

West Corners Fire District
Regular Meeting Minutes – July 20, 2022

Attending:

C. Loveland
R. Boyer
D. Griffith
M. Schroedel
J. Davis

Guests:

B. Homa
C. Kratochvil

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

Motion was made by Boyer, second by Schroedel to accept the minutes from the Regular Meeting held on June 15, 2022. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Griffith, second by Schroedel to accept the minutes from the Special Meeting held on June 28, 2022. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Griffith, second by Schroedel to accept the minutes from the Special Meeting held on July 13, 2022. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. All June bank statements received and reconciled
2. Chief Mileage reports for June
3. List of items needing attention
4. Financial reports [see details in Treasurer's report]
5. Fire Company minutes for July
6. Check received (\$26.69) from State Comptroller's Office, Unclaimed Fund Division
7. Fire Auxiliary minutes for June
8. Certificate of Insurance: Allied Signs, Doug's Fish Fry, Kovatch Mobile Equip, Spartan Fire, UE schools
9. Food for fires reimbursement from Newark Valley Fire District
10. Letter from Town of Union re: No pilot / Assessed Valuations for 2022-2023
11. Fire District Affairs June & July
12. Station use for Auxiliary Sep 2 / June 3, 2023 (Fat Cowboy's BBQ)
13. Notice of Cyber Incident Policy renewal
14. Notice from Office of State Comptroller re: Tax Cap set at 2% for 2023 budget
15. Bids for new Hose (see Chief's Report)
16. Copy of paperwork filed for firefighter injury claim
17. Copy from treasurer of Mileage Log revision sheet reflecting new federal rate
18. Quote from Kinsley Power Systems re: generator repair (\$4,025.19)
19. Air Cleaning Systems, Inc. re: information on Plymovent System (Preventative Maintenance Service, Dashboard Transmitter Install & Operating Instructions, Transmitter Install Options & Instructions, PM Performance List)
20. Packet from Red Cross re: blood drive date of Aug 31, 1 – 6 pm

Treasurer's Report:

The Treasurer reported the following balances:

NBT Account 2	\$	10,603.87
NBT Account 3	\$	8,655.75

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NBT Building Reserve	\$ 160,739.20
NBT Fire App/Equip Acct 3	\$ 170,674.18
NBT Fire App Equip Reserve	\$ 28,296.08
NBT Fire Apparatus Acct 2	\$ 58,864.67
NBT General Fund	\$ 228,694.22
NBT Grant Reserve	\$ 11,974.32
NBT Operating	\$ 1,985.78
NBT Payroll Account	\$ 2,794.84
Operating	\$ 10,630.46
NBT Repair Reserve Fund	\$ 5,100.94
	\$ 699,014.31

- Balance Sheet as of July 20, 2022
- P&L from January 1, 2022 to July 20, 2022
- Budget vs Actual Department from January 1, 2022 to June 30, 2022
- Budget vs Actual District from January 1, 2022 to June 30, 2022
- Budget vs Actual New Engine from January 1, 2022 to June 30, 2022
- Check register from January 1, 2022 to July 20, 2022
- Diesel/Fuel summary report from January 1, 2022 to June 30, 2022
- Bank accounts reconciled for month of June
- Mileage log updated reflecting reimbursement rate to 62.5 cents per mile effective July 1, 2022
- Received from Town of Union Comptroller, the 2023 Assessed Valuations which also indicates no pilots for 2023 for our District
- Chief Haight advised 29-3 body work will be done sometime this week
- Received and deposited check from Newark Valley Fire District for \$158.00 which represents full reimbursement for food purchased for ATV training
- Received and deposited check from NYS Comptroller in the amount of \$26.69 resulting from filing the necessary paperwork for unclaimed funds
- 2 percent money received in the amount of \$9,701.59
- Stopped Payment placed for check payable to Southern Tier Medical Care – NY PC in the amount of \$430.00 issued on April 22, 2022, replacement check issued
- 2021 CPA audit in the process of being finalized. Bill Fenwick will be meeting with the Board in August
- Legal Services Invoices from Hancock Estabrook will be coded to Legal: Special Counsel budget line
- Forwarded quote with General Terms and Conditions from Kinsley Power Systems to BoC resulting from preventative maintenance report that was attached to invoice
- Emails sent to vendors advising them new District Treasurer e-mail address is 'wcdistricttreasurer@gmail.com'. The current e-mail address is still being monitored and will continue to be monitored until further notice.
- Forwarded email from Comptroller's Local Training regarding upcoming webinar "Multiyear Financial Planning" to be held on July 27, 2022
- Met with Commissioner Schroedel to go over various financial matters including information necessary for the 2023 budget work sessions

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

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Motion was made by Schroedel, second by Boyer to pay all bills from check number 6408 to 6448. All Commissioners voted in favor and the motion passed unanimously.

Training:

1. Fire Police TIMposium training for N. Davis / S. Brandt / J. Davis on July 23 (taking EMS29 vehicle)
2. A. Kase to Basic Exterior Firefighter starting Oct 22nd in Endwell

Committee Reports:

1. Boyer washed cobwebs off front of station 2 and the paint on the front doors was washed away. Suggested to paint the bottom panels.
2. Keep finding the work out room at 68 degrees. Sign should be posted reminding that the temp be reset to 75 degrees upon leaving. Also discussed the fact there is no inventory of what work out equipment is at station 2, or who owns it.
3. Budget work sessions will be starting in August
4. VanGorder would like to come here to discuss insurance at either a work session or regular session.
5. Bill Fenwick will be coming to discuss draft of the audit for 2021 at the August work session.

