
- 2. Nevertheless, in the event that any employee shall be determined to be "non-essential" personnel by the Fire Chief with notice to the Board of Fire Commissioners such non-essential employees may telecommute to the extent practicable considering the nature of the Fire District's mission, function and purpose and the duties of the non-essential employee. The Fire Chief or the Fire Chief's designee shall determine any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable and dependent upon the nature of the work and duties of the designated non-essential employees and the Fire District shall provide such to the employee.

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3. The Fire Chief or the Fire Chief's designee shall establish a written duty or other schedule to stagger duty shifts of essential employees in order to reduce overcrowding at Fire District facilities and on public transportation systems during emergency and non-emergency responses by Fire District personnel.
4. Based on the nature of the public health emergency involving a communicable disease the Fire Chief or the Fire Chief's designee, in consultation with the Fire District's medical director or upon the recommendation of public health officials, shall identify the necessary personal protective equipment ("PPE") appropriate for emergency, non-emergency and other on-duty responses of Fire District personnel. Based on such recommendations, the Fire District shall procure the appropriate PPE for essential employees in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee during emergency, non-emergency and other on-duty Fire District events for at least six months. All such PPE shall be stored in accordance with manufacturers' recommendations to prevent degradation and permit immediate access in the event of an emergency declaration.
5. The Fire Chief or the Fire Chief's designee, in consultation with the Fire District's medical director or upon the recommendation of public health officials, shall identify the specific processes to be taken in the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace. Such specific processes shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched. Based on the nature of the communicable disease that is the subject of the public health emergency the affected employee shall be counseled by the Fire Chief or the Fire Chief's designee on available leave to receive testing, treatment, isolation, or quarantine provided, however, that such counseling shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.
6. The Fire Chief or the Fire Chief's designees shall document precise hours and work locations including emergency and non-emergency responses and other off-site travel while on-duty for essential employees solely for the purpose of aiding in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on such basis.
7. To the extent required by the nature of the public health emergency involving a communicable disease the Fire Chief or the Fire Chief's designee, in consultation with the Fire District's medical director or upon the recommendation of public health officials, shall identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the Fire District.
8. This Policy shall be reviewed annually by the Board of Fire Commissioners.
9. The Board of Fire Commissioners may amend this Policy from time to time in accordance with law.