

West Corners Fire District
Regular Meeting Minutes – January 15, 2025

Attending:

Commissioner Reed
Commissioner Davis
Commissioner Heide
Commissioner Sainclair
Commissioner Griffith

M. Schroedel, Deputy Treasurer
B. Homa, Secretary
M. Loveland, Chief

Guests:

R. Boyer
M. Taylor, Company President
M. Dean, Asst. Chief

Chairman of the Board Reed called the Regular Meeting to order at 7:05 pm.

In the December minutes a motion was made to pay the 4-Guys bill upon receiving the invoice. Turned out that the invoice was actually for Firehouse Apparatus, a company that is the dealer for 4-Guys. Thus the minutes for December were corrected.

Motion was made by Griffith, second by Heide to accept the corrected minutes from the Regular Meeting held on December 18, 2024. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Sainclair, second by Griffith to accept the minutes from the Organizational Meeting held on January 8, 2025. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. Chief Mileage Ace reports for December
2. Listing of persons not eligible for tax exemption credit
3. 2% report from the company
4. McNeil Safety inspection report
5. Federal tax exemption form for Mirabito
6. Reconciliation report for December accounts
7. Applications and arson reports for Jeremy Hartman and Jacob McGraw
8. Copy of grant that was submitted
9. Letter from Chevrolet that the Chief vehicles need seat belt inspections
10. Engagement letter from Mondorf & Fenwick
11. Email from Colliers Engineering regarding pricing

Treasurer's Report:

- NBT Statements and Reconciliation reports sent separately
- 2025 Town and County Tax Bill has been paid. Certified letter requesting reimbursement from Verizon sent January 4th.
- Invite sent to Brenda Evanek, Mondorf & Fenwick CPA for QBO access as our CPA and accepted
- In process to increase permissions for treasurer's OSC account so that year-end report can be completed.
- 1099s only needed for C&G and M&F
- Change to the Real Property Tax Law allows a volunteer firefighter to claim a partial exemption even if he volunteers for a district other than where he lives. RP-466a → (RP-466-1)
- Dan Griffith added as a pending member for FEMA.go
- 2024 Budget vs. Actuals provided
- Tried to contact ADP regarding payroll, with no luck

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Motion made by Heide, 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 Sainclair to pay all the bills, check numbers 1416 to 1473. All Commissioners voted in favor and the motion passed unanimously.

Training:

1. Lt. Tennant- Fire Officer 1 starting on 2/21/2025
 - He will be traveling to Cortland to take this course during the day (Monday-Thursday 2 weeks- 8-5)
2. Lt Alex Kase- EMT Starting 1/22/2025
 - a. – Class will be held at BU (Monday and Wednesday and some Saturdays)
3. Permission to hire Tom Basher from Meridian Fire Training Solutions LLC on 2/21/2025 for "Leadership Lessons"
 - a. The cost is \$895.00
 - b. Officer development course

Committee Reports:

Finance Committee: No report

Building & Grounds: No report

Insurance: No report

Equipment: No report

Fire Prevention: Reports for November and December 2024

Chief's Report:

1. Thank you for attending the first department training of 2025
2. Utility is complete from Terenzi's
 - a. Need to replace the strip on the passenger side
3. ATV- Back in service from the downstate M/A.
4. 2022 Engine (Engine 29-1) DEF head sensor is now repaired
5. Does the BOC want to be on IAR?
6. A firefighter was deemed not medically qualified due to not providing his personal doctors report that was requested
7. We are working on updating all department SOGs. (The New format was given to the officers in an officer handbook on Jan 4, 2025.) Once each section is complete and approved, you will receive a copy.
8. Spare Chiefs vehicle
9. Department inventory work has started. We are looking at moving all monthly reports to an online form to save paper
10. Inmate work release program starting up again
11. Background checks are back for Hartman and McGraw
12. Knox Box
13. SCBA fit testing has started
14. Annual PMs are being scheduled for 2025- A/C Dean handling these efforts
15. FF Kyle Rogers completed IFO and graduated on 1/14/2025
16. A/C Dean received a call from Verizon regarding inspecting the siren tower. Today got call from Armor Tower about digging and checking the tower installation. B. Reed will contact them.

