



**Corning Joint Fire District
Budget Workshop
July 29, 2020 @ 17:30pm**

1. Meeting called to order @ 17:31 by Commissioner Shafer.
2. Members Present: Ryan Burrell, John Clarkson, David Shafer, Chet Tuttle, Brian VanDusen
3. Pledge of Allegiance led by David Shafer
4. Motion made to review and improve on draft budget for 2021 by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.

Income:

Sources of income include:

- Tax levy \$520,000. Placed \$35,000 in 4 different shared reserve accounts.
- Some interest approx. \$750 by year end.
- 2% fire tax totaling \$7,873. This 2% tax must be spent on fire firefighter benefit. Further discussion to occur on how to disburse to department/members.
- \$41,617 one-time payment from Village of South Corning- 50% of proceeds of reserve account that was set aside for South Corning Fire Department. Other 50% to be used on items that would benefit lease arrangement between the Village and the Fire District such as new roof on shed. District gave list to Village on 7 things that they would like to see the remaining funds utilized for.

Other ways to gain revenue is possibility of increase of tax levy. This would be increase by limited amount. Application for Grants but often off-setting expenses which can affect the bottom line. Revenue for fire district of NYS but non-applicable at this time.

- Total Income Budgeted: \$532,000
- Total Income Actual for 2020: \$569,878

Expenditures:

6 months of operating experience at this time.

- Line items:
 - Insurance- amount lower than budgeted
 - Salaries- lower than budgeted as secretary started in April and not January
 - Utilities- budgeted amount fairly predictable (budgeted a little under budget in this category per Commissioner Shafer)

- Record Management- Has not been utilized as not needed at this time.
- Judgements/Claims have not been used
- 2 employee salaries
- Equipment & Capital Outlay (Fire Service & Administration)
 - Firefighting expenses/EMS/Operating Expenses
 - EMS \$6,000 Only spent \$600 so far. Possibly total of \$1000 may be used as blood glucose meter purchase approved. Surplus possible in this line item.
 - Firefighting Equipment new line item- no budget amount but will need to look at allotting money in this area
 - Equipment repairs: \$9,000 divided in three categories. Approx \$1,000 utilized at this time.
 - Small equipment purchases: \$30,000 but have only spent \$2,200
 - Power Tool Expenses: \$3,500 budgeted. Holmatro service completed last night.
 - Emergency Vehicle Repairs: \$21,000 budgeted. \$12,000 spent so far. Large surplus not expected.
 - Radios/Communications: Computer installation for portable/mobile pagers expected around \$4-5,000.
 - Turnout Gear: Budgeted \$20,000. Spent \$3,600 but received \$15,000 of turn out gear and ice rescue suits. Will be slight deficit.
 - Fuel: \$8,000. Will spend approx. \$4,000 by years end.
 - Emergency Vehicle Leases:
 - Lease payment on Station 16 Engine 25 Approx. \$4,700/month
 - \$19,000 settlement to close out loan of PT-43. Sold for \$179,000. District picked up loan close out expense.
 - Air-Pack Maintenance: \$5,000 budgeted. \$1,632 spent. More testing completed today so additional expense will be noted.
 - Equipment Testing: Waiting on final numbers for end of year.
 - Small Equipment purchases: \$30,000 budgeted. Only \$2,270 spent. Knox box to also be paid for from this line item. Possible surplus at year end.
 - Community Events- \$2,500 budgeted. None spent but possibly due to COVID
 - Fire Prevention Programs- \$3,000 budgeted. None spent but possibly due to COVID.
 - Rehab Supplies- \$1,000 budgeted. Commissioner Shafer thinking we need district wide form to help allocate reimbursement.
 - Chief's Account- \$2,500 budgeted
 - Accounting Services: Audit Preparation Fee \$5,000. May be a 2021 expense as audit not due until March 2021.
 - Legal Services: Budgeted \$10,000. Awaiting bill to pay Attorney Hannigan. Town received grant to cover legal expenses. Awaiting more feedback from the town regarding this.
 - Janitorial Services: East and North Corning both have. This may go up by the end of the year.
 - Fire Alarm System: Discussion of installing fire alarm system for North Corning station. \$4,000 budgeted for installation. Commissioner

Clarkson to follow up. Commissioner Shafer states East Corning utilized CPE Interlink and recommends follow up with this company.

