

West Corners Fire District  
Regular Meeting Minutes – February 16, 2022

Attending:

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

Guests:

D. Thomas  
S. Grinnell  
J. Singer  
N. Steinhiser  
M. Heide

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

Motion was made by Schroedel, second by Boyer to accept the minutes from the Regular Meeting held on January 19, 2022. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Boyer to accept the minutes from the Special Meeting held on January 31, 2022. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. Sexual Harassment certificate for C. Kratochvil
2. Certificates of Completion for 'Five Points of Command' for Hontz, Dean, Grinnell, and Heide, Tammaro
3. Diesel & gas certificates for state use
4. Confirmation of submission of Annual State Report & copy of same
5. All January bank statements received
6. Passwords from Secretary & Treasurer & Schroedel (placed in safe)
7. Back-up of QuickBooks for 2021 (placed in safe)
8. Email from NBT bank re: teller mis-keyed payment amount (which has been corrected)
9. Mileage reports for January
10. List of items needing attention
11. Station use form for company re: Doug's Fish Fry
12. Letter from Fire District Mutual re: process for Covid claims
13. NBT confirmation of insurance coverage on the new chassis
14. Contract for Vestal training site
15. Letter from Association of Fire District re: proposed by-law change
16. Financial reports
17. Fire Company minutes for February

**Treasurer's Report:**

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,601.68
Account 3 NBT	\$ 8,653.96
Building Reserve Acct NBT	\$120,709.76
Fire App Equip Reserve 3 NBT	\$170,639.12
Fire App Equip Reserve NBT	\$103,362.08
Fire Apparatus Acct 2 NBT	\$ 58,852.57
General Fund NBT	\$102,084.79
Grant Reserve Acct NBT	\$ 11,971.86
NBT Operating	\$ 1,949.19

West Corners Fire District  
Regular Meeting Minutes – February 16, 2022

NBT Payroll Account	\$ 2,380.24
Operating	\$ 928.87
Repair Reserve Fund NBT	\$ 100.00
	<hr/>
	\$592,234.12

- Balance sheet as of February 16, 2022
- P&L from January 1, 2022 to February 16, 2022
- Budget vs Actual Department from 1/1/22 to 1/31/22
- Budget vs Actual District from 1/1/22 to 1/31/22
- Annual Financial Report for Fiscal Year Ended 12/31/21
- Check register from 1/1/22 to 2/18/22
- Bank accounts reconciled for month of January
- Advised finance committee when reconciling account, error by NBT, NBT Bank keyed in incorrect amount for an additional \$1.00 when applying payment to the credit card. Issue has been resolved
- Late fee has been reversed on 1/21/22, as indicated on the credit card statement received
- Annual Financial Report for Fiscal Year Ended 12/31/21 completed and filed with State Comptroller's Office
- 1099's completed and mailed
- Records delivered to Mondorf and Fenwick for 2021 Financial Audit
- Received and deposited \$300.00 check from Campville Fire Department, resulting from sale of the outdoor sign
- Received and deposited \$100.00 check from Broome County, usage of station for annual elections in November 2021
- Check issued to Riverdale Banquet for \$1,500 as per January motion
- Check issued to Mirabito Fuel Card for \$102.72 as per January motion
- Check issued to 4 Guys, Inc for \$333,280 as per January 31, 2022 motion; sent certified mail, advised 4 Guys, Inc. Received confirmation from USPS that envelope was picked up on 2/14/22 at 10:18 am.
- Charter Communications (Spectrum) mailing address still incorrect on invoices for Station 2 internet; requested again for corrected invoices. Corrected invoices received
- Met with finance committee during the month on various financial issues
- At Board of Commissioners work session, reviewed year-end dollars, balances of current reserve accounts and completed grant questionnaire for Ten-Kate
- Journal Entries completed as per January's motion
- Sent completed Grant Package to Ten-Kate for their review

Motion was made by Schroedel, second by Boyer 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 pay all bills from check number 6211 to 6253. All Commissioners voted in favor and the motion passed unanimously.