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17. A computer monitor for the Chief's office is requested
18. Permission asked to create a committee to start seeking out a new vehicle

Executive session called at 7:42 pm by Reed, second by Griffith to discuss a personnel issue.

Regular session called back to order at 8:16 pm

After discussion with the Chief, he will be looking into these items and be reporting back to the board at a later date

Chief Requests:

1. Officially ask for a committee to be formed for a new Squad.
2. Permission to look at another Fire Police vehicle. (One that has more room and lighting to keep them safe in the roadway)
3. Request another monitor from TCS for the chief's office.
4. Look at a new desk for more table space
5. Med Team equipment order to be under the 2024 budget.

COMPANY:

1. Deb and Amanda Grinnell have resigned and gone to life membership
2. Dinner dance March 8
3. Two new firefighters were approved by the company
4. Put up a committee signup sheet to get larger committees and work together

OLD BUSINESS:

1. Discussed Microsoft 365; email accounts for each commissioner, secretary, treasurer and Chief's. Cost is \$6 per user per month. Motion made by Heide, second by Sainclair to purchase Microsoft 365 for the commissioners, the secretary and treasurer, the Chief and Asst Chiefs at \$6 per month per user (\$648 per year). All Commissioners voted in favor and the motion passed unanimously.
2. Heide working on an email to the fitness rep to ask if he will go along with what we are wanting to do.
3. Motion made by Griffith, second by Sainclair that Schroedel and Griffith have access to all the bank accounts. All Commissioners voted in favor and the motion passed unanimously.
4. Discussed year-end money
5. Motion made by Griffith, second by Heide to take C. Loveland off as a contact for the cancer insurance. All Commissioners voted in favor and the motion passed unanimously.

NEW BUSINESS:

1. Motion made by Heide, second by Griffith to pay for the commissioner training class for Sainclair and Griffith. Sainclair will take the class March 22 in Endwell; Griffith to decide where and when he will take the class. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Heide, second by Sainclair to approve training requests for Tennant and Kase. All commissioners voted in favor and the motion passed unanimously.
3. Motion made by Heide, second by Sainclair to set up Meridian fire training solutions training class at a cost of \$895, to be held on February 21. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Griffith, second by Heide for a committee to be formed to decide on a new vehicle. All commissioners voted in favor and the motion passed unanimously.
5. Permission granted to allow the Chief to purchase a new monitor for his office.
6. Motion made by Griffith, second by Heide to sign the engagement letter from Mondorf and Fenwick for the CPA audit and to obtain any other assistance that the treasurer may

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need up to \$3,000. All Commissioners voted in favor and the motion passed unanimously.

7. State Comptroller requires to know who is our CFO (Treasurer) and CEO (Chairman), and both need an email address in order for them to be put into the comptrollers system.

Applications:

1. Motion made by Griffith, second by Heide to accept the application of Jacob McGraw as read, pending physical being completed by the next meeting. All commissioners voted in favor and the motion passed unanimously.
2. Motion made by Griffith, second by Heide to accept the application of Jeremy Hartman as read, pending physical being completed by the next meeting. All commissioners voted in favor and the motion passed unanimously.

Motion was made by Heide, second by Sainclair to adjourn the meeting at 9:17 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 Department**

**FPO Report
 2024**



**Bureau of Fire Prevention
 Monthly Incident Report
 Nov-24**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	21		Endicott	1	
E.M.S.	23		Endwell	1	
Error			Vestal		
Totals	44		West Endicott	2	
"On Duty"	0		Union Center	3 (3)	2 (2)
			Maine	4 (2)	2 (2)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey	0	
cc Board of Fire Commissioners			Whitney Point		
cc Chief			Apalachin		
			Silver Lake (PA)		
			Johnson City		

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

*BGM Airport

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 Fire Department**

**FPO Report
 2024**



**Bureau of Fire Prevention
 Monthly Incident Report
 Dec-24**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	14		Endicott		
E.M.S.	20		Endwell		
Error			Vestal		
Totals	34		West Endicott	1	
			Union Center	1 (1)	4 (4)
"On Duty"	0		Maine	3 (3)	4 (4)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey	1	
			Whitney Point		
cc Board of Fire Commissioners			Apalachin		
cc Chief			Silver Lake (PA)		
			Johnson City		

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

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