Fire Prevention: None

Chief's Report:

1. Provided 3 quotes for new hose to replace what we lost during hose test. Out new hose complement is bare and we need to restock.
Quoted: Halo: \$6,846.00
Ward LaFrance: \$7,722.68
MES: \$7,785.00
We wish to use the low quote from Halo Fire Products.
2. Engine 29-3 is out getting the body damage repaired
3. Large vehicle PM has started - Engine 29-2 was first to go and needed some work to remain in service. Ladder 29 is currently out having its PM done.
4. Small vehicle PM and Inspections started today with each apparatus going out this week. The Red Tahoe's will be what's left.
5. New equipment spending has started and is ongoing. We will be purchasing PPE sets shortly.
6. Met with Darlene Leonard from the Auxiliary to discuss a couple of concerns on both sides. Productive meeting.
7. Please, if you have questions or concerns, do not wait until a meeting to pose them. I am generally available by phone if needed 607-343-2929 (pretty easy...). I prefer face to face or phone communications and I do not engage in email battles, as I have learned over 30 years in Emergency Services that many problems can be solved with a 30 second conversation versus days of "Reply alls". Our time is valuable.

Company Report:

1. Ice Cream social on August 18th

Guests: None

Old Business:

1. Message left for someone that is interested in purchasing the 1986 Spartan vehicle. According to the Comptroller's office it must be published for purchase. Schroedel will

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draft a resolution to sell this vehicle. Griffith will do bidding information with bids by September meeting. Davis will look into the county auction.

2. We will drop the pixel issue with the sign, and do the caulking and painting ourselves.
3. Fuel area lighting will be put on hold.
4. Loveland will speak with Neal about background/LENS checks
5. T. Maus gave quote for dedication plaque with cost of \$590 plus shipping. Motion was made by Griffith, second by Schroedel to purchase the plaque at a cost not to exceed \$750. All Commissioners voted in favor and the motion passed unanimously.
6. The AED unit in A. Hontz's personal vehicle was discussed as to whether it should be returned while she is on leave of absence. Motion was made by Griffith, second by Schroedel to have the AED unit to be stored in one of the Hontz's personal vehicles. All Commissioners voted in favor and the motion passed unanimously.
7. Motion made by Griffith, second by Schroedel to enter into maintenance contract with Plymovent Systems for yearly maintenance at cost of \$1,350 per year. All Commissioners voted in favor and the motion passed unanimously.

New Business:

1. Motion made by Schroedel, second by Boyer to allow the Auxiliary to use the station on September 2, 2022 and June 3, 2023 for Fat Cowboy's BBQ. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Boyer, second by Schroedel to purchase hose from Halo at a cost of \$6,846.00. All Commissioners voted in favor and the motion passed unanimously.
3. Motion made by Boyer, second by Schroedel to approve requested training for 3 Fire Police on July 23. All Commissioners voted in favor and the motion passed unanimously.
4. Motion made by Boyer, second by Schroedel to approve requested training for A. Kase beginning October 22. All Commissioners voted in favor and the motion passed unanimously.
5. Motion made by Schroedel, second by Boyer to give a key to the Commissioner's office to The Computer Shop in case the system/equipment should fail and access is needed. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Schroedel, second by Davis to accept the proposal from Mondorf & Fenwick for CPA audit for the next 5 years. All Commissioners voted in favor and the motion passed unanimously.
7. Motion made by Schroedel, second by Griffith to adopt the Marijuana Policy dated July 20, 2022. The motion passed with the following Roll Call vote:
AYE: Loveland, Boyer, Griffith, Davis, Schroedel
NO: None
8. Motion made by Schroedel, second by Griffith to adopt the Procurement Policy dated July 20, 2022. The motion passed with the following Roll Call vote:
AYE: Loveland, Boyer, Griffith, Davis, Schroedel
NO: None
9. Motion made by Schroedel, second by Griffith to adopt the Purchasing Policy dated July 20, 2022. The motion passed with the following Roll Call vote:
AYE: Loveland, Boyer, Griffith, Davis, Schroedel
NO: None
10. Motion made by Loveland, second by Davis to allow the Red Cross to use the station on August 31 for a blood drive. All Commissioners voted in favor and the motion passed unanimously.
11. Motion made by Schroedel, second by Davis authorizing the Treasurer to obtain an Official Bank check from M&T Bank in the amount of \$9,701.59, for the 2% money we received. This check will be made payable to West Corners Fire Company Number 1. All Commissioners voted in favor and the motion passed unanimously.

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12. Motion made by Schroedel, second by Davis to authorize the transfer of \$5,000 from the Building & Grounds Improvement budget line to the Legal Special Counsel budget line. All Commissioners voted in favor and the motion passed unanimously.
13. Repairs to generator will be tabled for now
14. Chair will contact the Chief telling him that he will need to strictly adhere to the Procurement/Purchasing Policies, and try to limit spending.
15. Old unusable gear needs to be disposed of.

Applications: None

Motion was made by Griffith, second by Schroedel to adjourn the meeting at 8:43 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary