

West Corners Fire District
Regular Meeting Minutes – March 18, 2020

Attending:

M. Heide B. Homa
N. Steinhiser C. Kratochvil
C. Loveland D. Thomas
J. Walicke

Guests:

R. Boyer
J. Singer
M. Schroedel

Chairman of the Board Heide called the Regular Meeting to order at 7:01 pm.

Motion was made by Steinhiser, second by Walicke to accept the minutes from the Regular Meeting held on February 19, 2020. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. Emailed list from J. Singer regarding repairs needed at the station
2. Fire District Affairs February & March
3. Company Inventory
4. Receipt of retainer for law office of Mark Butler
5. Insurance policies
6. Email from N. Davis re: training requests
7. Letter from County Elections re: station use needed
8. NYS Association of Fire Chiefs Membership confirmation & notice of annual conference
9. Confirmation of submission of Annual Report and copy of the report
10. Claim reports for NBT insurance
11. Balance sheet/profit & loss reports
12. Mark Butler – coronavirus advice
13. Application for Michael Burts
14. Labor law posters

Treasurer's Report:

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,589.17
Account 3 NBT	\$ 8,643.53
Building Reserve Acct NBT	\$ 98,584.33
Fire App Equip Reserve 3 NBT	\$ 160,348.27
Fire App Equip Reserve NBT	\$ 275,102.40
Fire Apparatus Acct 2 NBT	\$ 48,796.20
General Fund NBT	\$ 376,667.70
Grant Reserve Acct NBT	\$ 11,958.90
NBT Operating	\$ 25,001.26
NBT Payroll Account	\$ 3,013.08
Operating	\$ 928.87
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	\$ 1,019,633.71

- Balance sheets. Profit & loss reports provided
- Accounts were reconciled
- State Report was submitted, receipt received
- Check received from Town of Union in amount of \$453,384.25, which was 5 cents more than requested
- Verizon wireless check (\$686.62) was deposited however we were shorted by \$100.57
- Transfers made to the reserve accounts pursuant to the 2020 budget

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- Filed the repair invoice for the insurance claim filed with NBT/MANG, deductible is \$1,500
- Received pro-rata refund from Culligan for the cooler; requested if any bottles were returned as not noted on return slip
- Asked who was going to take over obtaining the mileage reports
- House accounts set up for Nick's Garage and Premier Safety
- Inquired if the Ward Apparatus bill (\$1,438.77) is ours or the exhaust system vendor
- Treasurer received statement from Burr Truck, and inquired of the Chairman as to where bill was. Treasurer contacted Burr on 3-18-2020, found out the bill was not paid, and requested copy of bill
- Stopped payment on 2 checks and reissued
- Credit card payment was made on time at the bank; checking with the bank as to why we were issued late charges
- Estimate year-end money at \$67,000
- Explained why camera information is needed for the asset list required by the CPA

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

Motion was made by Loveland, second by Walicke to pay all bills from check number 5345 to 5382. All Commissioners voted in favor and the motion passed unanimously.

Training:

1. N. Davis training:
March 21 & 22 – Montour Falls
May 14 – SCFPA at Station 1
May 15 – 17 fire police convention at Niagara Falls

Committee Reports:

1. NYS police requested to review some camera footage at station 2
2. Phone fan problem has been taken care of
3. Printer spooler repaired in training office
4. Windows 10 update to training room computer is completed
5. Injured firefighter has had surgery and is doing rehab
6. Insurance for accident on Jan 3rd was submitted; followed up with another rep. We may not be approved for the claim. All claims must be submitted within 60 days on mutual aid and forms were provided for doing this in the future.
7. B. VanGorder ESIP hosting webinar on corona virus

Fire Prevention: No report

Chief's Report:

1. Canceled all training until further notice
2. PPE was reviewed last night and inventoried all supplies
3. Recruitment day canceled as well as many state classes
4. Receiving requests from older people looking for help with household supplies. WEIS will take these names and deal directly with the people
5. Breakfast is canceled for March 29
6. The school has requested to use our driveway to hand out lunches beginning next week
7. We could become a distribution site for supplies in the future
8. Credit card was locked down, unknown why
9. Chief's car has been restriped

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Company Report:

1. BBQ is coming up, details tabled until next month - depends on the virus shutdown
2. Little league parade is canceled

Guests: None

Old Business:

1. Motion made by Steinhiser, second by Walicke to allow company to use station on May 2nd for Chicken Barbecue. All Commissioners voted in favor and the motion passed unanimously.
2. Verizon – nothing new
3. Schroedel will show Nick how to obtain mileage reports
4. Incentive policy was discussed as to where it stands right now. It probably won't happen this year. Steinhiser, Schroedel, and Thomas will work on it
5. March 4th Burr Truck bill notice was sent to treasurer that the bill should be forwarded to the air cleaning systems.

New Business:

1. Motion was made by Steinhiser, second by Walicke to allow Broome County Elections to use Station 1 for all required voting this year. (April 28, June 23, & November 3) All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Loveland, second by Walicke to allow UE schools to use the parking lot for lunch program distribution. All Commissioners voted in favor and the motion passed unanimously.
3. Sign out front – need more quotes and to check with the town on zoning. Steinhiser will write up a spec for this. Loveland will check with the town. Needs to be determined where money will come from.
4. Motion by Walicke, second by Steinhiser to have the new engine specs reviewed by an outside party when the specs are finalized (within 60 days) not to exceed \$2,500. All Commissioners voted in favor and the motion passed unanimously.
5. J. Singer needs timeline for new engine.
6. Motion made by Walicke, second by Loveland to allow the treasurer to pay all bills with the approval of the finance committee in April and May should the regular meetings not be able to be held. All Commissioners voted in favor and the motion passed unanimously.

Applications:

The application of Michael Burts, 420 Bean Hill Rd, Endicott, was read. Motion was made by Walicke, second by Loveland to accept this application as read. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Loveland, second by Walicke to adjourn the meeting at 8:43 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa, District Secretary