

West Corners Fire District
Regular Meeting Minutes – April 19, 2023

Attending:

Commissioner Loveland
Commissioner Schroedel
Commissioner Davis
Commissioner Heide

B. Homa, Secretary
C. Kratochvil, Treasurer

Guests:

R. Boyer
E. Dean
M. Dean

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

Motion was made by Schroedel, second by Davis to accept the minutes from the Regular Meeting held on March 15, 2023. All Commissioners voted in favor and the motion passed unanimously.

Communications:

1. All March bank statements received and reconciled
2. Chief Mileage reports for March
3. Financial reports [see details in Treasurer's report]
4. Company minutes from April
5. Lease payment from Verizon
6. Verizon Town & County tax reimbursement
7. ESIP amended District Treasurer coverage
8. Kinsley Group: insurance certificate
9. OSHA completion certificates for Treasurer C. Kratochvil
10. Applications: C. Cox, T. Cox, M. Rusnak
11. Broome County Board of Elections re: station use
12. Emergency Services Agreement
13. Proposed Conflict Resolution Policy
14. Copy of Agreement between Town of Union and West Corners Fire District regarding the new generator (unsigned copy)

Treasurer's Report:

The Treasurer reported the following balances:

Account 2 NBT	\$ 10,655.66
Account 3 NBT	\$ 8,698.04
Building Reserve Acct NBT	\$291,777.55
Fire App Equip Reserve 3 NBT	\$176,567.12
Fire App Equip Reserve NBT	\$ 43,835.85
Fire Apparatus Acct 2 NBT	\$ 64,159.98
General Fund NBT	\$362,447.98
Grant Reserve Acct NBT	\$ 12,032.80
NBT Operating	\$ 4,608.64
NBT Payroll Account	\$ 3,103.44
Operating	\$ 928.87
Repair Reserve Fund NBT	\$ 15,141.61
	\$993,957.54

- Balance Sheet as of April 19, 2023
- P&L from January 1, 2023 to April 19, 2023
- Budget vs Actual Dept Side from January 1, 2023 through March 31, 2023
- Budget vs Actual District Side from January 1, 2023 through March 31, 2023
- Bank accounts reconciled for month of March 2023

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- 2023 Town/County Property Tax reimbursement received from Verizon Wireless
- 2023 Lease payment from Verizon Wireless received
- Federal Award - working with Mondorf and Fenwick regarding all the requirements in setting up new set of books
- Contacted Coughlin & Gerhart regarding the agreement
- Need to set up another checking account for this Federal award
- Met with Finance Committee to review various items

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.

Motion was made by Schroedel, second by Davis to reimburse M. Heide \$120 for the Commissioner training class, pending receiving a copy of the receipt. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Schroedel, second by Davis to pay all bills from check number 6772 to 6815. All Commissioners voted in favor and the motion passed unanimously.

Training: None

Committee Reports:

Finance Committee: Nothing to report

Building & Grounds:

1. In regards to cleaning the stove, Duffy's recommended a company that does various businesses. Thus Action Cleaning Equip of Central NY was contacted and asked questions of what equipment we have, which was provided.

Insurance

1. LENS up and running and up to date

Equipment: Nothing to report

Fire Prevention: Report from March 2023 attached

Chief's Report:

1. We are still working through OSHA with some folks. As stated last week, we are having some technical issues.
2. Hose from the July 2022 order arrived a few weeks ago.
3. New Sensit gas meter is in service. We are trying to figure out if we can fix the old one reasonably.
4. Chief has been keeping an eye on Station 2 and the exercise equipment.
5. Regarding the selling of radios – Campville Fire Board will be bringing it up at their May meeting. We should know after that if they would like to purchase them.
6. As far as applicant physicals, if applicants could be approved at a Board meeting pending completion of a successful (and "passing") physical, that is fair. We can't make the process go any longer than it already is.
7. Two persons have not started the McNeil OSHA training; they have been contacted. Schroedel contacted the Fire Association lawyer regarding Sexual Harassment training and stated a private company's training should not be accepted. The training should relate to our specific policy. Therefore, everyone needs to do the West Corners training.

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Company Report:

1. Recruitment day is this Saturday; not much is planned yet, but E. Dean is working on it

Guest Comments: None

Old Business:

1. Motion made by Schroedel, second by Davis to destroy all old safe contents as listed at the end of these minutes. All Commissioners voted in favor and the motion passed unanimously.
2. Regarding the Property Tax exemption, Broome County has passed the resolution. Schroedel will speak with the Town of Union lawyer regarding us passing the resolution before the Town of Union does. The resolutions can be downloaded from online, Schroedel will send it to our lawyer for review before we adopt the resolution.
3. Campville will be voting on purchasing our old radios at their May meeting.
4. E-draulic tool grant technical review is just beginning, so it will be quite a while before we hear anything.

