

West Corners Fire District
Regular Meeting Minutes – August 20, 2025

Attending:

Commissioner Reed
Commissioner Davis
Commissioner Heide
Commissioner Griffith
Commissioner Sainclair

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

Guests:

M. Taylor
S. Brookes
K. Rogers

Chairman of the Board Reed called the Regular Meeting to order at 6:33 pm.

The order of the meeting was changed so that Brenda Evanek from Mondorf & Fenwick could provide a review our audit of year 2024.

Motion was made by Griffith, second by Heide to accept the minutes from the Regular Meeting held on July 16, 2025. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. Mileage ace report for July
2. Financial reports for July
3. Insurance certificate – Pit Stop
4. Email from FEMA re: Environment & Historic screening accepted for the washer/dryer grant that was applied for
5. Draft of CPA audit for 2024
6. Email from Penflex re: start-up costs
7. Insurance schedules for 2026
8. Notice that the Environmental and Historic Preservation screening has been accepted for the grant application 2024-FG-02413 (53751)
9. Email from the Chief re: what he ordered for the grant money from Small Community Fund grant
10. Copy of letter from Coughlin & Gerhart to Mondorf re: CPA audit verification
11. Email from TenKate re: Notice of Grant opening
12. Resolution from Penflex
13. Letter from Vestal Fire District re: training site annual license
14. Copy of Inspection Dinner policy from Endwell Fire

Treasurer's Report: Balances as of July 31, 2025

NBT Payroll Account	\$ 3,555.58
NBT Operating	\$ 7,994.27
NBT Repair Reserve Fund	\$ 45,213.67
NBT Account 2	\$ 11,378.26
NBT Grant Reserve	\$ 12,848.81
NBT Fire App Equip Reserve	\$ 390,013.46
NBT Building Reserve	\$ 530,300.12
NBT Fire Apparatus Acct 2	\$ 90,019.67
NBT Account 3	\$ 9,287.90
NBT Fire App/Equip Acct 3	\$ 210,024.06
NBT General Fund	\$ 338,621.15
M&T Operating	\$ 928.87
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	\$ 1,650,185.82

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- Procurement Policy – It appears that we do not need a roll call vote. The simple motion was enough.
- Remove one of the lines from Station 1? We may not want to do this as I just recently had to use X2088 to reset a PIN for the Verizon account.
- Alex Kase has access to his M365 account. I have to verify that Chas does.
- SFY2025-2026 Recruitment and Retention Grant Program: Any action required of the treasurer?
- Work has begun on the capital improvement plan
- In the process of switching over the Verizon online accounts for Station 1 and Station 2. The Verizon real estate account is under a separate website (and I have access to that).
- Accurate logging of trips with Mileage Ace (unit may remain powered even after the ignition is turned off.
- Resolution to Permit Best Value Purchasing by Fire District
- Email sent to Joe Cook asking when we'll have the assessment for the Fire District

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 the Bound Tree invoice when the remaining battery arrives and is authorized by the Chief that it has arrived. 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 1682 to 1719. All Commissioners voted in favor and the motion passed unanimously.

Training: None

Committee Reports:

1. Heide suggests 3 areas to submit for the new state grant on recruitment and retention: Officer training / station apparel (class B) / fitness coordination, which could be expanded to wellness and nutrition. The deadline is Sept 10th, and awards will not happen for 6 – 9 months.
2. Looking at making the inspection dinner a more formal event. Sainclair & Heide are heading this up.
3. With the incident that happened over the weekend, the EAP was requested. The district has as part of our insurance, critical stress coverage, for long-term counseling. It is in our policy, but we have no contact phone number, and will follow up with Bill VanGorder. There is an immediate EAP team available through Broome County.
4. Sainclair put in a letter of interest for the Leary Foundation Grant
5. Squad committee looking at Source Well for purchasing the new vehicle, this avoids having to go out to bid. We already have an account. This can be used for more than just apparatus.
6. Griffith discussed the proposed Cyber Security policy. A class on this could be added to the e-learning classes.

Fire Prevention: See attached report from July

CHIEF:

1. Preventive Maintenance (PM)
 - a) 29-1 Valve work done by Firehouse Apparatus on 8/18/2025

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- b) 29-11 as of 8/18/2025, still waiting on pump primer to come in from Canada
- c) Ladder 29 – Waiting on answers from Ward that Chief Dean has asked them about
- ** Discuss issues with Ward and what we are doing to complete PM for 2025
- 2. Small Rig PMs
 - a) EMS 29 went over on 8/18/2025
 - b) Brush went over on 8/19/2025
 - c) U-29 will go over next Wednesday
- 3. Knox key holders have been placed in E29-1, E29-11, and EMS 29. The chief's vehicle will be next
- 4. FAST Board is in and will be scheduling training
- 5. EXO bail-out training for the trainers is scheduled with Rick Allen.
- 6. New QR code for fueling all rigs.
 - a) Chiefs have been testing this, and it seems to be a great way to capture the data we need.
- 7. New Turn Out Gear (Grant and 2025 Budget) has been ordered.
- 8. Ordered four new helmets and 3 pair of gloves from 2025 budget

Requests:

- 1. EMS Captain added Office 365 [K. Rogers]
- 2. Retrofit 3 Chief vehicles by The Computer Shop. Total would be \$9,247.50 out of Fire Apparatus Repair
 - a. Fixing Siren speakers
 - b. Adding rear emergency light
 - c. Adding lights to the front for entering intersections

New Engine Committee:

- 1. Started taping tools and equipment to keep, think, or remove from the rig
- 2. Committee has started meeting with vendors

COMPANY:

- 1. D. Tennant has resigned effective end of July but it has not been read to the company as there was no meeting in August
- 2. Ice cream social tomorrow night
- 3. S. Brookes needs access to M365, but that should go through the company

GUESTS: None

OLD BUSINESS:

- 1. Resolution was offered by Heide, second by Sainclair to adopt the resolution provided by Penflex for the LOSAP program. Roll call vote as follows:
 - Reed – AYE
 - Davis – AYE
 - Heide – AYE
 - Griffith – AYE
 - Sainclair - AYE
- 2. Motion was made by Griffith, second by Heide to adopt the Cyber Security policy. All commissioners voted in favor and the motion passed unanimously.
- 3. Motion made by Griffith, second by Sainclair to cancel our 607-748-2088 phone line, and take long distance calling off the 607-785-4185 line. All commissioners voted in favor and the motion passed unanimously.

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NEW BUSINESS:

1. Motion made by Heide, second by Griffith to submit the state grant on recruitment and retention. Heide will contact TenKate with our wishes for the grant. All commissioners voted in favor and the motion passed unanimously.
2. Motion made by Sainclair, second by Griffith to add K. Rogers to our M365 platform as EMS captain. All commissioners voted in favor and the motion passed unanimously.
3. Motion to made by Heide, second by Davis to accept D. Tennant's resignation. All commissioners voted in favor and the motion passed unanimously.

Applications: None

Motion was made by Heide, second by Davis to adjourn the meeting at 8:38 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
2025**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	21		Endicott		
E.M.S.	20		Endwell		
Error			Vestal	1	
Totals	41		West Endicott	3 (3)	
			Union Center	1 (1)	2 (2)
"On Duty"	0		Maine	3 (3)	2 (2)
			Newark Valley	3	
			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