

West Corners Fire District
Regular Meeting Minutes – February 15, 2023

Attending:

Commissioner Loveland
Commissioner Griffith
Commissioner Schroedel
Commissioner Davis
Commissioner Heide

Guests:

D. Grinnell
R. Boyer

Chairman of the Board Loveland 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 January 18, 2023. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. All January bank statements received and reconciled
2. Chief Mileage reports for January
3. Financial reports [see details in Treasurer's report]
4. Company minutes from February
5. Copy of signed Delta contract for generator
6. Copy of Diesel Certificate of Use provided to Mirabito
7. Verizon Wireless Reimbursement Check for tax reimbursements
8. Copy of 2022 Annual Financial Report sent to State Comptroller Office
9. Confirmation of State Report submitted to State Comptroller Office
10. Fire Prevention reports for December 2022 and January 2023
11. Copy of Worker's Comp Renewal application
12. Copy of Loss Runs report 2018 – 2022
13. Copy of OSHA 2022 injury report that was posted
14. Association of Fire Districts; proposed by law changes
15. Station use forms for Doug's Fish Fry 3/10 & 6/1
16. Confirmation from NBT Insurance re: increased bond coverage for Treasurer
17. Copy of Crime Application
18. New Customer Application Sensit Technologies
19. 2022 SAFER Application Opens 2/13 FEMA Announcement
20. Request submitted to Johnson City School District requesting to use District Facilities
21. Notice sent to Johnson City School District cancelling request to use District Facilities
22. Copy of Grant request submitted to FEMA
23. Revised copy of 2022 Annual Financial Report State Comptroller Office
24. Copy of e-mail from Town of Union regarding generator replacement resolution and process moving forward

Treasurer's Report:

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,626.89
Account 3 NBT	\$ 8,674.55
Building Reserve Acct NBT	\$161,136.54
Fire App Equip Reserve 3 NBT	\$171,096.06
Fire App Equip Reserve NBT	\$ 23,640.13
Fire Apparatus Acct 2 NBT	\$ 58,992.40
General Fund NBT	\$ 85,878.32
Grant Reserve Acct NBT	\$ 12,000.31
NBT Operating	\$ 4,732.99
NBT Payroll Account	\$ 3,056.44

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Operating	\$ 928.87
Repair Reserve Fund NBT	<u>\$ 5,112.02</u>
Total Checking and Savings	\$545,875.52

- Balance Sheet as of February 15, 2023
- P&L from January 1, 2023 to February 15, 2023
- Bank accounts reconciled for month of January 2023
- Delta Engineers revised contract signed
- Received confirmation that the FEMA grant was submitted on February 5, 2023
- Notified Johnson City School district to remove request for use of the high school facilities on March 16th for Leadership Training with copy to ESIP as requested
- 2022 Audit Report was submitted and received notification from the State Comptroller's Office that the audit report was reviewed and closed out. Fiscal Year 2022 District is now using modified basis of accounting rather than the single-entry cash basis of accounting, according to State Accounting and Reporting Manual for Fire Districts.
- The 2022 books were delivered to Mondorf & Fenwick for the 2020 Year audit
- Contacted the Town of Union Comptroller on the status of tax check, waiting for reply
- Contacted State Comptroller's Office for regulations regarding accepting donations from the public
- M&T credit card currently has a total credit limit for the District account of \$2,000.00, reviewed matter with Finance Committee
- Generator grant: at the February 1, 2023 Town of Union Board meeting, their Board approved a Resolution for the town to use \$185,000.00 of ARPA funds to replace the existing emergency generator at station 1. Currently the district is waiting for the contract from ARPA and the Town of Union which is being drafted by ARPA and the Town of Union attorney.
- From FEMA, forwarded to all Commissioners and the Chief information regarding the FY2022 SAFER grant of which the application process opens on February 13th
- Reviewed with Finance committee regarding opening an account with C2G. It's not an actual account where C2G would bill the district directly
- Account was opened with Sensit Technologies
- Met with the finance committee

Discussion held regarding setting up the C2G account that Treasurer was requested to set up. Board of Commissioners determined this will no longer be pursued and Commissioner Schroedel will notify Chief that these items can be ordered through a current vendor.

Discussion was held regarding Coughlin and Gerhart's January services. Motion made by Griffith, second by Schroedel authorizing the Treasurer to pay Coughlin and Gerhart up to \$985.00 pending receipt of R. McKertich, ESQ and review of charges to be sure they are correct. All Commissioners voted in favor and the motion passed unanimously.

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

Motion was made by Schroedel, second by Griffith to pay all bills from check number 6695 to 6727. All Commissioners voted in favor and the motion passed unanimously.

Training: None

Committee Reports:

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Finance Committee:

1. Delta contract has been signed
2. FEMA grant submitted
3. Generator Grant: Town of Union approved Resolution, Application submitted to ARPA Funds Manager, Waiting for contract to be drawn up between ARPA Funds Manager and Town of Union attorney for Board of Commissioners review and approval
4. Continuing to review year-end money

Building & Grounds:

1. None

Insurance

1. Workers Compensation application completed and submitted to insurance carrier
2. Updated Crime application completed and submitted to insurance carrier
3. LENS account: Contacted LENS Dept in Albany, and account is in the process of being reopened, waiting for additional paperwork
4. User Guide requested

Discussion held on gas meters requested by Chief. Determined after discussion that Board will be authorizing one to be purchased and will be requesting additional information from Chief regarding purchasing a second one.

