

West Corners Fire District
Regular Meeting Minutes – September 15, 2021

Attending:

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

Guests:

J. Kratochvil
S. Grinnell

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

Motion was made by Schroedel, second by Steinhiser to accept the minutes from the Regular Meeting held on August 18, 2021. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. Final copy of CPA audit for Year 2020
2. Applications for A. Kase, B. Everitt, and D. Tennant
3. Copy of Insurance renewal information form
4. Insurance proposal from B. VanGorder from his presentation
5. Chief vehicle mileage reports
6. Insurance Certificate for Doug's Fish Fry
7. Insurance cards for the vehicles
8. Letter from Workers' Compensation Board re: payment to claimant
9. Fire District Affairs for Aug/Sept
10. Copy of letter sent to Verizon for tax payment
11. 55-year plan update
12. Department inventory
13. Check from company for half of ice machine
14. Financial reports
15. Email from Restaurant Supple re: ice machine

Treasurer's Report:

The Treasurer reported the following balances:

| | |
|------------------------------|-----------------|
| Account 2 NBT | \$ 10,599.45 |
| Account 3 NBT | \$ 8,652.13 |
| Building Reserve Acct NBT | \$ 120,684.46 |
| Fire App Equip Reserve 3 NBT | \$ 170,603.36 |
| Fire App Equip Reserve NBT | \$ 436,550.58 |
| Fire Apparatus Acct 2 NBT | \$ 58,840.23 |
| General Fund NBT | \$ 261,048.96 |
| Grant Reserve Acct NBT | \$ 11,969.35 |
| NBT Operating | \$ 3,057.17 |
| NBT Payroll Account | \$ 1,865.64 |
| Operating | \$ 928.87 |
| Repair Reserve Fund NBT | \$ 100.00 |
| | <hr/> |
| | \$ 1,084,900.20 |

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- Balance Sheet as of September 15, 2021
- P&L From 1/1/21 to 8/31/21
- Budget Vs Actual Dept side from 1/1/21 to 8/31/21
- Budget Vs Actual District side from 1/1/21 to 8/31/21
- Check Register from 1/1/21 to 9/15/21
- Bank Accounts Reconciled for Month of August
- Check issued to BC Director of OMB for 2021 School Taxes \$1,519.12
- Invoice delivered to West Corners Fire Co for \$1,351.50 which represents their share of the new ice machine; check has been received
- Mondorf and Fenwick, picked up 2020 Annual Financial reports and issued payment
- Prepared budget lines transfer to be done under new business

Motion was made by Schroedel, 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 6022 to 6049. All Commissioners voted in favor and the motion passed unanimously.

Training:

1. Steinhiser on waiting list for Fire Officer 1

Committee Reports:

1. Ice machine is ordered, delivery postponed until the end of October
2. Evans will be installing new black flow valve; circulation pump needs to be replaced per boiler inspector
3. TCS buttoned up the network system work they were to do
4. Snow removal being worked on
5. Renewed insurance: vehicles amounts can be lowered for small vehicles, and increased on large vehicles; need quote on updating VFBL amounts and info on the assistance program

Fire Prevention: None

Chief's Report:

1. 3 new applicants

Company Report:

1. Doug's Fish Fry is September 27 from 11 - 6
2. Garage Sale was held for the auxiliary last weekend
3. Ice Cream Social was success
4. No decision by them on joint inspection dinner, they will be contacted again
5. The refrigerator has been repaired

Guests: None

Old Business:

1. Delta is inquiring what we want them to do with the parking lot and the generator. They will work with our grant writer for the generator. They recommend going out for bid this

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fall as there is a 20-week lead time to receive the generator. Therefore, we may not get it installed until next fall time period. They would also like to start doing core samples for the parking lot to find out what is under the current pavement. We will give them permission to do it whenever they want to.

New Business:

1. Motion by Griffith, second Steinhiser to allow the order be made for gifts for the inspection dinner after the company decides if they want to participate, not to exceed \$1,500.00. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Steinhiser, second by Griffith that until a formal leave policy is developed, any member on leave shall have all their gear pulled and not be able to respond to calls until proper notice has been given to the Chief and approved to return by the Company and the District. All Commissioners voted in favor and the motion passed unanimously.
3. The Computer Shop was asked about UPS. Approximate cost is \$100 per unit. They will install as part of the contract we currently have with them. Motion made by Schroedel, second by Boyer to purchase 11 UPS units not to exceed \$1,200. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Schroedel, second by Steinhiser to adopt the Proposed Budget for 2022. Motion passed by following roll call vote:
Loveland – aye
Schroedel – aye
Griffith – aye
Boyer – aye
Steinhiser - aye
5. Motion was made by Schroedel, second by Boyer to hold the budget hearing on October 19th at 6 pm. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Loveland, second by Boyer to authorize treasurer to make the following journal changes to this year's budget. All Commissioners voted in favor and the motion passed unanimously.
 - Create new budget line item: Utilities: Internet
 - Create new budget line item: Building & Grounds Maintenance
 - Decrease payroll and payroll taxes budget line item by \$7,000.00
 - Increase Building & Grounds Maintenance budget line item by \$7,000.00
 - Decrease Computer Department budget line item by \$800.00
 - Increase Utilities, Internet budget line item \$800.00
 - Decrease Computer Department budget line item by \$720.00
 - Increase Utilities Telephone budget line item by \$720.00
 - Decrease Legal budget line item by \$400.00
 - Increase CPA budget line item by \$400.00
 - Decrease Training budget line item by \$300.00
 - Increase Travel-Department budget line item by \$300.00
7. PAC signs needs to be called to fix the one panel that has a pixel out; posts need caulking and painting
8. Motion made by Schroedel, second by Boyer to authorize Steinhiser to take the fire officer 1 class. Voting was abstained by Steinhiser. Motion passed with affirmative vote by Loveland, Schroedel, Boyer, and Griffith.
9. Motion made Griffith, second by Steinhiser for Doug's Fish Fry to be held on September 27th. All Commissioners voted in favor and the motion passed unanimously.

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Applications:

The application of Alexander Kase, 720 Wallace Street, Endicott, was read. Motion was made by Boyer, second by Griffith to accept this application as read. All Commissioners voted in favor and the motion passed unanimously.

The application of Branden Everitt, 630 High Ave, Endicott, was read. Motion was made by Boyer, second by Schroedel to accept this application as read. All Commissioners voted in favor and the motion passed unanimously.

The reinstatement application of Dylan Tennant, 205 Cleveland Ave, Endicott, was read. Motion was made by Boyer, second by Steinhiser to accept this application as read. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Steinhiser, second by Schroedel to adjourn the meeting at 8:37 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary