

West Corners Fire District  
Regular Meeting Minutes – January 19, 2022

Attending:  
M. Schroedel    C. Kratochvil  
C. Loveland  
D. Griffith  
R. Boyer

Guests:  
D. Thomas  
Dennis Leonard

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

Motion was made by R. Boyer, second by D. Griffith to accept the minutes from the Regular Meeting held on December 15, 2021. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by D. Griffith, second by R. Boyer to accept the minutes from the Organizational Meeting held on January 12, 2022. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. Town and County tax bill
2. Copy of letter sent to Verizon requesting tax reimbursement
3. Return certified receipt from Verizon mailing
4. Copy of 2% report company sent to Comptroller
5. All bank statements received
6. Mileage reports for December and Year-end 2021
7. Fire District Affairs newsletter
8. Volunteer Firefighter Cancer Benefits Program, Summary of Benefits, beneficiary designation forms, how to file a claim (emailed received with invoice)
9. Listing of items needing repairs
10. Mondorf and Fenwick Engagement letter for 2021 Year End Audit
11. Financial Reports from Treasurer, including copy of Delta's proposal, Proposal No. 20-390 dated November 18, 2020
12. Fire Prevention Report for December 2021
13. Company minutes for January

**Treasurer's Report:**

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,601.23
Account 3 NBT	\$ 8,653.59
Building Reserve Acct NBT	\$ 120,704.63
Fire App Equip Reserve 3 NBT	\$ 170,631.87
Fire App Equip Reserve NBT	\$ 436,623.54
Fire Apparatus Acct 2 NBT	\$ 58,850.07
General Fund NBT	\$ 110,880.22
Grant Reserve Acct NBT	\$ 11,971.35
NBT Operating	\$ 3,537.24
NBT Payroll Account	\$ 2,477.32
Operating	\$ 928.87
Repair Reserve Fund NBT	\$ 100.00
	<hr/>
	\$ 935,959.93

- Balance Sheet as of December 31, 2021

West Corners Fire District  
Regular Meeting Minutes – January 19, 2022

- P&L From January 1, 2021 to December 31, 2021
- Balance Sheet as of January 19, 2022
- P&L From January 1, 2022 to January 19, 2022
- Budget vs Actual Department side from 1/1/21 to 12/31/21
- Budget vs Actual District side from 1/1/21 to 12/31/21
- Check register from 12/16/21 to 1/19/22
- Bank accounts reconciled for Month of December
- Grainger invoice as received and check mailed
- Epion Technologies Invoice for Mileage Tracker: invoice was received and check was issued in the amount of \$467.64
- Invoice received for New York State Volunteer Firefighter Cancer Benefit Program in the amount of \$2,029.80 which has been paid
- 2022 County and Town Taxes received and check issued for \$780.42
- W-2'S received from ADP and distributed
- 1099s in the process of being issued and will be mailed prior to January 31<sup>st</sup>
- Received 2021 Audit Engagement Letter for the Board to approve tonight so that books can be turned over to Mondorf and Fenwick for annual audit
- Campville Fire Department will be purchasing the outdoor sign. They have requested an invoice which will be presented at their February 1, 2022 meeting. Once check is received arrangements will be made for pickup. Invoice issued in the amount of \$300.00
- Requesting motion for the check to be released the day of the inspection/company dinner dance in the amount of \$1,500 at which time invoice will be obtained from Riverdale Banquet
- Requesting motion to pay invoice from Mirabito Fuel Card upon receipt for dates of service 1/15/22 and 1/16/22 as invoice will reflect taxes being removed
- Requesting motion to pay invoice from J.C. Ehrlich upon receipt for January services in the amount of \$81.00. Service completed January 5<sup>th</sup> and the confirmed invoice was mailed but still has not been received
- Issues with Spectrum in obtaining an invoice for Station 2. Working with them to obtain same. Have not received an invoice since the work was completed in November
- Working on Annual State Report which will be filed by February 28, 2022
- Working on year-end figures to review with Finance Committee
- Cardmember Services; was an issue with this month invoice which has been explained to Loveland and Schroedel for handling
- Continuing to work with the Chief for information that is needed for grants
- Provided Commissioner training information that will be held March 19 at Endwell Fire Station along with completed registration form to Davis. Board will be approving payment tonight.
- Forwarded email to Commissioners that was received from FEMA announcing 2021 Fire Prevention & Safety Grant Program Application Period Announcement which also included 2021 FP & S Live Webinars dates which will be broadcast using Adobe Connect webinar link
- Provided Griffith with spreadsheet of B&G vendors with some history notes and additional information on semi-annual/annual preventative maintenance when they are usually done that might be helpful to him as Building & Grounds Chairman
- Reviewed Delta Contract which is included in handouts which does indicate electrical work for generator. Section 2.6 indicates the following:  
Electrical
  - A. Develop design, drawings and details to replace the backup generator.
  - B. Develop technical specifications.
- Requesting the following Journal Entries to be authorized:

