

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

Attending:

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

Guests:

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

Chairman of the Board Loveland 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 February 16, 2022. All Commissioners voted in favor and the motion passed unanimously.

**Communications:**

1. All February bank statements received
2. Fire District Affairs (was emailed to all)
3. Mileage reports for February
4. List of items needing attention
5. Notice from Nick's Garage re: tire rotation on 29-A (given to Chief)
6. Financial reports
7. Fire Company minutes for March
8. Letter from Ehrlich re: new scheduling, billing and invoice system in place
9. Receipt for payment of county taxes
10. Refund check from Spectrum
11. Worker's Comp Insurance bills
12. Letter from NBT Insurance of the addition of the 2020 Spartan vehicle
13. Copy of Certificate of Liability Insurance obtain to provide to Vestal Fire Training Site
14. Certificate of Insurance from 4-guys for the new Spartan
15. FOIL request from N. Steinhiser

**Treasurer's Report:**

The Treasurer reported the following balances:

Account 2 NBT	10,602.09
Account 3 NBT	8,654.29
Building Reserve Acct NBT	140,714.69
Fire App Equip Reserve 3 NBT	170,645.66
Fire App Equip Reserve NBT	303,372.71
Fire Apparatus Acct 2 NBT	58,854.83
General Fund NBT	345,389.49
Grant Reserve Acct NBT	11,972.32
NBT Operating	3,193.48
NBT Payroll Account	2,483.16
Operating	928.87
Repair Reserve Fund NBT	\$ 5,100.08
	\$1,061,911.67

- Balance Sheet as of March 16, 2022
- P&L from January 1, 2022 to March 16, 2022

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

- Budget vs Actual Department from January 1, 2022 to February 28, 2022
- Budget vs Actual District from January 1, 2022 to February 28, 2022
- Budget vs Actual New Engine from January 1, 2022 to February 28, 2022
- Check register from January 1, 2022 to March 16, 2022
- Updated Vendor List from January 1, 2019 to March 15, 2022 of companies that have billed the district directly
- Bank accounts reconciled for month of February
- Tax check received from Town of Union in the amount of \$518,789.07 deposited in the General Fund
- Tax funds transfer made per 2022 Budget from General Fund in the amount of \$200,000 to Fire Apparatus/Equipment Reserve
- Tax funds transfer made per 2022 Budget from General Fund in the amount of \$5,000 to Repair Reserve Fund
- Tax Fund transfer made per 2022 Budget from General Fund in the amount of \$20,000 to Building Reserve Fund
- Completed authorization form was submitted to NBT Bank to submit to Credit Card Company and received confirmation that form submitted to credit card company for processing as per motion made at February meeting
- NBT Bank advised credit card authorization form submitted will not be processed as credit card was cancelled by cardholder. Credit card statement received indicated a zero balance.
- Workers' Compensation insurance invoices were received and checks were issued in the amount of \$36,265.00 and \$218.00
- Received IRS Notification regarding Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return advised not required to file, sent notification to ADP for handling on 2/21/22. Also sent notification to Mondorf & Fenwick
- Contacted several different places regarding grants; currently working on a lead
- Currently the Diesel and Gas budget for 2022 is \$6,100.0. The 2021 actual cost \$3,809.73, approximately 1,646 gallons of gas 541 gallons of diesel. Will need to monitor closely resulting from continuing increases in gas and diesel.
- Refund received from Time Warner/Spectrum for \$8.00 resulting from Spectrum closing out the old account for Station 2 and opening up a new account. Deposited into checking account
- Attended two Office of the Comptroller's webinars "Improving the Effectiveness of Your Claims Auditing Process" and "Multi Year Planning". These webinars are available on the Comptroller's website for review approximately 2 to 3 weeks after the presentation.
- Waiting for some answers to finalize District side of inventory in order to complete and file with District Secretary
- Met with Finance Committee which included watching the webinar "Improving the Effectiveness of Your Claims Auditing Process".

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

Two insurance bills for the new pumper were received; discussion was that it was believed we have received the Certificate of Insurance from 4-Guys however the treasurer and secretary were not in possession of one. A copy was subsequently provided. This cost was about \$1,500 making us double insured until the pumper is delivered and 4-Guys' insurance is no longer applicable. It was agreed to pay this cost.

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

There is a bill from All-Star Sports from 2020 that has resurfaced for about \$260, for apparel for the EMS. Apparently, the packing slip and pink slip were never presented to the board at the appropriate time so we had no idea this billing was so old.

Motion was made by Boyer, second by Griffith to pay all bills from check number 6254 to 6286. All Commissioners voted in favor and the motion passed unanimously.

**Training:**

1. March 10th @ West Corners – N. Davis
2. March 19th @ Montour Falls – N. Davis
3. April 2nd @ Cortlandville FD Training by McNeil & Co. – N. Davis
4. May 12 to 15th @ Kingston NY – N. Davis
5. Incident safety officer held at Huron in late March - Steinhiser
6. Steinhiser has mileage to turn in from a January class

**Committee Reports:**

1. Boyer asked if Singer and those that have presented problems to him for the listing, have actually gone around with the Board to review the items on the list. Boyer questioned a few listings on the list.
2. We have not received a reply as to whether the painting schedule is ok with those having offices on the east side. It is hoped to start the painting and waxing can begin the first week in April. It was requested to have the Chief contact the handyman to work out the schedule.
3. ABC fire extinguishers inspected the hood system yesterday
4. All physicals are now complete

**Fire Prevention:** None

**Chief's Report:** None

**Company Report:**

1. M. Travis has resigned.

**Guests:** None

**Old Business:**

1. Have not heard if the Chief is progressing on the sale of the old rig

**New Business:**

1. Thermal imaging camera for interior use is being requested for the new engine. It is a single source piece of equipment and only one dealer can provide it. Motion was made by Griffith, second by Boyer to purchase the requested. The motion passed with an affirmative vote by Loveland, Griffith, Boyer and Davis. Schroedel voted no.
2. D. Thomas has canceled the district credit card he had. The account has been closed out since there are now no cards issued. If someone wanted a credit card, we would have to start at the beginning in setting up an account.
3. Motion was made by Griffith, second by Schroedel to approve all training requests. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Griffith, second by Schroedel to approve payment of B. Homa's notary renewal. All Commissioners voted in favor and the motion passed unanimously.
5. West door is not opening properly; Griffith will look at it tonight

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

6. Singer asked if the board is planning to dedicate the new engine to anyone as that would have to be ordered very soon so it can be mounted by 4-Guys. The Chief has a couple ideas so we need to decide as soon as possible. The plaque needs to be removed from the old rig we are going to sell.
7. We will honor the FOiL request and provide Steinhiser with the information as quickly as possible. It shall be provided by March 25<sup>th</sup>.

**Applications:** None

Motion for executive session made by Griffith, second by Boyer at 8:21 pm to discuss personnel matter.

Resumed the regular meeting at 9:24 pm.

Motion was made by Griffith, second by Schroedel to adjourn the meeting at 9:28 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

*Betty J Homa*

Betty J. Homa  
District Secretary