Fire Prevention: Reports from December 2022 and January 2023

Chief's Report:

1. The Ladder was retested and passed with no issues. We are awaiting the new certificate from the test agency. We are looking at how we can avoid the issue of retesting in the coming years.
2. The 2022 Hurst Tool maintenance was performed in January. We lost 2 extension hoses due to deterioration of the hoses. They will not be replaced. It was also noted that the onboard electric pump was noisier than usual. It is functioning correctly and as expected. The technician notes that we can only tell if something is wrong if he tears the motor down. The issue is being watched.
3. Our Sensit meter had an issue and was sent for repair determination. This is the meter we use for natural gas smell calls to detect natural gas odor source. The repair bill was just shy of \$950. We have a quote for 2 brand new meters at a cost of \$2,900 (\$1450 each). We are not moving forward with the repair but would instead request the board approve the purchase of 2 new meters. We use these meters 3-5 times a month.
4. As stated last week, I would like to share the desk space in the copy room for the Fire Prevention Office. We would just need to move the monitor over a little to fit the FPO computer screen.
5. We have been moving forward with several goals. The office moves have been completed (except FPO) and we have been cleaning out what we don't need. Rooms are much more functional.
6. We are still awaiting some items from 2022. Hose is due in February sometime and the rest of the protective equipment is not known.
7. We have some concerns over the placement of the generator and I just want to make sure that we have really good conversations and weigh the pros and cons of the 2 preferred locations before one is chosen.

Company Report:

1. Applicant Brooke Silvernail voted in as company member

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2. Three new applicants
3. Still looking for a Treasurer
4. Fire Police meeting March 9, 2023
5. Doug's Fish Fry, March 10 and June 1
6. No Dinner Dance, having family picnic instead, date to be determined
7. Plaques – some have been updated

Guest Comments: None

Old Business:

1. Leadership Training: Loveland reported location changed to Endwell Fire Department by ESIP. The District will need to pick up refreshments and reimbursement will be received.
2. Loveland meeting with Har-Rob, February 21, 2022 at 10 am for appraisals of all vehicles
3. Loveland will be contacting AIS for cleaning of stove
4. Schroedel will be looking into the safe issue and working with District Secretary on this issue
5. Discussion on Commissioners office, Heide will do further research resulting from discussion
6. Volunteer FF & EMS: Discussion held that Broome County has a resolution pending for their next meeting. Contacted Town of Union Assessor's office for information regarding necessary paperwork that will need to be provided to Town at the applicable time.

New Business:

1. Motion made by Heide, second by Schroedel declaring 2 shelves currently on apparatus floor as surplus. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Schroedel, second by Heide, to increase M&T Business Credit Card total credit line from \$2,000.00 to \$4,000.00. Motion passed with roll call vote of:
AYE: Loveland, Schroedel, Davis, Heide
ABSTAIN: Griffith
3. Motion made by Schroedel, second by Davis to authorize the Treasurer to reimburse Commissioner Heide upon receipt of paperwork including certificate of completion for the On-Line Commissioners training class. All Commissioners voted in favor and the motion passed unanimously.
4. Discuss held on fax phone line that was terminated, Schroedel will contact CPE Inter Link
5. Motion made by Schroedel, second by Griffith to purchase 50 FOBs from Amazon not to exceed \$300.00. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Schroedel, second by Heide to allow the American Red Cross to use Station 1 on February 27, 2023 for blood drive. All Commissioners voted in favor and the motion passed unanimously.
7. Motion made by Schroedel, second by Heide to authorize the Chief to purchase one (1) Sensit gas meter at a cost of \$1,450.00. All Commissioners voted in favor and the motion passed unanimously
8. Motion made by Griffith, second by Heide to deposit donation that the district received from a donor in the amount of \$100.00 into the Fire App Equip Reserve NBT account. All Commissioners voted in favor and the motion passed unanimously. Requested District Secretary to send thank you note to donor.
9. Discussion held regarding purchasing leaf blower. The Board of Commissioners authorized C. Loveland to purchase a leaf blower.
10. Discussion held regarding IAR screen issue. Commissioner Griffith will contact the Chief regarding this issue.

Applications:

The application of Brooke Silvernail was read. Motion made by Schroedel, second by Davis to approve the application. All Commissioners voted in favor and the motion passed unanimously.

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Motion was made by Heide, second by Davis to adjourn the meeting at 8:26 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary
Electronically signed

**West Corners
Fire Department**

**FPO Report
2022**



**Bureau of Fire Prevention
Monthly Incident Report
Dec-22**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	14	11.2	Endicott		
E.M.S.	21	2.1	Endwell		
Error			Vestal		
Totals	35		West Endicott	2	
			Union Center	1	2
Engine 98			Maine	4	2
			Newark Valley		
			Owego		
			Campville	1	
			Berkshire		
			East Maine		
NFIRS submitted	1/4/2023		Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
cc Chief

*BGM Airport

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

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**West Corners
 Fire Department**

**FPO Report
 2023**



**Bureau of Fire Prevention
 Monthly Incident Report
 Jan-23**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	9	8.2	Endicott		
E.M.S.	27	3.6	Endwell		
Error			Vestal		
Totals	36		West Endicott	1 (1)	
			Union Center	1 (1)	2 (2)
Engine 98			Maine	1 (1)	2 (2)
			Newark Valley	1	
			Owego	1	
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
 cc Chief

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