

West Corners Fire District  
Regular Meeting Minutes – August 18, 2021

Attending:

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

Guests:

D. Thomas  
J. Kratochvil  
M. Heide  
B. Fenwick

Chairman of the Board Loveland called the Regular Meeting to order at 7:00 pm. Order of business was changed to have a presentation by our CPA, Bill Fenwick to review the 2020 audit.

Motion was made by Griffith, second by Steinhiser to accept the minutes from the Regular Meeting held on July 21, 2021. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. Chief vehicle mileage reports
2. Letter from Butler
3. Fire Prevention report for July
4. Insurance Certificate from 4 Guys
5. Notice from Village of Endicott regarding moratorium on water service
6. Recalls on chief vehicles
7. Letter from Town of Union re: assessed valuation for our 2002 budget
8. Quote from Computer Shop
9. Email from D. Thomas re: new engine update report
10. Quote from Budget Fence
11. Quote from Hillside Garden
12. Quote from Homer Gow & Sons
13. Financial reports from treasurer
14. Building and Grounds report
15. Draft of the 2020 CPA audit
16. Engagement letter for 2021 audit

**Treasurer's Report:**

The Treasurer reported the following balances:

NBT Account 2	\$ 10,599.00
NBT Account 3	\$ 8,651.76
NBT Building Reserve	\$ 120,679.34
NBT Fire App Equip Reserve	\$ 170,596.12
NBT Fire App/Equip Acct 3	\$ 436,532.04
NBT Fire Apparatus Acct 2	\$ 58,837.73
NBT General Fund	\$ 277,037.44
NBT Grant Reserve	\$ 11,968.84
NBT Operating	\$ 3,900.60
NBT Payroll Account	\$ 1,762.72
Operating	\$ 928.87
NBT Repair Reserve Fund	\$ 100.00
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	\$ 1,101,594.46

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- Balance Sheet as of August 18, 2021
- P&L From 1/1/21 to 7/31/21
- Budget Vs Actual Dept side from 1/1/21 to 7/31/21
- Budget Vs Actual District side from 1/1/21 to 7/31/21
- Check Register from 1/1/21 to 8/17/21
- Bank Accounts Reconciled for Month of July
- Followed up at end of July regarding status of 2020 Audit with Mondorf & Fenwick, audited completed except for the answer from Mark Butler's office. Contacted C. Loveland who in turned contact, M. Butler's office. Upon M. Butler's letter, C. Loveland contacted Mondorf & Fenwick and Coughlin & Gerhart in order to resolve the issue Resolved between our accountant and C&G Law Firm
- Check issued to Restaurant Supply, LLC in the amount of \$2,703.00 for Ice Machine. Check has cleared our bank
- Will be delivering invoice with copy of signed quote to West Corners Fire Co after meeting in the amount of \$1,351.50 which represents their share of the new ice machine
- Received Assessed Valuations for 2022 Budget from Town of Union
- Working with Loveland and Schroedel in preparing the necessary paperwork for Commissioners Budget work session, Sept 1, 2021
- Met with Chief Hontz regarding department side of budget mainly to confirm that standard charges were included in his budget. I.E. Vestal Training Center, Mileage Tracker, all association dues, etc. Did not go over his actual budget line items as that is between Chief and Commissioners
- There are going to be changes to the Cancer Insurance policy upon renewal. Contacted Bill VanGorder and Jeff Briggs from NBT/Mang Insurance regarding these changes. It is my understanding the eligible group is now extended to exterior firefighters with five years of service, thus when doing our 2022 budget BoC will need to take this into consideration. Requested answer before Sept 1 work session.
- New Grant Opening up today, August 18 at 5 pm which is Firehouse Subs Public Safety Foundation Grant

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

Motion was made by Griffith, second by Steinhiser to pay all bills from check number 5982 to 6022. All Commissioners voted in favor and the motion passed unanimously.

**Training:** None

**Committee Reports:**

B&G

- Generator back into service after self-test timer permanently disabled.
- New sign installed. Training session required.
- Station 1 parking lot and apron restriped.
- Station 2 wasp nest removed.
- Ice Machine check has been deposited by Restaurant Supply. Assume that shipment is imminent. Matt Travis has offered to install. The old ice machine is owned by the company. It is there's to do with what they wish.
- Proposal received from Gow for the weather stripping on doors at both stations.
- Proposal received from TCS for the upgrade of the networking at station 1
- Budget Fence evaluated the fence bordering the UE school sidewalk.
- Landscape proposal received for around flag pole.

