

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

Attending:

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

Guests:

D. Thomas
M. Heide
J. Kratochvil

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

Motion for executive session was called at 7:01 pm by Schroedel, second by Boyer to discuss a personnel issue.

Motion to resume regular session was called at 7:15 pm by Boyer, second by Griffith.

Motion was made by Schroedel, second by Steinhiser to accept the minutes from the Regular Meeting held on November 17, 2021. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. School tax payment from Verizon
2. All bank statements for November
3. Fire Prevention report for November
4. List of items needing repair
5. W-9 from Empire Landscape
6. Station use form for Fire Police Meetings - March 10 and April 1&2
7. Station use form for Broome County Firemen's Association – January 7
8. Signed copy of VFBL insurance renewal
9. District voting results
10. Cancer roster and VFBL/worker's compensation applications have been submitted
11. Affidavit from the Press for Voting notice
12. Letter from Fire Districts Mutual re: upgrade to A- financial outlook in the insurance industry
13. Draft of Leave of Absence Policy
14. Information from Delta re: generator
15. Financial reports from Treasurer

Treasurer's Report:

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,600.78
Account 3 NBT	\$ 8,653.22
Building Reserve Acct NBT	\$120,699.50
Fire App Equip Reserve 3 NBT	\$170,624.62
Fire App Equip Reserve NBT	\$436,605.00
Fire Apparatus Acct 2 NBT	\$ 58,847.57
General Fund NBT	\$131,875.06
Grant Reserve Acct NBT	\$ 11,970.84
NBT Operating	\$ 4,441.96
NBT Payroll Account	\$ 2,374.40
Operating	\$ 928.87
Repair Reserve Fund NBT	\$ 100.00

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\$957,721.82

Treasurer's report

- Balance Sheet as of December 15, 2021
- P&L From 1/1/21 to December 15, 2021
- Budget Vs Actual Department side from 1/1/21 to 11/30/21
- Budget Vs Actual District side from 1/1/21 to 11/30/21
- Check Register from 1/1/21 to 12/15/21
- Bank accounts reconciled for month of November
- Verizon Wireless check received and deposited \$1448.75
- Grant Update: Not being submitted resulting from Delta Engineering not sending District the entire package as pursuant to the contract, only received a flyer for the generator that they recommend, nothing about additional items need for install
- Inspection Gifts from RTIC – gifts have been received
- Budget line items transferred completed as per motion in November

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.

We received an invoice from The Computer Shop for maintenance agreement for next year. This will be discussed under new business.

There is a billing we have not received from Grainger. Motion was made by Schroedel, second by Griffith to pay this invoice in the amount of \$27.06 when it arrives. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Boyer, second by Griffith to pay all bills from check number 6127 to 6164. All Commissioners voted in favor and the motion passed unanimously.

Training:

1. Five Points of Command class: to be held at Windsor High School on January 19, 2022. Attending: Hontz, Grinnell, Heide, Tammaro, Dean (cost of \$35 per person)

Committee Reports:

1. Physical reports are being received. A few still have not scheduled an appointment.

Fire Prevention: See attached for report from November

Chief's Report:

1. A red Tahoe has a faulty water pump with a 5-7 day wait for the part. Covered under warranty.
2. Ladder testing on aerial was partially completed. The rest will need to be rescheduled.
3. Recalls were taken care of.

Company Report: None

Guests: None

Old Business:

1. Generator was discussed regarding the next possible grant availability. Delta will be invited to the next work session.
2. Leave Policy updates were made. A copy will be sent to the lawyer for review.

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3. OSHA regulations still being looked at
4. Waiting on axels for the new engine being built.
5. Snow removal, no invoice is received yet
6. Surplus equipment can be sold on Broome County Fire site
7. Computers in commissioner's room should be scrapped; could be given to the Computer Shop.
8. Verizon has shorted us again on the school tax. With the county tax bill, we will provide a letter telling them they need to use the actual county assessment for payment.
9. Ice machine is now in service. The old machine belongs to the company to do with it what they want.

New Business:

1. Mask policy was discussed. Sign will be posted on the door that masks are required regardless of vaccination status.
2. Motion made by Griffith, second by Steinhiser to hold the Organization meeting on January 12th at 6:30 pm. All Commissioners voted in favor and the motion passed unanimously.
3. Motion made by Griffith, second by Schroedel to extend the duties of the Secretary, the Treasurer, and the Chief's until the January 12th Organizational meeting. All Commissioners voted in favor and the motion passed unanimously.
4. Motion was made by Boyer, second by Griffith to approve station use for March 10 Fire Police Association, and April 1 & 2 also for Fire Police Association. All Commissioners voted in favor and the motion passed unanimously.
5. Motion was made by Steinhiser, second by Griffith to host the Broome County Firefighters Association meeting on January 7, 2022. All Commissioners voted in favor and the motion passed unanimously.
6. Motion was made by Griffith, second by Steinhiser to approve the training request for the Five Points of Command Class. All Commissioners voted in favor and the motion passed unanimously.
7. Painting of east offices is needed (Maintenance & Training & Communications office). The maintenance person will be asked first if he is interested, if not we will hire it out.
8. Training building work is completed; interior still needs some work but is not a major budget item.
9. The Annual Commissioner election was won by John Davis.
10. Mileage tracker is billed via invoice for a year in advance, and we have not received that invoice yet as their normal method is to bill credit cards monthly. Schroedel will contact the salesman to get that invoice. Motion made by Schroedel, second by Griffith to pay the invoice when it arrives. Cost is approximately \$450.00 for 3 units. All Commissioners voted in favor and the motion passed unanimously.
11. The Computer Shop: we received an invoice for next years' service contract at \$5,694 for one year. Motion made by Schroedel, second by Steinhiser to accept this contract for the year 2022 yearly maintenance. All Commissioners voted in favor and the motion passed unanimously.
12. Motion made by Schroedel, second by Steinhiser, to ask The Computer Shop to deal with surplus computer equipment in the commissioner's room, including the old copier. All Commissioners voted in favor and the motion passed unanimously.
13. Motion made by Schroedel, second by Griffith to advertise the old sign on the Broome County website. Cost set at \$300 for the first person/organization to pay for and take it, with other offers to be considered. All Commissioners voted in favor and the motion passed unanimously.

Motion made to enter executive session made by Boyer, second by Steinhiser at 8:26 pm to

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discuss a personnel issue.
Motion made to return to regular session made by Steinhiser, second by Griffith at 8:46 pm.

14. Thanks was extended to Nick Steinhiser for his years of service to the board.

Applications: None

Motion was made by Steinhiser, second by Schroedel to adjourn the meeting at 8:47 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary

**West Corners
Fire Department**

**FPO Report
2021**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	17	14.95	Endicott		
E.M.S.	26	0.95	Endwell	2	
Error			Vestal		
Totals	43		West Endicott	3	
			Union Center		3 (2)
			Maine	3 (3)	2 (2)
			Newark Valley	1	
			Owego		
			Campville	2	
			Berkshire		
			East Maine		
			Glen Aubrey		
			Apalachin		

NFIRS submitted

cc Board of Fire Commissioners
cc Chief

*BGM Airport

(X) Number in parantheses is automatic mutual aid calls to 53/33