West Corners Fire District  
Regular Meeting Minutes – January 19, 2022

- o Decrease 2021 Legal Budget line by \$3,330.87, and increase 2021 Computer District Budget line by \$3,330.87
- o Decrease 2021 Conferences - District Budget line by \$525.16, and increase 2021 Office Supplies District budget line by \$525.16
- o Decrease 2022 Computer - Department Budget line by \$5,100, increase Computer District Budget line by \$5,100.00

Motion was made by Boyer, 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 Schroedel, second by Griffith to authorize the treasurer to pay the Mirabito Credit Card bill in full upon receipt of invoice. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Boyer to authorize the treasurer to pay the invoice from J.C. Ehrlich upon receipt of invoice. All Commissioners voted in favor and motion passed unanimously.

Motion was made by Boyer, second by Schroedel to pay all bills from check number 6179 to 6210. All Commissioners voted in favor and the motion passed unanimously.

**Training:**

1. N. Steinhiser - NFPA 1403 training in May at Endwell Fire
2. D. Tennent - Fast Training April 11

**Committee Reports:**

1. Card Member Services credit card invoice was received and found that the treasurer made an error in paying last month, as payment was shorted by two cents. D. Thomas was requested to call the credit card company asking to remove the finance charge (as the credit card representative indicated they would), and to add the Treasurer as authorized representative to speak to them on behalf of the district. Schroedel provided D. Thomas the email from treasurer that provides all the information resulting from the treasurer's call to Card Member Services.
2. Griffith reported he did walk around the building last week Wednesday, and 6 bulbs need to be replaced, however not in critical areas. Discussion at later date regarding options to replace.
3. Griffith looked at windows at Station 1 will revisit and discuss at a later date
4. Schroedel reported that the maintenance man will paint 2 east side offices and the Commissioner's room for \$250.00. The district will provide all supplies and ensure that all rooms will be emptied. Floors will be waxed at time of painting. Schroedel will contact the maintenance man to obtain various dates so final arrangements can be made.
5. N. Steinhiser provided Griffith with contact name and phone number for back fence weeds removal.
6. Schroedel reminded everyone to provide all of their passwords to the secretary in a sealed envelope.

**Fire Prevention:** See attached for report from December 2021

**Chief's Report:**

1. Snow removal was discussed. Griffith will contact Town of Union to discuss the issues

West Corners Fire District  
Regular Meeting Minutes – January 19, 2022

2. Chief Paffie from Vestal Fire reached out asking if they could store an engine at Station 2. They are taking delivery of a new engine this Sunday and would need to store it for 3 weeks. We have the room; however, car washing would be suspended for that time.
3. Physicals: gear has been pulled for 3 members either due to lack of having a physical or being moved to an Admin/Staff position only.
4. Testing of the aerial is completed

**Company Report:**

1. D. Heide has resigned
2. N. Steinhiser reported the balance of the company report is in the company's minutes

**Guests:**

1. D. Leonard inquired about tax 2022 rate. Discussion was held.

**Old Business:**

1. Motion made by Schroedel, second by Boyer to adopt the Leave of Absence Policy. All Commissioners voted in favor and the motion passed unanimously.

