

West Corners Fire District
Regular Meeting Minutes – June 15, 2022

Attending:

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

Guests:

D. Grinnell
M. Heide
N. Steinhiser

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

Motion was made by Boyer, second by Schroedel to accept the minutes from the Regular Meeting held on May 18, 2022. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Boyer, second by Schroedel to accept the minutes from the Special Meeting held on May 25, 2022. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. All May bank statements received and reconciled
2. Mileage reports for May
3. List of items needing attention
4. Financial reports [see details in Treasurer's report]
5. Fire Company minutes for June
6. Two change orders for insurance coverage of the new pumper
7. Certificate of Insurance: Fat Cowboys BBQ / Pit Stop Popcorn
8. Leave of Absence letter for A. Hontz
9. Certificate of Origin for new pumper engine
10. Desk Review Report & check for truck damage
11. Copy of letter sent to Coughlin & Gerhart re: CPA audit
12. Copy of current physical for M. Loveland
13. CPA bid from Mondorf & Fenwick
14. Notice of Brush 29 needing inspection (given to D. Thomas)
15. Letter from Comptroller Office re: unclaimed funds
16. Check from McNeil for repairs to 2001 HME vehicle
17. Station request from company for Ice Cream Social, Aug 18
18. Station request change for Auxiliary craft fair to Nov 5

Treasurer's Report:

The Treasurer reported the following balances:

NBT Account 2	\$	10,603.43
NBT Account 3	\$	8,655.39
NBT Building Reserve	\$	160,732.59
NBT Fire App/Equip Acct 3	\$	170,667.17
NBT Fire App Equip Reserve	\$	28,294.92
NBT Fire Apparatus Acct 2	\$	58,862.25
NBT General Fund	\$	249,684.35
NBT Grant Reserve	\$	11,973.83
NBT Operating	\$	2,722.45

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NBT Payroll Account	\$ 2,691.92
Operating	\$ 928.87
NBT Repair Reserve Fund	<u>\$ 5,100.73</u>
	\$ 710,917.90

- Balance Sheet as of June 15, 2022
- P&L from January 1, 2022 to June 15, 2022
- Budget vs Actual Department from January 1, 2022 to May 31, 2022
- Budget vs Actual District from January 1, 2022 to May 31, 2022
- Budget vs Actual New Engine from January 1, 2022 to May 31, 2022
- Check register from January 1, 2022 to June 15, 2022
- General fund register from January 1, 2022 to June 15, 2022
- Bank accounts reconciled for month of May
- Building reserve account summary sheet
- Effective July 1, standard federal mileage rate will be 62.5 cents per mile, up 4 cents from the first half of 2022
- Provided additional financial information pursuant to M&T Bank regarding credit cards
- Received and deposited insurance claim check in the amount of \$643.00 along with Desk Review Report, and advised Commissioner Davis that check has been received in order for apparatus to be scheduled for repairs
- New house charge account for Route 96 Power & Paddle, has been opened
- All transfers and payments authorized at the Special Meeting of May 25, 2022 have been completed
- Chairman Loveland received the Certificate of Origin for the 2020 Spartan from 4 Guys on May 31, 2022. Engine committee received the binder regarding 2020 Spartan on May 31, 2022. District treasurer received paid invoice from 4 Guys.
- Comptroller's Office announced budget Navigation webinar, June 23, 2022 and information was provided to all Commissioners
- Comptroller's Office announced Seeking Competition in Procurement webinar on June 22, 2022 and information was provided to all Commissioners
- Upcoming 'Coffee with Commissioners' per announced by the Association of fire districts State of New York:
 - July 9: Open Meetings Law and Foil
 - August 6: Fire District Budget Process
 - September 10: Buying and Selling Fixed Assets
 - October 8: District Elections requirements
 - November 5: LOSAP and Cancer Reporting / Insurance Requirements
 - December 3: Topics for Annual Organizational Meeting
- Met with Commissioner Schroedel to go over various financial matters, in which we have started preparing the necessary documentations for the upcoming 2023 budget work sessions with the board

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.

Schroedel questioned why the summer tires were not placed on the white Chief's vehicle when it was inspected by Voorhees. He will ask former Chief Hontz about this.

Motion was made by Schroedel, second by Boyer to pay all bills from check number 6369 to 6407. All Commissioners voted in favor and the motion passed unanimously.

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Motion was made by Schroedel, second by Griffith to enter into executive Session for personnel matter at 7:12 pm

Resumed the regular session at 7:34. The matter will be handled externally.

Training: None

Committee Reports:

1. Draft of 2023 budget has been started
2. Concerned with exorbitant gas prices
3. Due to all buildings & grounds projects being scheduled, money may need to go to that line item
4. Did not get procurement/purchasing policies back from the lawyer
5. Looking at bay floor painting and reviewing estimates for this ranging from \$35,000 up to \$65,000. We need to decide whether we are going to proceed or put it on hold until later in the year. It will be noted on the action list for next March.
6. Plymovent is working manually, but needs repair to automatic mode; the new engine will need to have a hook up installed
7. Still needed to send photos of the broken pixel to vendor
8. Set date for October 15 at 11 am for dedication of the new engine and training building
9. Discussed the memorial service that we used to hold at our station
10. Repair on 29-3 will be scheduled as soon as possible

Fire Prevention: Fire Report for May

Chief's Report: None

Company Report:

1. B. Everitt and Z. Hoffman resigned
2. A. Hontz requested leave of absence
3. M. Loveland was reinstated to active member by the company
4. Ice Cream Social will be August 18; no pre-sale tickets will be sold

Guests: None

Old Business:

1. Once the Purchasing/Procurement policies are in place the Capital Improvement will be worked on
2. Nothing new on sale of the old rig
3. Schroedel asked if photos posted of fire scenes are being ok'd by the Chief to be posted. The Social Media policy may need some updating.
4. Motion made by Loveland, second by Davis to allow the Auxiliary to change the date of the Craft Fair to November 5th. All Commissioners voted in favor and the motion passed unanimously.

New Business:

1. Marijuana in the Workplace Policy will be held off until next month so the company has a chance to review it. It will be sent out to the company and auxiliary right now as the proposed policy so they are aware of it.

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2. FOB access system needs to be tightened up. Board agreed to have the Secretary have the admin rights to the system, with Commissioner Schroedel having access as well. N. Steinhiser's rights will be removed.
3. The Commissioners room door had an issue and we could not gain access; we had to have the knob replaced by the Computer Shop. Treasurer will contact Computer Shop regarding a key to the door. Key will be given to Secretary and to Computer Shop.
4. Only one bid regarding CPA audits was received from Mondorf & Fenwick. It was opened at this time by Chairman Loveland. The bid was for \$7,500. It will be review and voted upon next month.
5. Motion was made by Griffith, second by Boyer to adopt the increased federal mileage rate of 62.5 cents, effective on July 1, 2022 All Commissioners voted in favor and the motion passed unanimously.
6. Discussion was held on distribution of district policies as an electronic zip file. This will be looked at in January.
7. Motion was made by Boyer, second by Schroedel to appoint Neal Haight as Chief for the remainder of this year. All Commissioners voted in favor and the motion passed unanimously.
8. Motion made by Boyer , second by Schroedel to allow the company to hold the ice Cream Social August 18th. All Commissioners voted in favor and the motion passed unanimously.

Applications:

Motion was made by Schroedel, second by Boyer to re-appoint Marcus Loveland as an active member. Commissioners Boyer, Griffith, Schroedel and Davis voted in favor and the motion passed. Chairman Loveland abstained.

Motion was made by Schroedel, second by Boyer to adjourn the meeting at 8:57 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary

**West Corners
 Fire Department**

**FPO Report
 2021**



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

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	15	12.9	Endicott		
E.M.S.	21	0	Endwell	1	
Error			Vestal		
Totals	36		West Endicott		
			Union Center	5 (5)	4 (4)
Engine 98			Maine	2 (2)	4 (4)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine		
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
 cc Chief

*BGM Airport