

West Corners Fire District  
Organizational Minutes – January 14, 2026

Attending:

Commissioner Griffith  
Commissioner Davis  
Commissioner Heide  
Commissioner Sainclair

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

Guests:

C. Loveland  
M. Burts

The Organizational Meeting was called to order at 6:00 PM by Treasurer Schroedel.

Nominations for Chairperson: D. Griffith

Motion made by Davis, second by Sainclair to appoint D. Griffith as the Chairperson. The motion passed with the following vote: AYE: Sainclair, Griffith, Davis ABSTAIN: Heide

Motion made by Griffith, second by Heide to appoint K. Sainclair as the Vice-Chairperson. All Commissioners voted in favor and the motion passed unanimously.

Chairman Griffith then made the following committee appointments:

Griffith - Finance and Commissioner-at-Large  
Sainclair/Davis - Building and Grounds  
Sainclair - Equipment and Liaison to the Chief Officers  
Davis - Insurance, Public Relations, and Liaison to the Fire Company

Motion made by Sainclair, second by Davis, and accepted to appoint Betty J. Homa as District Secretary at an annual salary of \$8,000, and a term of January 14, 2026 through January 13, 2027. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Sainclair seconded by Heide, and accepted to appoint Matthew Schroedel as District Treasurer at an annual salary of \$8,000, with a term of January 14, 2026 through December 31, 2026. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, second by Sainclair, to appoint Coughlin & Gerhart as the District's attorney. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to name NBT as the District's bank, subject to changes authorized by the Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to name M&T as the District's secondary bank, subject to changes authorized by the Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to name the Press & Sun-Bulletin as the District's official newspaper. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to name the West Corners Fire District Website as the District's official website. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to name Penflex as the LOSAP administrator. All Commissioners voted in favor and the motion passed unanimously.

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Motion made by Heide, second by Sainclair, and accepted to appoint the Secretary as Official-in-Charge of Public Records. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to establish the monthly meeting night as the third Wednesday of the month at 7:00 PM with the auditing of bills at 6:30 PM. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to establish the monthly work session on the second Wednesday of the month at 7:00 PM. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to adopt the current Code of Ethics policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to adopt the current Purchasing policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to adopt the current Procurement policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to adopt the current Investment policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to adopt the current federal mileage reimbursement rate of 72.5 cents per mile. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to allow the Fire Company to use the station for monthly meetings on the first Monday of each month at 7:30 pm. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to allow the Fire Auxiliary to use the station for monthly meetings on the third Monday of each month at 6:30 pm. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to utilize ADT for payroll services. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, to affirm the current district policies with the understanding that they are living documents, changes will be made as needed with the approval of the Board of Fire Commissioners. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Sainclair, second by Davis, and accepted to accept the recommendation of the Fire Company and to appoint Marcus Loveland as Chief of the West Corners Fire Department, with a term of January 14, 2026 through January 13, 2027. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Sainclair, second by Davis, and accepted to accept the recommendation of the Fire Company and to appoint M. Dean (29-A) as Assistant Chief, with a term of January 14,

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2026 through January 13, 2027. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Sainclair, second by Davis, and accepted to accept the recommendation of the Fire Company and to appoint N. Steinhiser (29-B) as Assistant Chief, with a term of January 14, 2026 through January 13, 2027. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to appoint the following personnel as fire police: N. Davis, S. Brandt, J. Davis. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to authorize the Chief to use District apparatus and firefighters for mutual aid and parade purposes at his discretion. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Sainclair, second by Heide, and accepted to authorize the Secretary or the Treasurer to open all District mail. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Sainclair, second by Heide, and accepted to appoint M. Homa as board advisor. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Sainclair, and accepted to authorize the Chief, or his designee, to represent the West Corners Fire District at all Board meetings of the County Chief's Association, the Western Broome Fire Chief's Association, and the Broome County Fire Advisory Board. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Griffith, second by Sainclair to enter into an executive session at 6:22 pm, to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or persons.

Motion was made by Sainclair, second by Davis to return to regular session at 8:21 pm  
No action taken in executive session.

Motion was made by Sainclair, second by Davis to affirm the suspension of M. Heide that was issued by the Chief on December 19, with the suspension being the time served. He will return to active duty on January 15. Vote passed as follows: AYE: Griffith, Davis, Sainclair NO: Heide

Discussion was held on appointing someone to fill B. Reed's vacated term until December 31, 2026. Letters of interest will be requested from the community so it can be acted upon as soon as possible.

Motion made by Sainclair, second by Heide, and accepted to adjourn at 8:30 p.m. All Commissioners voted in favor and the motion passed unanimously.

Respectfully Submitted,

*Betty J Homa*

Betty J. Homa  
District Secretary