- Boiler Inspection: \$50. East Corning had this completed. North Corning also has a boiler. Commissioner Clarkson to follow up if needed for North Corning. Increase in this line item may be needed.
- Fire Extinguisher Maintenance: \$1,000 budgeted. LaFrance to complete this for Station 16 and 43. Must also be done on the trucks. South Corning has the inspections covered by the Village but District must cover inspections of fire extinguishers on the trucks.
- Medical Exams: \$20,000. Awaiting bills on station 34 bill of \$3,800. Station 16 approximately the same. May be under budget at end of year.
- Office Supplies: \$3,000. Under budget. Commissioner Shafer to place order this week. Requesting other departments to let him know of any needs.
- Office Equipment: \$0 budgeted. \$2,860 expended for administrative district office filing cabinets.
- Telephone Service: \$3,500 budgeted for 3 stations (Station 43 in transition now).
- Postage & Shipping: \$300 budgeted. Small shipping expenses.
- Occupancy Expenses: (Electric, Heat, Streaming Services):
 - Electricity: \$7,500 budgeted. On target for the year.
 - Heat: \$14,000 budgeted. On target for the year.
 - Streaming Services: \$3000 budgeted. A little under budget in this category per Commissioner Shafer.
- Insurance/Property Liability: \$30,000 budgeted. \$20,788. Approx \$900 under budget in this category.
- Trash Removal: \$3,000 budgeted. May be slightly under budget.
- Repairs: \$5,000 budgeted. Sizable potential repair cost at station 43 and smaller repair at station 16. Potential for \$37,000 in repairs between 2 stations.
- Water/Sewer: \$1,500 budgeted. Largest part of this bill was debt payment in front of East Corning Fire Dept of \$900.
- Fire Houses Leases: \$20,000 budgeted. Within budget- \$12,000 Village Hall rental and \$1,000 each to North Corning and East Corning for lease agreement.
- Building Maintenance: \$5,200 budgeted for several categories. Minimal use has been noted here but may change with noted repairs
- Hardware/Software: \$6,000 budgeted. Over budget by material amount on this due to Emergency report system, ERF's, website development, computer for district office.
- Computer maintenance: \$500 budgeted. None utilized at this time.
- Printing/Publication: \$2,500 budgeted. May be on target by end of year.
- Training/Equipment: \$3,600 budgeted. Have not spent anything at this time.
- Travel Expenses: \$1,750 budgeted. All budgeted monies set aside for crash course due in September. Awaiting to find out if this will occur.
- Registration fees: \$3,000 budgeted.
- Dues/Subscriptions: \$1,100 budgeted over several line items.

- Bank Fees/Etc: \$500 budgeted. May be under budget at years end.
 - Payroll Services Fees: \$750 budgeted.
 - Other:
 - Awards: \$1000 budgeted. None spent at this time.
 - Uniforms/Badges: \$5,000 budgeted. None spent at this time.
 - Annual Dinner: \$10,000 budgeted. Planned to be portioned out to each fire department but due to COVID nothing has been utilized yet.
 - Food/Drinks: \$2,500 budgeted. Minimal spent.
 - Donations: \$2,500 budgeted. None spent.
 - Distribution of 2% Funds: \$12,000 budgeted. To be distributed at later time to fire departments for members.
 - Advertising/Newspaper: \$0 budgeted. \$253 spent.
 - Election Staff: \$0 budgeted. \$210 spent.
- \$359,000 amount spent. Operating surplus of \$210,847. This may alter depending on repairs and other purchases. This is the area we need to look at apportioning to other capital purchases (i.e. new building, new truck etc). Discussion on what purchases should be allocated for first. Air packs, building repair/new building for South Corning, apparatus.
 - Discussed grant writing for air packs.
 - Question presented by treasurer if departments did not submit bills/concerns due to this being the first year.
 - Answer from Commissioner Burrell: Many items not utilized due to COVID. Training on hold due to COVID. Commissioner VanDusen also felt COVID was a large factor.
 - Wednesday, September 30, 2020, last day to adopt final District budget and must be published in paper/website. Public hearing on October 20, 2020. Must determine fleet/building needs by then. Commissioner Burrell meeting with companies on quotes for new tankers at this time. No other fleet needs identified at this time. Commissioner Shafer also noted review of interest rates due to high cost of these items.
 - \$37,000 repair estimate for Station 43 and Station 16 discussed. Replacing double door at station 43 may be negotiable as the doors still work but roof repair is necessary at this time. Commissioner Burrell stating that feedback needed from Chiefs.
 - Commissioner Shafer working to allocate proper funding in each line item for 2021 budget. Would like line officers part of that discussion and then to move forward.
 - MES coming to meeting next week to discuss air packs. Discussed how to spend \$40,000 one-time payment from Village of South Corning. Possibly use for air packs or station 43 repair. To continue discussion at next meeting.

5. Motion to review National Relics by Commissioner Tuttle. Second by Commissioner Burrell. Carried. None opposed. September 11, 2020 through September 13, 2020 at noon. National Relics need 25 tables for their National Artifacts at Legion in South Corning. Commissioner Burrell made motion to lend tables. Second by Commissioner Clarkson. Carried. None opposed.
6. Visitors Comments: none
7. Motion to adjourn by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed. Meeting adjourned at 1900pm.

Respectfully Submitted;

Jennifer L. Mullen, CJFD Secretary