

West Corners Fire District
Regular Meeting Minutes – August 19, 2020

Attending:

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

Guests:

R. Boyer J. Singer
J. Hontz
J. Kratochvil
R. Evans
E. Dean

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

Motion was made by Griffith, second by Schroedel to accept the minutes from the Regular Meeting held on July 15, 2020. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. Fire Prevention Reports for May, June & July
2. Treasurer's report via written format with balance sheet, profit & loss through August 20 and all budget vs actuals
3. Representation Letter from Mondorf & Fenwick
4. Letter from credit card company re: fraudulent charge on card
5. Copy of bid that went out for snow removal
6. Listing from J. Singer of items needing attention
7. Copy of 2% money check issued to the company

Treasurer's Report:

The Treasurer reported the following balances:

Account 2 NBT	\$	10,592.68
Account 3 NBT	\$	8,646.40
Building Reserve Acct NBT	\$	98,614.47
Fire App Equip Reserve 3 NBT	\$	160,451.98
Fire App Equip Reserve NBT	\$	343,685.04
Fire Apparatus Acct 2 NBT	\$	48,811.22
General Fund NBT	\$	300,425.59
Grant Reserve Acct NBT	\$	11,962.85
NBT Operating	\$	3,031.98
NBT Payroll Account	\$	2,527.68
Operating	\$	7,654.67
	\$	996,404.56

- Balance sheet as of 8/19/2020
- Profit & Loss statement from 1/1/2020 to 7/31/2020
- Budget vs Actual District Side from 1/1/2020 to 7/31/2020
- Budget vs Actual Dept Side from 1/1/2020 to 7/31/2020
- Bill Fenwick met with the Board of Commissioners on August 12, 2020 to review the financial audit for 2019. Final copies of report will be picked up and turned over to secretary for handling
- Rank accounts reconciled

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- Obtained copy of invoice from Ward Diesel today, August 19, 2020 in the amount of \$372.20 dated May 31, 2020 resulting from Statement of Account only turned in with the three-part form
- 2% money received: Official Bank Check number 102434050-8 obtained from M&T Bank in the amount of \$6,725.80 payable to west Corners Fire Company #1 which will be turned over to company treasurer
- Refund check received from Culligan in the amount of \$16.40 after several conversations. Was on successful to obtain refund on 2 of the 3 bottle deposits and partial return for the cooler rental resulting from not having proper receipts of all bottles being returned

Motion was made by Loveland, 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 Griffith, second by Steinhiser to pay all bills from check number 5468 to 5500. All Commissioners voted in favor and the motion passed unanimously.

Training: None

Committee Reports:

1. Leak in gear washing room, operator error because the hose was not properly in the drain. Working on statement of work to have repairs done. Dry wall will need to be replaced, and maybe remove the carpeting on the wall, and generally update the company room.
2. Gates garage door can no longer get part for door repair. Authorized purchase of a replacement door opener. Should be in first week of September.
3. Ice maker is repaired.
4. Mr. VanGorder will be here in September to give update on insurance and speak about LOSAP program.
5. Updated draft of budget was sent out after last week's work session. It matches the 7% listed in the capital improvement plan. Mondorf & Fenwick will be \$6,900 next year so the draft budget will have to be upped a little. Provision was input for a maintenance person should we decide to go that route.
6. Discussed auxiliary process and whether they need to be members of the company in order to be insured. Email will be sent to Mr. VanGorder so he can speak on it next month.
7. Bids are due Sept 9 for snow removal. Please do not open any envelopes and they will be opened at the same time.

Motion for executive session made by Schroedel, second by Loveland to discuss personnel matter 7:24 pm

Regular Session resumed 7:59

Fire Prevention: See attached for reports from May, June & July

Chief's Report:

1. Had call for CPR on Airport Road last night, our personnel were put in a situation that they should not have been put in. Have a call into sheriff's department to assist us should we need to respond back down there. There is a belligerent group down there which could have turned violent towards us.
2. 29-2 still in shop waiting on speed sensor part. Has been nearly 2 months waiting on it. Need to get the rescue and the ladder truck down for inspections.

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3. Communications regarding the elliptical. They can't figure out what is wrong with it and the repair company facetedimed with the manufacturer, with the results being totally new parts will be installed.
4. Oscillating Blitz Fire quoted at \$3,633.00 through MES. Maine Fire is interested in purchasing one of our old units.
5. Gear washer extractor quotes have been received:
Gauch Distributions for a 33# hard mount model \$9,942.00 with a chemical injector (the unit only \$7,331.00).
Statewide Machinery quoted \$6,855.00, but does not have chemical injector
Daniels Equipment was asked but failed to provide a quote
6. Looked at a data cell connection for the vehicles (EMS/engine/2 chief vehicles) through the AT&T emergency network. Each vehicle would have a Wi-Fi type module and would be \$34.99 monthly per vehicle hotspot. It was originally planned for this year's budget.
7. Training building updates budgeted and would like to get a committee to set up what needs to be done for this building.
8. Schroedel will handle getting the tax bill to Verizon's lawyer as soon as it comes at the end of the month. Heide still hasn't heard anything from the lawyer on Verizon's failure to pay the full amount.

