

OTTO FIRE DISTRICT
 BOARD OF FIRE COMMISSIONERS
 ORGANIZATIONAL MEETING MINUTES
 JANUARY 2020

This meeting was virtual. The bank statements and new bills were scanned and emailed to all Commissioners. The motions were printed, mailed out to each Commissioner and returned. designating votes.

Commissioners: Kim Dickinson 2025
 Don Girod 2024
 Ron Neal 2023
 Don Sinn 2022
 Stew Ritchie 2021
 Allison Girod Secretary/Treasurer

1. Commissioner Oath of Office for Kim Dickinson, term until December 2025 was signed and will be filed with the Town Clerk.
2. Motion to elect Don Girod Chairman for 2021: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
3. Motion to appoint Allison Girod Secretary/Treasurer for 2022: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
4. Motion to continue the secretary/treasurer salary at \$550 per year: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
5. Secretary/Treasurer Oath of Office was signed and will be filed with the Town Clerk.
6. Surety Bond of Treasurer- The insurance policy bond for both the district treasurer and the district secretary is \$100,000. Motion that this is sufficient . Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
7. Audit of Treasurer
 - a) Submission of end of year balances

	Balance 1/1/20	Interest Rate
CCB checking - #1710057912	\$1,234.97	0.10%
CCB savings – Savings #1720049483	\$13,188.76	0.20%
CCB savings – Contingency #1720049505	\$61,160.73	0.20%
CCB savings – AirTanks #1720052999	5,684.59	0.20%
CCB savings – Reserve #1720049513	\$15,852.02	0.20%
CCB savings – Reserve CD #300000241	\$67,487.83	3.0%
Total	\$164,608.90	

- b) Review of 2019 Bank Reconciliation – this was done monthly all year.
- c) Final statements for all bank accounts were scanned and sent by email. The review of 2020 payments and bank account statements was done at in person meetings during the year: February, March, April, September, and October.
8. Motion to name the Olean Times Herald as the district newspaper: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
9. Motion to designate Cattaraugus County Bank as the district Bank: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
10. Motion to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes
11. Motion to continue membership in Association of Fire Districts:: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
12. Motion to approve the continuation of the lease of the Otto Fire Hall at an annual rate of \$5,205 plus heat: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.:
13. Resolution to continue the Reserve fund in CCB savings account #1720049513 and CCB certificate of deposit #300000241: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.:
14. The annual conflict of interest statements were filled out and signed by all Commissioners. These forms will be filed with the Secretary/Treasurer.
15. Review of board policies (available on website):
Investment Policy (adopted October 2008)
Procurement policy (adopted February 2010)
Ethics policy (adopted June 2007)
Motion to continue these policies: Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.:
16. Motion to give the treasurer permission to transfer funds during the year as needed from the savings accounts to the checking account to pay approved bills: These transfers will be noted in the monthly treasurer's report. Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.:

Regular monthly business

1. January Treasurer's report:

Transfers : \$3,500.00 from Savings to Checking to pay December bills and to ensure that the minimum balance of \$2500 is in the checking account.

Bills paid since December:

Ck #	Payment information	Amount
1839	Verizon Wireless – due 12/11	\$13.71
1840	National Fuel – (actual)	\$21.32
1841	Town of Otto – truck fuel	\$366.03
1842	Town of Otto – Otto7 repair parts	\$151.57
1843	Allison Girod – 2020 Secretary/Treasurer salary	\$550.00
1844	Catt County DPW – truck supplies	\$31.06
1845	Occustar – one last firefighter physical (Tim Walsh)	\$200.00
1846	Ganoungs Fire Protection – fir extinguisher annual maintenance	\$108.00
1847	Bradford Publishing – election ad	\$18.02
1848	USPS - stamps	\$22.00

Bills to pay

	Verizon Wireless (due 1/11/21)	\$13.67
	National Fuel (estimated)	\$124.96
	USPS – post office box annual fee	\$56.00
	Churchville Fire Equipment – parts for Otto1 primer pump	\$497.00
	Matt Dickinson – can of non-ethanol fuel for small engines	\$14.00
	Bank of Cattaraugus – safe deposit box	\$15.00
	Total	

The current bills were scanned and emailed to all Commissioners . The bank account statements and check images from December 31, 2020 were scanned and emailed to all Commissioners . Motion to approve the treasurer's report and pay the bills; Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.:

3. New member: Gabrielle Williams (9177 Otto Cattaraugus Rd) has applied to be an active member of the fire department; She works for USPS, mostly at the East Otto Post Office. She has said she is interested in Firefighter and Fire Police status. Motion to approve her membership subject to a successful background check. Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.:
4. Motion to approve the end of year financial report (attached). Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.: This report will be used to submit the Annual Update Document (AUD) to the state. Jim Wodjan has agreed to do an audit for 2020.

5. information to know:

- a) One active member (Jeff Westman) did not comply with the sexual harassment training quiz. For now he will be moved to associate status as indicated in the letters sent by the district.
 - b) Tony and Matt have worked very hard on the state reporting. The two major fires this fall made this very difficult.
 - c) In addition to the new member application for Gabrielle, Erika Stang is changing from associate member to active member so she can help with calls.
6. Insurance Claims . We have made two insurance claims recently. Two sets of turnout gear were burned up in the Marek fire. Allison got estimates from Churchville and the claim has been submitted and approved for the amount \$7198. The second claim is to cover the deductible (\$500) on Tony's insurance for the damage to his truck at the North Otto Rd fire.