

West Corners Fire District  
Regular Meeting Minutes – April 16, 2025

Attending:

Commissioner Reed  
Commissioner Davis  
Commissioner Heide  
Commissioner Griffith

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

Guests:

N. Steinhiser

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

Motion was made by Heide, second by Davis to accept the minutes from the Regular Meeting held on March 19, 2025. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. Mileage ace report for March
2. Financial reports for March
3. Kinsley Group: Certificate of Insurance
4. Letter from McNeil re: insurance survey recommendations
5. Letter from McNeil re: insurance survey recommendations are now complete
6. Verizon Wireless yearly rental check
7. IRS re: missing payment from 2018 has been received
8. NBT: Governmental Insurance Disclosure
9. Nauti Dog Industries re: quote to remove stone by sidewalk
10. Guthrie: Cost projection for physicals
11. Copy of Small Community Grant application
12. Quote from Ehrlich re: Vegetation
13. Quote from Air Cleaning System re: Plymovent annual maintenance
14. NBT insurance - Insurance policies for Workers Comp
15. New Worker's Comp insurance cards
16. Letter from Dr. Grippo explaining referral process for physicals
17. Certificate of Insurance from Taylor Pizza
18. FDM Insurance sent new contact cards for workers comp
19. Loss Run report from insurance
20. Certificate of Destruction from Confidata for our shredding
21. Company application review from the lawyer

**Treasurer's Report:**

NBT-General Fund	\$ 517,020.62
Operating M&T Bank	\$ 928.87
NBT Payroll Account	\$ 2,843.82
Operating-NBT	\$ 11,634.33
NBT-Repair Reserve Fund	\$ 44,837.82
NBT-Account 2	\$ 11,283.67
NBT-Grant Reserve Acct	\$ 12,742.01
NBT-Fire App Equip Reserve	\$ 295,225.95
NBT-Building Reserve Acct	\$ 525,891.90
NBT-Fire Apparatus Acct 2	\$ 89,271.37
NBT-Account 3	\$ 9,210.68
NBT-Fire App Equip Reserve 3	\$ 208,278.19
	<hr/>
	\$ 1,729,169.23

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- Bank statements sent to the Board
- 2024 year-end budget vs. actuals report sent to the Board & Chief's
- Work progresses on year-end report
- Eastern Copy printer maintenance contract canceled
- Tioga State Bank checks from the AARPA account have been destroyed as the account has been closed (Routing 021308642 Acct 880149043)
- FEMA account registration has been renewed
- C. Kratochvil was removed from the M&T Credit Card account. M. Schroedel was added as the administrator
- Will need some motions made later in the meeting for journal entries

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

There is an invoice from Grainger, however the packing slip was not provided and the Chief needs to sign off on the work order. Motion made by Griffith, second by Heide to pay the invoice when all the correct paperwork is completed. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Griffith, second by Davis to pay all the bills (except Grainger as noted above), check numbers 1548 to 1575. All Commissioners voted in favor and the motion passed unanimously.

**Training:**

1. To host the BU EMT class on April 26 for their Extrication lesson/victim removal
2. FF Matt Travis will not be taking Truck Company

**Committee Reports:**

Finance Committee: No report

**Building & Grounds:**

1. Reached out to TW Cleaning a couple weeks ago regarding the waxing and at that time Todd suggested we move away from Riley, our regular supplier as they are getting very expensive. Heide will look for other vendors; an account would need to be set up for different vendor.
2. Spoke with LOSAP rep and she will have a proposal by the next work session.
3. Heard from S. Bova, Collier's Engineering, asking to where we stand on improvements. We will be talking on this topic at the next work session. He offered to join us via zoom if we wanted.
4. Waxing of the floors has begun; next week should be the company room, kitchen and one bathroom, and the following week the training room, commissioners room, and the other bathroom. Heide will talk with him to confirm.
5. The excess radios can be given to the county, or any agency that could use them, as they were approved for disposal last May.

**Insurance:**

1. McNeill is closing out the insurance recommendations from the inspection.

**Equipment:**

1. New truck committee is in progress. Hoping to go to Chief's show in Harrisburg and see what is available, and what we may want.

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**Fire Prevention:** See attached reports from Year End 2024 and March 2025

**Chief's Report:**

1. 2024 Run report submit by Past Chief Haight
2. Inventories are completed
  - a. We are reorganizing the data base to track items more effectively, and with expiration dates
3. Brush 29 - Fuel Tank leak - Fixed by FF Jack Singer
  - a. Valve that controls water going to the discharge manifold is bad. FF Jack Singer is heading up this repair.
4. Still working on moving gear away from MES
5. Section 500 of the SOG's have been given to the Officers for review.
6. New Med Team Officers: Med Captain Kyle Rogers, and Med Lieutenant Mary Taylor
7. There was one delinquent member for the 1st quarter. Company was given members name
8. 2024 helmets are in and will be labeled and added into the inventory
9. Working with J and R for the new dash cameras
10. FF Kyle Rogers will be using the White Tahoe for his class in Cortland
11. OSHA Training -
  - a. Two new members waiting for New Member class to start. Both have been emailed to figure when would be a good time to start
  - b. Member had issues which stated he has them figured out

**Requests:**

1. Lt Dylan Tennant wishes to join the Broome County HazMat team.
  - a. West Corners Fire District would be covering him for Insurance. I have signed the form. I need the Chairman to sign it as well
2. Knox Box upgrade -
  - a. 3 chiefs vehicles Lock Boxes, 1 EMS Lock Boxes Truck= NOT over \$4,000.00
  - b. 2 Engine Lock Boxes \$2,500.00
  - c. Other items totaling \$1,800.00
  - d. Outfitting not over \$2,200.00
  - e. Total project for 2025 not to go over \$10,500.00
3. Printer for Chief's office - \$649.99 per TCS

**COMPANY:**

1. EMS team held new elections. K. Rogers is now the Captain and M. Taylor is the Lieutenant.
2. Got the company application back from the lawyer's review today. He said it should not ask about criminal activity but other than that it looks good. The Commissioners feel the application looks good as presented by the lawyer. The lawyer's suggestions will be reviewed by the company board of directors and Chief's.
3. Recruitment day is on the 26<sup>th</sup>, along with EMS extrication training, the little league parade and a fund raiser by Taylor Pizza.
4. Looking at a possible participation with West Endicott for National Night Out in August.