**New Business:**

1. Motion made by Boyer, second by Schroedel to approve the Commissioner Training for J. Davis. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Boyer, second by Schroedel to adopt federal mileage at 58.5 cents per mile. All Commissioners voted in favor and the motion passed unanimously.
3. Motion made by Boyer, second by Griffith to adopt the current Procurement Policy. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Griffith, second by Schroedel to adopt the current Operational Plan to Address a Declared Public Health Emergency. All Commissioners voted in favor and the motion passed unanimously
5. Motion made by Griffith, second by Schroedel to allow the Auxiliary to use the station on Monday, January 24<sup>th</sup> for their January meeting as their regular meeting was cancelled due to a storm. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Schroedel, second by Boyer to approve NFPA 1403 Training for N. Steinhiser to be held in May at Endwell. All Commissioners voted in favor and the motion passed unanimously.
7. Motion made by Schroedel, second by Boyer to approve Fast Training for D. Tennent to be held April 11<sup>th</sup>. All Commissioners voted in favor and the motion passed unanimously.
8. Motion made by Schroedel, second by Boyer to sign the Audit Engagement Letter for 2021-year end audit with Mondorf and Fenwick. All Commissioners voted in favor and motion passed unanimously.
9. Campville Fire Department will be purchasing the old outdoor sign. Boyer will be the contact person for removal once check the is received.
10. Motion made by Schroedel, second by Griffith to authorize the treasurer to issue check payable to Riverdale Banquet Hall for \$1,500 and release the check on February 12<sup>th</sup>, 2022. All Commissioners voted in favor and motion passed unanimously.
11. Motion made by Schroedel, second by Griffith to authorized the treasurer to make the following journal entries
  - o Decrease 2021 Legal budget line by \$3,330.87, and increase 2021 Computer district budget line by \$3,330.87.
  - o Decrease 2021 Conferences district budget line by \$525.16, and increase Office supplies district budget by \$525.16.
  - o Decrease 2022 Computer department budget by \$5,100.00, and increase Computer district budget by \$5,100.00.

West Corners Fire District  
Regular Meeting Minutes – January 19, 2022

12. Motion made by Griffith, second by Boyer to appoint Schroedel as acting Chairman, including signature authorizations if the current Chairman is absent. Motion passed with the following roll call voting:
  - o YES: Griffith, Boyer, Loveland
  - o ABSTAIN: Schroedel
13. Discussion held on bay door problem at Station 2; Boyer will contact Homer C. Gow
14. Motion made by Griffith, second by Boyer per the Chief's request to authorize Vestal to use the middle bay at Station 2 to store their new engine until February 23, 2021. Motion passed with the following roll call voting:
  - o YES: Griffith, Boyer, Loveland
  - o No: Schroedel
15. Discussion held as to how the Commissioner's room seems to have become a dumping ground with no explanation as to who and why items are being put into that room. Motion made by Schroedel, second by Boyer to install a camera in the Commissioner's room. Motion did not pass due to the following roll call voting:
  - o YES: Schroedel, Boyer
  - o NO: Loveland, Griffith

**Applications:** None

Motion was made by Boyer, second by Griffith to adjourn the meeting at 8:35 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 19, 2022

**West Corners  
 Fire Department**

**FPO Report  
 2021**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	18	10.6	Endicott		
E.M.S.	26	2.4	Endwell		
Error			Vestal		
<b>Totals</b>	<b>44</b>		West Endicott		
			Union Center	1 (1)	3 (3)
			Maine	5 (4)	3 (3)
			Newark Valley		
			Owego		
			Campville	2 (Preplanned standby)	
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners  
 cc Chief

\*BGM Airport

(X) Number in parantheses is automatic mutual aid calls to 53/33