**Training:** None

**Committee Reports:**

1. Finance committee will continue to address credit card issues
2. Working to bring up to date the purchasing policy and procurement policy. Purchasing policy is the policy in place currently, so that will be updated as the procurement policy was taken out of play.

West Corners Fire District  
Regular Meeting Minutes – February 16, 2022

3. It was questioned if there was a key to the Commissioner's office. Steinhiser informed the board that there are keys in the lock box in that room, and they can be given out to the commissioners in case the fob system should fail.
4. The engine committee has submitted drawing changes to 4-Guys; have not heard back yet.
5. Received a report from Lourdes that an auxiliary member has been deemed unfit for service as she did not complete the blood work. Note will be sent to her that she can not respond to any calls until the physical is totally completed.
6. OSHA injury form is being worked on by Davis and Schroedel
7. Ten-Kate has grant paperwork, they will not be working on it until this round of grants has been completed
8. Working on sale of old rig Engine 11

**Fire Prevention:** See attached for report from January

**Chief's Report:**

1. OSHA online training on-going; deadline is March 31
2. Invoice for ladder testing has been received, so all PM work is now complete
3. Campville Fire came to pick up the old sign which they purchased, but it is frozen at the moment. They will try again on Saturday.
4. Had 2 significant calls in the last 2 days, and we took over command of these incidents. We have received positive feedback from Chiefs of other companies that were involved.

Executive session was called at 7:25 pm by Schroedel, second by Griffith to discuss personnel issue.

Regular session resumed at 8:05 pm after speaking with our insurance carrier.

**Company Report:**

1. Request to use station for Doug's Fish Fry on March 11
2. M. Lowe has resigned

**Guests:** None

**Old Business:**

1. Year-end money will be more up to date after paying the bills for this month.
2. There are quite a few of the tumblers left over from the dinner dance. We should give them to all active members and then we can give them to new members as a welcome.
3. Floors will be waxed in April along with painting of 2 east offices and the Commissioners room.

**New Business:**

1. In light of the Governor dropping the mask mandate, motion was made by Schroedel, second by Griffith to remove the signs that masks are mandatory. All Commissioners voted in favor and the motion passed unanimously.
2. D. Thomas is the only one right now that has a district credit card. Discussion was held on fixing the current credit card to allow the district to have control over the account.
3. Motion made by Griffith, second by Boyer to add C. Kratochvil and Schroedel as authorized representatives on the credit card. Paperwork was prepared and will be forwarded to the credit card company. Motion passed by roll call vote as follows:  
AYE: Loveland, Boyer, Griffith, Davis  
NO: None  
ABSTAIN: Schroedel

West Corners Fire District  
Regular Meeting Minutes – February 16, 2022

4. Motion was made by Griffith, second by Davis to allow the company to use the station on March 11<sup>th</sup> to host Doug's Fish Fry. All Commissioners voted in favor and the motion passed unanimously.
5. T. Woodward will cut the lawns at \$80 each mowing for both stations. Motion made by Schroedel, second by Boyer to accept these charges. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Schroedel, second by Boyer to approve the Vestal Training Site contract for the next 3 years. All Commissioners voted in favor and the motion passed unanimously.
7. Appreciation was extended to the Treasurer in acknowledgment of all she does over and above her job responsibilities.

**Applications:** None

Motion was made by Schroedel, second by Griffith to adjourn the meeting at 9:00 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 – February 16, 2022

**West Corners  
 Fire Department**

**FPO Report  
 2021**



**Bureau of Fire Prevention  
 Monthly Incident Report  
 Jan-22**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	12	6.6	Endicott		
E.M.S.	18		Endwell	1	
Error			Vestal		
<b>Totals</b>	<b>30</b>		West Endicott	2	
			Union Center		2 (2)
Engine 98			Maine	1 (1)	1 (1)
			Newark Valley	2	
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners  
 cc Chief

\*BGM Airport