

West Corners Fire District
Regular Meeting Minutes – September 17, 2025

Attending:

Commissioner Reed
Commissioner Davis
Commissioner Griffith
Commissioner Sinclair

M. Schroedel, Treasurer
B. Homa, Secretary
M. Dean, Asst. Chief

Guests:

M. Taylor
S. Brookes
K. Rogers
B. Haight
R. Boyer

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

Motion was made by Griffith, second by Sinclair to accept the minutes from the Regular Meeting held on August 20, 2025. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Griffith, second by Sinclair to accept the minutes from the Special Meeting held on September 10, 2025. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. Mileage ace report for July
2. Financial reports for July
3. CPA financials and engagement letter
4. Empire Gas Corporation contract for electric
5. Generator inspection report
6. Paperwork from NBT Insurance re: renewals
7. From the Chief – written directions on the AV projector
8. Station use form for Fire Police meeting, March 12, 2026
9. Insurance cards for all vehicles
10. Accident report for Chief's Tahoe being sideswiped
11. Notice from TenKate that the grant request for Retention and Training has been submitted
12. T&B quote for electrical work
13. Insurance Renewal Proposal
14. Maximum Security Inspection reports for fire panels both stations
15. Matco electrical quote
16. Station use form for Trunk or Treat October 31

Treasurer's Report: Balances as of August 30, 2025

| | | |
|----------------------------|----|------------|
| NBT Payroll Account | \$ | 2,483.52 |
| NBT Operating | \$ | 7,168.72 |
| NBT Repair Reserve Fund | \$ | 45,309.67 |
| NBT Account 2 | \$ | 11,402.42 |
| NBT Grant Reserve | \$ | 12,876.09 |
| NBT Fire App Equip Reserve | \$ | 390,841.57 |
| NBT Building Reserve | \$ | 531,426.10 |
| NBT Fire Apparatus Acct 2 | \$ | 90,210.81 |
| NBT Account 3 | \$ | 9,307.62 |
| NBT Fire App/Equip Acct 3 | \$ | 210,470.00 |
| NBT General Fund | \$ | 322,328.50 |
| M&T Operating | \$ | 928.87 |

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\$ 1,634,753.89

- Treasurer's Report and Chief Mileage Report submitted to the Board.
- School taxes have been received and paid. Online payment request for Verizon reimbursement made.
- M&F Financial report filed with the state.
- Empire Natural Gas Contract for Electricity received. Motion needed to renew.
- Preliminary tax cap form will be filed with the state upon Board initial approval of the 2026 budget
- Best Value Purchasing resolution submitted to the Board. Motion needed to approve.

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

Motion was made by Griffith, second by Davis to pay all the bills, check numbers 1720 to 17XX. All Commissioners voted in favor and the motion passed unanimously.

Training: None

Committee Reports:

1. New Insurance cards placed in all apparatus
2. Inspection dinner adjusted budget, not to be held until 2026
3. Chief's vehicle – all issues have been resolved, just waiting on appointment to be repaired
4. Fire alarm panels have been inspected and tested. One bad detector in training room was replaced

Fire Prevention: See attached report from August

CHIEF:

1. Programming has started with new Knox Box holders
2. Training was held for the New FAST board. Will be placed in service over the next week
3. New turnout pants are in
 - a. Checking on sizes and adding them to the inventory
 - b. New helmets are in and have been added to the inventory
4. PM's
 - a. Issues with 29-11 pressure relief. The engine is in service. Ward is trying to find a replacement part.
 - b. All other rig PMs have been completed, except for the ladder truck
 - c. SCBA and Hurst are scheduled for October and will be completed soon

Requests:

1. South Central Fire Police Assoc - Meeting to be held at Station 1 on March 12, 2026
2. TCS says his computer can no longer be updated and needs to be replaced

Call Stats:

1. Fire 100% answered
2. EMS 74% answered

New Engine Committee:

1. The committee has met with all the vendors that would meet with them.

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2. The team went to Syracuse to look at a Squad. Positive comments back from the team that went up.
3. Working on gathering the team together for a meeting with the Chief
4. Waiting for vendors to report back on items that the committee has asked about
5. Cost estimated at 1.2 mil to 1.5 mil

COMPANY:

1. Trunk or Treat October 31st at station 1, 5:30 pm - 7:30 pm
2. The company was asked if the recycling bin is still needed since they are not doing bottles. Officers will take this back to the company for their input.
3. Company advised they need to make a decision regarding the update to the application form

GUESTS: None

OLD BUSINESS:

1. The old hose has been disposed of
2. Motion was made by Griffith, second by Sainclair to hold the budget hearing on October 21, 2025 at 6 pm. All Commissioners voted in favor and the motion passed unanimously.
3. Motion was made by Griffith, second by Sainclair to hold a special meeting on October 21, 2025 at 6:15 pm. All Commissioners voted in favor and the motion passed unanimously.
4. Motion was made by Griffith, second by Sainclair to move our regular October meeting to October 22nd. All Commissioners voted in favor and the motion passed unanimously.
5. Motion was made by Griffith, second by Sainclair to hold the work session on October 15th beginning at 6 pm. All Commissioners voted in favor and the motion passed unanimously.
6. Motion was made by Griffith, second by Sainclair to hold the work session on November 12th beginning at 6 pm. All Commissioners voted in favor and the motion passed unanimously.
7. Quotes were received for electrical work from T&B Electric at \$4,350 and from Matco at \$5,916.44.