**GUESTS:**

1. Steinhiser inquired how well snow removal was done this year. Assured him it was fine.

**OLD BUSINESS:**

1. Guthrie - has been decided to go with OSHA standard physical for exterior and interior fire fighters. However a question has come up regarding what is the physical for auxiliary, fire police, and staff positions. Therefore, no motion will be made to adopt OSHA standard until these questions are answered.

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2. N. Davis to go to Onondaga for the esophageal cancer testing clinic April 30.
3. Motion made by Griffith, second by Heide to have the Chief authorize Rogers and Davis to take the white Tahoe to the training and testing. All Commissioners voted in favor and the motion passed unanimously.
4. Treasurer Schroedel presented the updated Finance Policy. Motion made by Griffith, second by Davis to accept the proposed changes. All Commissioners voted in favor and the motion passed unanimously.
5. Sainclair completed the required Commissioner training class
6. Broome County Community Grant has been submitted
7. Motion made by Heide, second by Griffith to upgrade the Knox box system with the cost not to exceed \$10,500. This would involve the 3 Chiefs vehicles, the EMS, and 2 engines. All Commissioners voted in favor and the motion passed unanimously.
8. Motion made by Heide, second by Griffith to take the money to pay for the Knox box upgrades from the last years money. All Commissioners voted in favor and the motion passed unanimously.

**NEW BUSINESS:**

1. Motion made by Griffith, second by Heide to allow the extrication training for the BU EMS class on April 26. All Commissioners voted in favor and the motion passed unanimously.
2. Motion was made by Griffith, second by Davis to make the following budget transfer: Decrease 2025 Building & Grounds by \$6,000 and increase 2025 B&G Maintenance by \$6,000. All Commissioners voted in favor and the motion passed unanimously.
3. Motion was made by Griffith, second by Heide to make the following budget transfers:
  - Decrease 2024 Building & Grounds by \$937.07 and increase 2024 B&G Maintenance by \$937.07.
  - Decrease 2024 Building & Grounds by \$4.93 and increase 2024 Internet by \$4.93.
  - Decrease 2024 Building & Grounds by \$77.82 and increase 2024 Association Dues-Department by &77.82.All Commissioners voted in favor and the motion passed unanimously.
4. Year-end money is approximately \$148,000, we need to set aside \$20,000 in case we get the Broome County Community grant, and also designate \$10,500 for the Knox box upgrade. The Treasurer will create bills in QuickBooks which will hold these needed monies that will be taken from 2024 New Equipment and the amounts can be adjusted later as needed.
5. Motion made by Griffith, second by Heide to put \$80,000 from the 2024 year-end money into the NBT-Fire App Equip Reserve. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Griffith, second by Heide to accept the Ehrlich vegetation control quote at a cost of \$585. All Commissioners voted in favor and the motion passed unanimously.
7. Chief's request for a printer was discussed. There is a color printer in the A/C office and a scanner on the main printer in the training room office. This was held over until we find out what he wants/needs.
8. Motion made by Griffith, second by Heide to allow D. Tennant to join the BC Hazmat team. We will provide his insurance. All Commissioners voted in favor and the motion passed unanimously.
9. Discussion held on the stones out front along the sidewalk. It was decided not to do anything.
10. Air Cleaning System was here to do the pm's on the Plymovent system this week.
11. Planters will be purchased at Amazon with money to come from B&G's budget. Motion made by Heide, second by Davis with cost not to exceed \$350 for 3 planters, flowers, and gardening supplies for the rest of the year. All Commissioners voted in favor and the motion passed unanimously.

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**Applications:** None

Motion was made by Heide, second by Griffith to adjourn the meeting at 9:10 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

*Betty J Homa*

Betty J. Homa, District Secretary  
Electronically signed

**Bureau of Fire Prevention  
Monthly Incident Report  
2024 Totals**


Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	183		Endicott	5	3 (1)
E.M.S.	243		Endwell	5	3 (1)
Error			Vestal	5	3 (1)
<b>Totals</b>	<b>426</b>		West Endicott	14 (7)	1 (1)
			Union Center	17 (16)	27 (26)
"On Duty"	0		Maine	28 (26)	27 (27)
			Newark Valley	5	
			Owego	3	
			Campville		2
			Berkshire		
			East Maine	2*	
NFIRS submitted			Glen Aubrey	1	
			Whitney Point		
cc Board of Fire Commissioners			Apalachin		
cc Chief			Silver Lake (PA)	1	
			Johnson City	1	

(#) indicates number of automatic m

\*BGM Airport

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**West Corners  
Fire Department**

**FPO Report  
2025**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	13		Endicott		1
E.M.S.	25		Endwell		1
Error			Vestal		1
<b>Totals</b>	<b>38</b>		West Endicott	1	1
			Union Center	2 (2)	3 (3)
"On Duty"	0		Maine	1 (1)	3 (3)
			Newark Valley	1	
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Whitney Point		
cc Board of Fire Commissioners			Apalachin		
cc Chief			Silver Lake (PA)		
			Johnson City		

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

\*BGM Airport