

West Corners Fire District
Regular Meeting Minutes – January 16, 2019

Attending:

M. Heide B. Homa
M. Schroedel C. Kratochvil
N. Steinhiser D. Thomas
V. Fiacco
C. Loveland

Guests:

R. Boyer
J. Hontz

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

Motion was made by Schroedel, second by Fiacco to accept the minutes from the Regular Meeting held on December 19, 2018. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Fiacco to accept the minutes from the Organizational Meeting held on January 9, 2019. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. 2% Insurance Report from the company
2. Letters from Marathon Energy re: gas & electric contracts
3. Letter from Coughlin & Gerhart re: audit release
4. Letter form Coughlin & Gerhart re: Property tax bill sent to Verizon, including noting of incorrect amount they paid for the school taxes
5. Received from Verizon a check for \$ 1,358.60 for school taxes
6. Arch Insurance re: check for insurance refund in the amount of \$9,247.63
7. Fire Prevention report for December 2018

Treasurer's Report:

The Treasurer reported the following balances:

NBT Account 2	\$ 1,556.18
NBT Account 2 CD	\$ 9,000.00
NBT Account 3	\$ 1,616.92
NBT Account 3 CD	\$ 7,000.00
NBT Building Reserve	\$ 3,277.63
NBT Building Reserve CD	\$ 80,000.00
NBT Fire App Equip Reserve	\$ 3,920.59
NBT Fire App Equip Reserve CD	\$190,000.00
NBT Fire App/Equip Acct 3	\$ 2,648.21
NBT Fire App/Equip Acct 3 Res CD	\$220,000.00
NBT Fire Apparatus Acct 2	\$ 1,198.36
NBT Fire Apparatus Acct 2 CD	\$ 7,000.00
NBT General Fund	\$ 77,020.67
NBT Grant Reserve	\$ 16,224.46
NBT Operating	\$ 11,928.02
NBT Payroll Account	\$ 1,122.20
Operating	\$ 928.87
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	\$634,442.11

West Corners Fire District
Regular Meeting Minutes – January 16, 2019

- Balance sheets/Profit & Loss Report Jan 1, 2018 to Dec 31, 2018 were provided to the Board and Chief
- Balance sheet/Profit & Loss Report Jan 1, 2019 to Jan 16, 2019 were provided to the Board and Chief
- 2018 Vendor list provided to the Board and the Chief
- Working with Haight on year-end bills from the department
- Reviewed estimated bills outstanding for 2018 with the Finance committee
- After paying tonight's bills will be working with bureau heads to see what remains for 2018
- Per the Jan 16 balance sheet, CD's have been re-started for various accounts and invested for 30 days

Motion was made by Schroedel, second by Steinhiser 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 Fiacco to pay the 2 Laerdal (\$234.60/\$540.85) upon receipt of the final invoice. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Steinhiser to pay all bills from check number 4821 to 4849. All Commissioners voted in favor and the motion passed unanimously.

Training:

1. C. Loveland to take the Commissioner training on March 2nd in Endwell

Committee Reports:

Finance:

- Working on remaining year-end money; requests all 2018 paperwork to be in by the February work session so the final reports can be prepared for the February regular meeting.
- Schroedel is working on the procurement policy. He is going add the Purchasing policy to it and also imbed the vendor list and add a check list of items that need to be completed when making a purchase.

Building & Grounds:

- Steinhiser working on security updates to station – re-fobbing/new cameras – he has not had enough quotes to be able to bring anything to the meeting as yet
- Steinhiser was hoping to have bathroom quotes tonight, but has not gotten enough quotes back to be able to compare them
- Looking at repairing Generator
- Setting up fire alarm/kitchen hood/sprinkler system for maintenance checks in February
- Steinhiser working on getting cleaner spec pulled together
- Working on lawn cutting quotes

Insurance

- Still working on cancer insurance
- VFBL insurance questionnaire paperwork being questioned regarding the population. Fiacco has asked town to provide population count.
- Fiacco is working on credit card policy and driver training policies.

Fire Prevention: See attached for report from December 2018

West Corners Fire District
Regular Meeting Minutes – January 16, 2019

Chief's Report:

1. Town of Union is redoing their gas tanks and asked how many gas keys/gate keys we need
2. Looking into getting gas cards – looking at Speedway. Mirabito said we already had an account but they need a tax exempt letter. Cards to be obtained for the 3 Chiefs and Board Chairman.
3. Year-end money – would like to do a kitchen refresh
4. Would like to do some computer equipment updates \$2-3 thousand
5. Would like to put cameras in the 3 Chief's vehicles, the EMS vehicle and the main engine at a cost of approximately \$600 per

Company Report:

1. 100 year dinner was held
2. New company president Eric Dean; new secretary Ryan Evans
3. Dinner dance March 23rd at the Riverdale in Endwell
4. R. Abbey resigned and became life member
5. C. Loveland is the new Chaplain

Guests: None

Old Business:

1. Mileage report for Chief's vehicles was sent out and reviewed; plotting addresses incorrectly. Hontz will update trips and Schroedel will create the report each month.
2. Plates to put on Chief's vehicle. This could not be completed because of not having original paperwork. This will be dropped at this time, possibly to pursue with the 2 new Chief's vehicles so the proper paperwork can be obtained to be able to get plates.

New Business:

1. Motion was made by Schroedel, second by Fiacco to prepay the cost of Commissioner training for Loveland, not to exceed \$200.00. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Schroedel, second by Fiacco to adopt the Resolution authorizing the expenditure of funds from the Fire Apparatus Equipment Account 2 Reserve Fund for the purchase of 2 Chief's vehicles and related equipment. Motion passed with the following roll call vote:
Heide – aye
Fiacco – aye
Loveland – aye
Schroedel – aye
Steinhiser - aye
3. Schroedel will be put on the bank accounts this week, as Foster will come off.
4. Wish lists needed for February work session to use 2018 year-end money
5. Motion was made by Schroedel, second by Steinhiser to adopt the federal mileage rate of 58 cents per mile. All Commissioners voted in favor and the motion passed unanimously.
6. Motion was made by Schroedel, second by Fiacco to place the Arch Insurance reimbursement check, in the amount of \$9,247.63 into the general fund and be added to year-end money. All Commissioners voted in favor and the motion passed unanimously.
7. Motion made by Schroedel, second by Fiacco to name Thomas, Hontz, M. Loveland, and Heide as authorized users of the Mirabito account for gas cards. All Commissioners voted in favor and the motion passed unanimously.
8. Loveland will head up the Inspection Dinner Picnic.

West Corners Fire District
Regular Meeting Minutes – January 16, 2019

Motion made by Schroedel, second by Fiacco to enter into executive session at 8:02 pm to discuss an employee matter.
Regular meeting resumed at 8:42 pm.

Applications: None

Motion was made by Steinhiser, second by Schroedel to adjourn the meeting at 8:42 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary

West Corners Fire District
Regular Meeting Minutes – January 16, 2019

**RESOLUTION AUTHORIZING THE EXPENDITURE
OF FUNDS FROM THE WEST CORNERS FIRE DISTRICT
“FIRE APPARATUS EQUIPMENT ACCOUNT 2” RESERVE FUND
FOR THE PURCHASE OF TWO (2) DISTRICT
CHIEF’S VEHICLES AND RELATED EQUIPMENT**

NOW THEREFORE, the Board of Fire Commissioners of the West Corners Fire District duly convened at a regular meeting on January 16, 2019, does hereby resolve as follows:

WHEREAS, the West Corners Fire District properly created, subject to permissive referendum, a type reserve fund pursuant to General Municipal Law § 6-g entitled “Fire Apparatus Equipment Account 2” and

WHEREAS, the Board of Fire Commissioners of the West Corners Fire District intends to use funds from the Fire Apparatus Equipment Account 2 reserve fund to purchase two (2) District Chief’s Vehicles and related equipment in furtherance of its purpose of providing fire and emergency services. Said Chief’s Vehicles shall be Make: Chevrolet, Model: Tahoe.

NOW THEREFORE, the Board of Fire Commissioners of the West Corners Fire District, duly convened, does hereby RESOLVE as follows:

1. The Fire District Treasurer is authorized to withdraw up to \$120,000 from the Fire Apparatus Equipment Account 2 reserve fund for the costs of purchasing two (2) District Chief’s vehicles and related equipment.
2. Pursuant to General Municipal Law § 6-g, this resolution is subject to permissive referendum.

I, BETTY J. HOMA, do hereby certify that I am the Secretary of the West Corners Fire District, and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Board of Fire Commissioners of the West Corners Fire District on January 16, 2019. Said resolution was adopted by the following roll call vote:

Michael Heide	<u>AYE</u>
Vincent Fiacco	<u>AYE</u>
Charles Loveland	<u>AYE</u>
Matthew Schroedel	<u>AYE</u>
Nicolas Steinhiser	<u>AYE</u>

Dated: January 16, 2019

Betty J. Homa
Betty J. Homa, Secretary
West Corners Fire District