

West Corners Fire District
Regular Meeting Minutes – April 21, 2021

Attending:

C. Loveland B. Homa
N. Steinhiser C. Kratochvil
D. Griffith J. Hontz
R. Boyer
M. Schroedel

Guests:

M. Heide
J. Kratochvil
D. Thomas

Chairman of the Board Loveland called the Regular Meeting to order at 7:03 pm.

Motion was made by Griffith, second by Boyer to accept the minutes from the Regular Meeting held on March 17, 2021. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. Image Trend Contract
2. Certificate of Insurance – Kinsley Group
3. Certificate of Insurance – Pierce Mfg.
4. Certificate of Insurance & W9 – TW Cleaning Services
5. Chief vehicle mileage reports
6. FOIL request from LexisNexis
7. Membership application - D. Bosch
8. Listing of items needing repair
9. Certificate of Insurance for WCFD
10. Letter from Lourdes Occ Health re: legalized marijuana and testing
11. Letter from McNeil & Co re: training room insurance payment
12. Letter from Broome County Elections re: station use
13. Signed contract for Homer Gow & Sons re: overhead doors at station 2
14. Updated vendor listing
15. Signed contract for PAC Signs & W9
16. Letter from IRS re: overpayment
17. Station use form for Doug's Fish Fry
18. Front Sign Permit #UBP2021-0059
19. Balance sheet/Profit & Loss report/Budget vs Actual reports as of April 21
20. Summary of Reserve Account status & Capital Improvement Plan
21. Fire Prevention Report for March 2021

Treasurer's Report:

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,596.77
Account 3 NBT	\$ 8,649.93
Building Reserve Acct NBT	\$ 120,643.11
Fire App Equip Reserve 3 NBT	\$ 170,545.19
Fire App Equip Reserve NBT	\$ 436,401.70
Fire Apparatus Acct 2 NBT	\$ 58,825.39
General Fund NBT	\$ 345,921.86
Grant Reserve Acct NBT	\$ 11,966.33
NBT Operating	\$ 3,217.32
NBT Payroll Account	\$ 2,351.04
Operating	\$ 928.87
Repair Reserve Fund NBT	\$ 100.00
	\$ 1,170,147.51

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- Deposited check to general fund from Verizon Wireless \$6,000 (Annual Payment)
- Deposited check for fire report for 20 Lincoln Ave Apt 3 fire in the amount of \$5.00
- Check issued to Pac Sign in error for the full amount as per the invoice they submitted \$25,918.00, which was brought to Finance Committee attention when bank accounts were reconciled
- 2020 Financial records dropped off at Mondorf and Fenwick for the 2020 Year End Audit
- Bank Accounts Reconciled
- Home Central has reopened and our account has been updated

Motion was made by Griffith, second by Schroedel 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 Schroedel to pay all bills from check number 5814 to 5859. All Commissioners voted in favor and the motion passed unanimously.

Training:

1. Norm Davis to fire police conference, May 13 – 16, cost to be for mileage

Committee Reports:

1. Gow has repaired station 2 rusty doors
2. Maintenance man is working out well/ will grass this week/floors are being waxed
3. Work coming along with the new sign, the 3 contractors have been advised of what they need to do. Having difficulty getting the brick color correct.
4. T&B Electric now has a job for entrance to work at the station
5. The ice machine had a problem a week ago, but it has seemed to self-correct. Please let Steinhiser know if it acts up again.
6. Year-end money carry over will be about \$5,000

Fire Prevention: See attached for report from March 2021

Chief's Report:

1. Missing physical, that person will be resigning due to work duties
2. Fire Police convention will cover travel costs of about \$300
3. Communicable Disease plan is completed
4. Thermal imaging camera is needed as the broken one cannot be repaired. Cost will be about \$7,000 to \$8,000 for new. We can get a refurbished one for about \$3,600.
5. Rescue vehicle is the next to be upgraded to LED lights at cost of \$1,400 each for 2 lights
6. Station 2 is storing original tires from Chief vehicles (12 tires) as they are keeping the heavier treaded tires on the vehicles as sometimes, they have to go off road
7. Brush truck & EMS pick-ups have over 10-year-old tires. They need to be replaced, but tires aren't available right now. Cost is about \$1,200 each truck, they will need to be put on order.
8. Rims for white Tahoe are out for repair this week
9. UTV pump is in, needs to be installed