NEW BUSINESS:

1. Motion made by Sainclair, second by Griffith to sign the Empire Natural Gas Corporation contract for electric. This contract begins November 1st. All Commissioners voted in favor and the motion passed unanimously.
2. Resolution was offered by Griffith, second by Davis to adopt the Best Value Purchasing resolution. The resolution passed with the following roll call vote:
Reed – AYE
Davis – AYE
Griffith – AYE
Sainclair – AYE
Heide – absent
3. Motion made by Griffith, second by Sainclair to post the legal audit notice form advising that the CPA audit is available to the public for review. All Commissioners voted in favor and the motion passed unanimously.
4. Motion was made by Sainclair, second by Griffith to allow the company to host Trunk or Treat at station 1 on October 31st from 5:30 – 7:30 pm. All Commissioners voted in favor and the motion passed unanimously.

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5. Motion made by Griffith, second by Sainclair to allow station use for the Fire police meeting on March 12, 2006. All Commissioners voted in favor and the motion passed unanimously.
6. Motion was made by Griffith, second by Sainclair to award the contract for electrical lighting repairs, not to exceed \$7,000. The vendor will be decided by Heide and Reed when the quotes have been compared. All Commissioners voted in favor and the motion passed unanimously.
7. Motion was made by Sainclair, second by Davis to adopt the Proposed budget for 2026
This motion passed with the roll call vote as follows:
Reed – AYE
Davis – AYE
Griffith – AYE
Sainclair – AYE
Heide – absent

Applications: None

Motion was made by Sainclair, second by Griffith to adjourn the meeting at 8:15 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa, District Secretary
Electronically signed

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**WEST CORNERS FIRE DISTRICT
BEST VALUE PURCHASING RESOLUTION**

WHEREAS, New York State General Municipal Law requires a resolution adopted by the Board of Fire Commissioners to authorize the use of a Best Value contract award methodology, in the competitive bidding process for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may be awarded on the basis of low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

WHEREAS, the enactment of this resolution provides additional procurement options to the Fire District in ways that may expedite the procurement process and result in cost savings, and

WHEREAS, the "Best Value" standard for selecting goods and services vendors, including janitorial and security contracts, is critical to efforts to use strategic sourcing principles to modernize the supply chain and ensure that taxpayers obtain the highest quality goods and services at the lowest potential cost, while also ensuring fairness to all competitors, and

WHEREAS, the Board believes taxpayers are not well served when a public procurement results in low unit costs at the outset, but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability and difficulty of maintenance, and

WHEREAS, Best Value procurement links the procurement process directly to the fire district's performance requirements, incorporating selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services, and

WHEREAS, "Best Value" means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors, and

WHEREAS, such basis shall reflect, wherever possible, objective and quantifiable analysis; and

WHEREAS, the Fire District shall follow the bidding requirements of Section 103 of the General Municipal Law and the Fire District's Procurement Policy when utilizing the Best Value award methodology, and

WHEREAS, in addition, when the Best Value methodology is to be used for a purchase the bid documents shall provide a basis to evaluate the bids under the best value requirements, and

WHEREAS, the Best Value methodology shall be included in the Fire District's Purchasing and Procurement Policy, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of the Fire District hereby authorizes the use of a Best Value award methodology, in the competitive bidding process, where appropriate, including piggyback bids under Section 103 subdivision 16

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of the General Municipal Law, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may now be awarded on the basis of low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

BE IT FURTHER RESOLVED, that the Fire District's Purchasing and Procurement Policy is hereby deemed amended to the extent that this resolution shall be deemed a part thereof and incorporated therein.

The adoption of the foregoing resolution was duly put to a vote and upon roll call the vote was as follows:

Commissioner Reed AYE
Commissioner Davis AYE
Commissioner Heide absent
Commissioner Griffith AYE
Commissioner Sinclair AYE

The resolution was thereupon declared duly adopted.

Dated: September 17, 2025

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**West Corners
Fire Department**

**FPO Report
2025**



**Bureau of Fire Prevention
Monthly Incident Report
Aug-25**

| Alarm Types | # of Alarms | Alarm Hours | Mutual Aid | Given | Received |
|--------------------------------|-------------|-------------|------------------|-------|----------|
| Fire | 17 | | Endicott | | |
| E.M.S. | 27 | | Endwell | | 1 (1) |
| Error | | | Vestal | 1 | 1 (1) |
| Totals | 44 | | West Endicott | 2 (2) | 1 (1) |
| | | | Union Center | 4 (4) | 1 (1) |
| "On Duty" | 0 | | Maine | 4 (4) | 1 (1) |
| | | | Newark Valley | 2 | |
| | | | Owego | | |
| NFIRS submitted | | | Campville | | |
| cc Board of Fire Commissioners | | | Berkshire | | |
| cc Chief | | | East Maine | | |
| | | | Glen Aubrey | | |
| | | | Whitney Point | | |
| | | | Apalachin | | |
| | | | Silver Lake (PA) | | |
| | | | Johnson City | | |

(#) indicates number of automatic mutual aid/standby calls

*BGM Airport