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- Evans  
Mop sink faucet replaced  
Boiler condensate line leak repaired. Boiler backcheck valve needs repair/replacement.  
Air filters replaced
- Floor buffer in closet is not used and hasn't been in recent memory. Possibly dispose at garage sale or give to Todd?

**Fire Prevention:** See attached for report from July 2021

**Chief's Report:**

1. 2022 budget is coming along
2. Asked that the yard be trimmed before ice cream social
3. New engine update was provided via email
4. Done with all PM's
5. Wish to purchase 2 electric chain saws

**Company Report:**

1. Ice Cream Social tomorrow night
2. Blood Drive on Aug 27

**Guests:** None

**Old Business:**

1. Motion was made by Steinhiser, second by Griffith to contract with Homer Gow & Sons, to complete item 3C at station 2 per their quote (roof antennae & leak) at a cost of \$515.00. All Commissioners voted in favor and the motion passed unanimously.
2. Motion was made by Steinhiser, second by Griffith to contract with Homer Gow & Sons, to complete item 1A at station 2 per their quote (overhead doors) at a cost not to exceed \$2,000. All Commissioners voted in favor and the motion passed unanimously.
3. Motion was made by Steinhiser, second by Griffith to contract with Homer Gow & Sons, to complete item 1 at station 1 (overhead door seal replaced with the spare from station 2) at a cost of \$475.00. All Commissioners voted in favor and the motion passed unanimously.
4. Motion was made by Steinhiser, second by Griffith to contract with Homer Gow & Sons, to complete item 2 at station 1 (overhead door seals, painting, door closers) at a cost of \$1,956.00. All Commissioners voted in favor and the motion passed unanimously.
5. Motion was made by Griffith, second by Steinhiser to contract with The Computer Shop to upgrade the networking system at a cost of \$1954.93. All Commissioners voted in favor and the motion passed unanimously.
6. Budget fence put on hold until we hear back from the school
7. Hillside quote was put on hold, thinking is we could do it ourselves
8. Delta was contacted, have not received a call back for the generator inquiries re: FEMA grant availability

**New Business:**

1. Motion made by Griffith, second by Steinhiser to accept the 2020 audit as presented by Mondorf & Fenwick. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Griffith, second by Steinhiser to sign the engagement letter for the 2021 audit with Mondorf and Fenwick. All Commissioners voted in favor and the motion passed unanimously.

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3. Motion made by Griffith, second by Steinhiser to pay Mondorf and Fenwick upon receiving their invoice, not to exceed \$7,000.00. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Steinhiser, second by Griffith to purchase 2 electric chain saws from Windustrial at a cost of \$1,280.00. All Commissioners voted in favor and the motion passed unanimously.
5. Training session will be set up for the next work session to learn how to program the new sign.
6. Motion made by Griffith, second by Steinhiser to give the floor scrubber to TW Cleaners, or put it in the garage sale if he doesn't want it. All Commissioners voted in favor and the motion passed unanimously.
7. BCSO requested our video footage for a break in at LWW. Computer Shop needed to come and pull that footage for us.
8. Motion made by Loveland, second by Steinhiser to appoint M. Homa as board advisor. All Commissioners voted in favor and the motion passed unanimously.
9. Steinhiser looked into getting RTIC mugs for the inspection dinner dance at ~\$1150

**Applications:** None

Motion was made by Griffith, second by Steinhiser to adjourn the meeting at 8:02 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  
2021**



**Bureau of Fire Prevention  
Monthly Incident Report  
Jul-21**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	40	26.6	Endicott	2	
E.M.S.	32	0.25	Endwell	2	
Error			Vestal	2	
<b>Totals</b>	<b>72</b>		West Endicott		
Engine 98			Union Center	7 (7)	1 (1)
			Maine	4 (4)	1 (1)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners  
cc Chief

\*BGM Airport

(X) Number in parantheses is automatic daytime mutual aid calls

\*\* We ran 24 Calls on the 3 days from July 6-July 8