Motion to go into executive session made by Heide, second by Schroedel to discuss personnel matter at 7:46 pm

Returned to regular session at 8:07 pm

New Business:

1. Kitchen remodel meeting has been scheduled for April 29th at 10 am.
2. A print out of computers being backed up was provided by TCS a bit ago, but some computers show they are not online so they can't be backed up. Schroedel will get a new listing and contact those people.
3. Motion to sign the Emergency Services Agreement made by Loveland, second by Schroedel. All Commissioners voted in favor and the motion passed unanimously.
4. Conflict resolution policy will be put on hold for a month.
5. Motion was made by Heide, second by Schroedel for the company to use the station on the following dates: Little League parade 4/22, Recruitment day 4/22, NYS class 4/24, Ice Cream Social 8/17. The company is not submitting station use forms and will be reminded to do so. All Commissioners voted in favor and the motion passed unanimously.
6. Motion made by Schroedel, second by Davis to authorize the Auxiliary to spend up to \$150 for flowers, etc for the year. Any purchases should be at businesses where we have accounts due to tax exempt status, and paid for by a district credit card, of which the president is in possession of. All Commissioners voted in favor and the motion passed unanimously.
7. Physical guidelines were discussed. Motion was made by Schroedel, second by Heide to adopt the physical guideline as follows:
 - Company approves applicant after second read.
 - Board of Directors notifies applicant that they have been approved and authorizes the applicant to obtain the physical
 - Board of Directors notifies the District Secretary that the applicant has been approved and authorized to obtain the physical
 - District Secretary presents the application to the Board of Commissioners at the next District Meeting
 - If the physical results are available, the Board votes to approve.
 - If the physical results are not available, then the Board votes for provisional approval pending receipt of the results.

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- District Secretary notifies Board of Directors that approval/provisional approval has been granted by the Board of Commissioners and that a provisional approval is valid until the date of the following District meeting.
- If physical results are not received by the Board of Commissioners by the following district meeting, then the provisional approval will be rescinded. The District Secretary will communicate this with the Board of Directors. Note that the application is not disapproved; it just means that the provisional approval is rescinded. The Board of Commissioners will review the application again at a future district meeting when physical results are available.

All Commissioners voted in favor and the motion passed unanimously.

8. Motion made by Schroedel, second by Heide to allow the Broome County Board of Elections use the station on June 27 for a primary, and November 7 for the general election. All Commissioners voted in favor and the motion passed unanimously.
9. Motion made by Loveland, second by Davis to provide the company with pizza and wings next Tuesday night to thank them for moving furniture for waxing of the floors; not to exceed \$100. All Commissioners voted in favor and the motion passed unanimously.
10. Motion made by Schroedel, second by Davis to have the Treasurer set up a set of Quick Books for the West Corners Fire District – Federal. All Commissioners voted in favor and the motion passed unanimously.
11. DVR in the office at station 1 is having issues. Motion made by Schroedel, second by Heide to have TCS install NVR 4K System 16 Channel w/remote view for Phone & PC at a cost of \$799.99. All Commissioners voted in favor and the motion passed unanimously.
12. E. Dean needs an account set up in his name on the Fire Prevention computer he uses for reports. TCS will be contacted to do this.
13. A personnel matter was discussed in executive session. The Chief will be contacted regarding this.
14. Motion was made by Schroedel, seconded by Davis, to accept the H. Gow estimate dated 12/19/22 for rust remediation at station 2 doors in the amount of \$1,978.00. Final approval will be contingent on estimate still being valid. All Commissioners voted in favor and the motion passed unanimously.

Applications:

1. Motion made by Heide, second by Schroedel to accept the application of Charles Cox. All Commissioners voted in favor and the motion passed unanimously.
2. Motion made by Heide, second by Schroedel to accept the application of Tyler Cox, pending receiving physical results before the next district meeting. All Commissioners voted in favor and the motion passed unanimously.
3. Motion made by Schroedel, second by Heide to accept the application of Michael Rusnak, pending receiving physical results before the next district meeting. All Commissioners voted in favor and the motion passed unanimously.

Motion was made by Heide, second by Schroedel to adjourn the meeting at 8:50 pm. All Commissioners voted in favor and the motion passed unanimously.

Respectfully submitted,

Betty J Homa

Betty J. Homa
District Secretary
Electronically signed

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**West Corners
 Fire Department**

**FPO Report
 2023**



**Bureau of Fire Prevention
 Monthly Incident Report
 Mar-23**

Alarm Types	# of Alarms	Alarm Hours	Mutual Aid	Given	Received
Fire	13	5.5	Endicott		
E.M.S.	30	3.3	Endwell		
Error			Vestal		
Totals	43		West Endicott		
Engine 98			Union Center	1 (1)	3 (3)
			Maine	2 (2)	3 (3)
			Newark Valley		
			Owego		
			Campville		
			Berkshire		
			East Maine	1*	
NFIRS submitted			Glen Aubrey		
			Apalachin		

cc Board of Fire Commissioners
 cc Chief

*BGM Airport

(#) indicates number of automatic mutual aid/standby calls

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Safe Contents to be authorized for destruction:

Description of Media	Media Type
WCFD Year End 2014	CD
Final 10/17/12	CD
WCFD 2013	CD
WCFD 9/19/15	CD
WCFD 7/17/15	CD
Backup 11/11/15	CD
WCFD 3/18/15 Backup	CD
WCFD 2013	CD
WCFD 5/22/2015	CD
WCFD 1/1/15 – 2/17/15	CD
WCFD Year End 2014	CD
2014 Dept Backup	CD
Lori Backup 12/21/14	CD
WCFD 4/3/76	CD
2015 WCFD Year End	CD
May 2015	CD
Mondorf Year End 2014	CD
WCFD 8/19/15	CD
2012 Dept Files	CD
WCFD Year End 2014	CD
Schroedel Passwords 2021	Paper

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Schroedel Mileage Ace Password 5/2021	Paper
WCFD Final 2012	CD
Schroedel Passwords 2012	Paper
Quickbooks Backup 1/1/2015	CD
Quickbooks Backup 6/2015	CD
Mang Insurance Renewal 2010	Paper
Mang Insurance Renewal 2012	Paper
Squad Bill of Sale 1985	Paper
Quickbooks 8/15/12	CD
Data from Treasurer computer 9/23/15	Thumbdrive