Company Report: None

1. Requests use of building on September 26 for BBQ. Will be drive through only.

Guests: None

Old Business: None

New Business:

1. Motion made by Steinhiser, second by Loveland pending a work schedule to allow the company to host a drive through BBQ on September 26th. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Steinhiser, second by Griffith to allow the Chief to purchase a Blitz Fire unit, not to exceed \$4,000 from new equipment budget. All Commissioners voted in favor and the motion passed unanimously.
3. Motion made by Steinhiser, second by Loveland to purchase a Gear Washer Extractor from Gauch Distributing, not to exceed \$11,000, with payment to come from Building & Grounds Improvement. Removal of old unit to be discussed. All Commissioners voted in favor and the motion passed unanimously.
4. Motion was made by Schroedel, second by Loveland, to enter into a data cell plan to provide data hot spots in 4 vehicles, at a cost of \$140 per month. Payment to come from the department computer budget line. All Commissioners voted in favor and the motion passed unanimously.
5. Discussion was held on purchase of new pumper truck. Thomas questioned Town of Union receiving bids and received permission for that. He will change the Notice to Bidders to reflect that change. Secretary will handle publication of the resolution and notice to bidders; the Chief will be sending out the bid request to those on his list. Schroedel voiced his reasons for disapproving, feeling we should wait until we have the bids before adopting.
Resolution was offered by Heide, second by Steinhiser to adopt resolution authorizing the purchase of a custom fire pumper and related equipment. Resolution passed with the following roll call vote: (se attached resolution)
AYE: Heide, Steinhiser, Loveland, Griffith
NO: Schroedel

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6. Motion made by Griffith, second by Steinhiser to accept the CPA audit for 2019 books. All Commissioners voted in favor and the motion passed unanimously.
7. Motion made by Griffith, second by Loveland to accept the station use policy. All Commissioners voted in favor and the motion passed unanimously.
8. COVID related discussion held regarding dispenser for sanitizers. This will be looked into by Schroedel.
9. Schroedel has prepared a proposed change to the finance policy which will direct the year-end money to have a designated placement as suggested by the CPA. Will be discussed at the next work session.
10. A budget transfer needs to be done to up the lawyer budget as we are overspent. Motion made by Schroedel, second by Loveland to make transfer of \$7,000 from the incentive budget line item to the legal budget line item. All Commissioners voted in favor and the motion passed unanimously.
11. The stop sign should be attached to the building for safety reasons as it keeps blowing over in the wind. This will be looked into.
12. Items are being moved such as the stop sign and the flag being returned to full staff without asking a commissioner. The flag has been ordered by the Governor to remain at half-staff.
13. Filters for air handlers should be changed.
14. Discussed held as to should the parking lot be patched until a complete parking lot paving job can be done. Steinhiser has investigated this with some companies and they advise it is not cost effective to patch where cars are parking due to the amount of tarring involved.
15. Schroedel mentioned looking into setting up a reserve account for emergency repairs.
16. Generator discussion held. Ed Bahr will help Schroedel to test the generator monthly.

Applications: None

Motion was made by Schroedel, second by Steinhiser to adjourn the meeting at 9:12 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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**RESOLUTION TO ADOPT
LGS-1 Records Retention Schedule**

RESOLVED, By the West Corners Fire District, that the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Dated: August 19, 2020

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**RESOLUTION AUTHORIZING
THE PURCHASE OF ONE (1) CUSTOM FIRE PUMPER
APPARATUS AND RELATED EQUIPMENT**

WHEREAS, pursuant to General Municipal Law §6-g, the West Corners Fire District, Town of Union, County of Broome, State of New York, did establish the "Fire App Equip Reserve NBT" non-specific capital reserve fund, a capital reserve fund to finance the cost of acquisition of replacement fire fighting vehicles or the acquisition of additional fire fighting vehicles needed to be added to the existing fleet of fire fighting vehicles of the West Corners Fire District, including, but not limited to, ladder trucks, pumpers, tankers, rescue vehicles, squads and vans;

NOW THEREFORE BE IT RESOLVED THAT the West Corners Fire District is hereby authorized to expend from the Fire App Equip Reserve NBT" an amount not to exceed \$750,000.00 for the purchase a new Custom Fire Pumper Apparatus.

IT IS FURTHER RESOLVED that this resolution and this expenditure is subject to a permissive referendum.

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Dated: August 19, 2020

Betty J. Homa, Secretary
BOARD OF FIRE COMMISSIONERS
West Corners Fire District
500 Day Hollow Road
Endicott, New York 13760

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**West Corners
 Fire Department**

**FPO Report
 2020**



**Bureau of Fire Prevention
 Monthly Incident Report
 May-20**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	12	9.93	Endicott		
E.M.S.	17	0	Endwell		
Error			Vestal	1	
Totals	29		West Endicott		
			Union Center	1 (1)	5 (5)
Engine 98			Maine		5 (5)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Apalachin	1	

cc Board of Fire Commissioners
 cc Chief

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**West Corners
Fire Department**

**FPO Report
2020**



**Bureau of Fire Prevention
Monthly Incident Report
Jun-20**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	15	8.74	Endicott	1	
E.M.S.	14	1.4	Endwell	1	
Error			Vestal		
Totals	29		West Endicott	3	
Engine 98			Union Center	1 (1)	3 (3)
			Maine	3 (3)	3 (3)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
cc Chief

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**West Corners
Fire Department**

**FPO Report
2020**



**Bureau of Fire Prevention
Monthly Incident Report
Jul-20**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	20	18.1	Endicott	5	
E.M.S.	21	2.7	Endwell		
Error	1		Vestal		
Totals	42		West Endicott		
			Union Center	3 (3)	3 (2)
Engine 98			Maine	4 (4)	2 (2)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine	1*	
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
cc Chief