

West Corners Fire District
Regular Meeting Minutes – June 21, 2023

Attending:

Commissioner Loveland
Commissioner Griffith
Commissioner Schroedel
Commissioner Davis
Commissioner Heide

Guests:

B. Homa, Secretary
C. Kratochvil, Treasurer
N. Haight, Fire Chief

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

Motion was made by Schroedel, second by Griffith to accept the minutes from the Regular Meeting held on May 17, 2023. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Davis to accept the minutes from the Special Meeting held on June 14, 2023. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Griffith to accept the minutes from the Budget Hearing held on June 21, 2023. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. All May bank statements received and reconciled
2. Chief Mileage reports for May
3. Financial reports [see details in Treasurer's report]
4. Sexual Harassment completion certificate for Griffith
5. List of items needing attention
6. Broome County Elections Board re: primary elections June 27
7. Resignation letters (J Hontz/D Thomas)
8. Spectrum re: updated AUPs

Treasurer's Report:

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,707.17
Account 3 NBT	\$ 8,740.09
Building Reserve Acct NBT	\$293,188.17
Fire App Equip Reserve 3 NBT	\$177,420.75
Fire App Equip Reserve NBT	\$ 44,047.78
Fire Apparatus Acct 2 NBT	\$ 64,470.17
General Fund NBT	\$316,183.54
Grant Reserve Acct NBT	\$ 12,090.97
NBT Operating	\$ 4,115.83
NBT Payroll Account	\$ 2,850.44
Operating	\$ 928.87
Repair Reserve Fund NBT	<u>\$ 15,214.82</u>
	\$949,958.60

- Balance Sheet as of June 21, 2023
- P&L from January 1, 2023 to May 31, 2023

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- Budget vs Actual Dept Side from January 1, 2023 through May 31, 2023
- Budget vs Actual District Side from January 1, 2023 through May 31, 2023
- Bank accounts reconciled for month of May 2023
- Balance Sheet as of June 21, 2023 for Federal Account
- P&L from June 20, 2023 through June 21, 2023 for Federal Account
- Checking account opened with Tioga State account for West Corners Fire District – Federal Account
- Met with Finance Committee to review various items

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.

PAC Signs never responded to our request for service that we notified them of in May. We got C & E Signs to repair the sign as it was needed for required public notices. Motion made by Schroedel, second by Griffith to authorize the District Treasurer to send an invoice to PAC signs for the cost of repairing the sign. All Commissioners voted in favor and the motion passed unanimously.

A district credit card was charged for a purchase from Solid Signal (for assembly that the radios will mount to in the vehicles), although we have not received the merchandise. Motion was made by Schroedel, second by Heide to pay this bill. 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 6850 to 6886. All Commissioners voted in favor and the motion passed unanimously.

Training: None

Committee Reports:

Finance Committee:

1. After the June invoices have been paid, the budget process can be started in July for the 2024 budget
2. HarRob appraisal should be here next week, so we will be getting that bill

Building & Grounds:

1. Kitchen remodel is put on hold
2. Generator contract has been signed; pre-construction meeting is scheduled for June 29 at 3 pm

Insurance:

1. Firefighter was injured at a recent fire

Fire Prevention: Report from April 2023

Chief's Report:

1. Rig maintenance has begun
2. Hose testing/ladder testing is done
3. Bottle/SCBA testing is done
4. Budgeting process will be starting soon by the Chief's for the department
5. Solid Signal order: officer called to get permission to use the district card. Chief says this delayed the purchase costing us the materials, which are now backordered to August.

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Schroedel reviewed his emails and found that the purchase was under \$500 so approval was not needed, and the delay was no more than a day.

6. Chief received a call from a board advisor that Gorick was going to come pick up old hose, however this hose had not been deemed surplus yet and the Chief had requests for it.

Company Report:

1. J. Hontz has resigned and become life member
2. D. Thomas has resigned and become life member

Guest Comments: None

Old Business:

1. Buildings & Grounds – Loveland and Schroedel will share the role
2. It was agreed not to do preventive maintenance on the old generator. We will need to find someone to do maintenance on the new generator. Schroedel says the nearest dealer is in Syracuse. The Chief & Heide know of someone local that they will contact.

New Business:

1. Motion was made by Schroedel, second by Griffith to host a blood drive on June 29. Loveland will request an insurance certificate from the Red Cross. All Commissioners voted in favor and the motion passed unanimously.
2. Natural gas agreement: We cannot get a fixed rate any longer as we do not use enough gas. Motion was made by Schroedel, second by Griffith to accept the agreement on a month-by-month basis. All Commissioners voted in favor and the motion passed unanimously.
3. We will hold off and adopt the tax exemption resolution in July
4. Motion was made by Schroedel, second by Davis to pursue with the Town of Union, a lien release with ARPA funds to pay for the generator. All Commissioners voted in favor and the motion passed unanimously.
5. Motion was made by Schroedel, second by Griffith to allow the Treasurer to update house account memberships as needed, or when needed when there is a change of staff. All Commissioners voted in favor and the motion passed unanimously.
6. Motion was made by Schroedel, second by Griffith to have TCS update computer system access rights as necessary when there is a staff change. This should be done at the beginning of each calendar year. All Commissioners voted in favor and the motion passed unanimously.
7. There was a request to purchase a box of tile to replace broken tile in the maintenance office. Loveland will order the tile.

Applications: None

Motion was made by Heide, second by Davis to adjourn the meeting at 7:48 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary

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**West Corners
 Fire Department**

**FPO Report
 2023**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	24	9.2	Endicott		
E.M.S.	21	2.3	Endwell	1	1
Error			Vestal		1
Totals	45		West Endicott	3 (3)	
			Union Center	2 (2)	3 (2)
Engine 98			Maine	7 (6)	2 (2)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Whitney Point	1	

cc Board of Fire Commissioners
 cc Chief

*BGM Airport