Company Report:

1. Blood Drive on April 28

Guests: None

Old Business:

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1. Resolution was offered by Schroedel, second by Steinhiser to Expend from Capital Reserve Fund for Professional Engineering Services. Money will come from Building Reserve Acct NBT, and will be for delta Engineering to engineer replacement of station #1 parking lot and a new generator. Roll call vote as follows:
Voting Aye: Loveland, Steinhiser, Griffith, Schroedel, Boyer
2. We need passwords for FEMA. Heide informed us anyone can make an account.

New Business:

1. Motion made by Steinhiser, second by Schroedel to purchase a thermal imager not to exceed \$4,000. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Steinhiser, second by Schroedel to purchase LED lights for rescue 29 not to exceed \$3,000. All Commissioners voted in favor and the motion passed unanimously.
3. Motion made by Steinhiser, second by Schroedel to purchase & install sets of tires for the EMS & Brush truck not to exceed \$3,000 for both trucks with money coming from apparatus repair budget. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Loveland, second by Griffith to allow the blood drives scheduled for April 28 / June 25 / Aug 25 / Oct 20 / Dec 17. Motion passed with affirmative votes by Loveland, Griffith, Boyer and Schroedel. Steinhiser voted no.
5. Motion was made by Steinhiser, second by Schroedel to sell surplus tires for \$80 minimum each. Will be offered to company members first and then post to social media. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Schroedel, second by Steinhiser to approve the training request. All Commissioners voted in favor and the motion passed unanimously.
7. Discussed bid process for Chief's vehicles & swapping out vehicles
8. Motion made by Steinhiser, second by Griffith to allow the company to host Doug's Fish Fry May 27 / Jul 10 / Sep 27. All Commissioners voted in favor and the motion passed unanimously.
9. Motion made by Schroedel, second by Griffith to all BC Elections to use station #1 for public voting of primary elections on June 22nd and general elections on Nov 2nd. All Commissioners voted in favor and the motion passed unanimously.
10. Need to have Pest Control come to spray the Commissioner's room.

Applications:

The application of Deneen Bosch, Endicott, was read. Motion was made by Steinhiser, second by Griffith to accept this application as read. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Griffith to adjourn the meeting at 8:13 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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**Resolution to Expend from Capital Reserve Fund
for Professional Engineering Services**

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 "Building Reserve Acct NBT", a capital reserve fund to finance the cost of buildings and ground improvements of the West Corners Fire District; and

WHEREAS, the West Corners Fire District has requested that Delta Engineers, Architects & Surveyors, a professional architectural firm located in Endwell NY to provide a Proposal to Provide Professional Engineering Services for West Corners Fire Department Station 1 Parking Reconstruction and Backup Generator; and

WHEREAS, the West Corners Fire District has accepted Delta's Proposal No. 20-390;

NOW THEREFORE BE IT RESOLVED THAT the West Corners Fire District is hereby authorized to expend from the "Building Reserve Acct NBT" an amount not to exceed \$57,450 for the purpose of acquiring professional engineering services for West Corners Fire Department Station 1 Parking Reconstruction and Backup Generator; and

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

Name	Vote
Chairman Loveland	<u>aye</u>
Commissioner Steinhiser	<u>aye</u>
Commissioner Griffith	<u>aye</u>
Commissioner Boyer	<u>aye</u>
Commissioner Schroedel	<u>aye</u>

Dated: April 21, 2021

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
2021**



**Bureau of Fire Prevention
Monthly Incident Report
Mar-21**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	27	16.1	Endicott		
E.M.S.	25	5.8	Endwell		1
Error	1		Vestal		1
Totals	53		West Endicott	5	1
			Union Center	4 (3)	6 (6)
Engine 98			Maine	4 (4)	6 (6)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine	3 (2*)	
NFIRS submitted	4/5/2021		Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
cc Chief

*BGM Airport