

OTTO FIRE DISTRICT
 BOARD OF FIRE COMMISSIONERS
 ORGANIZATIONAL MEETING MINUTES
 January 10, 2023

Attending: Kim Dickinson 2025 Allison Girod, Secretary /Treasurer
 Don Girod 2024 Paul Stang, OttoVFD President
 Ron Neal 2023 Trisha Priest, Otto Chief
 Stew Ritchie 2026
 Don Sinn 2027

- 1) Commissioner Oath of Office – Don Sinn has been elected to a term ending in December 2027. He has signed the Oath of Office and this will be filed with the Town Clerk.
- 2) Motion to elect Don Girod Chairman for 2023: made by Don Sinn, seconded by Kim, approved.
- 3) Motion to appoint Allison Girod Secretary/Treasurer for 2023: made by Don Girod, seconded by Don Sinn, approved.
- 4) Motion to continue the Secretary/Treasurer salary at \$550 per year: made by Stew, seconded by Don G, approved.
- 5) 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 made by Don G, seconded by Ron, approved.
- 6) Audit of Treasurer
 - a) Submission of end of year balances

	Balance 1/1/23	Interest Rate
CCB checking - #1710057912	\$8,467.59	0.05%
CCB savings – Savings #1720049483	\$43,282.78	0.25%
CCB savings – Contingency #1720049505	\$124,496.05	0.50%
CCB savings – AirTanks #1720052999	\$12899.70	0.25%
NYCLASS NY-01-1150-0001 Reserve	\$123,216.06	4.04%
Total	\$308,303.34	

b) Review of 2022 Bank Accounts
 Bank Reconciliation was done monthly all year. The review of 2022 payments and bank account statements was done at meetings during the year.

7. Motion to name the Olean Times Herald as the district newspaper: made by Don G, seconded by Don S., approved.

8. Motion to designate Cattaraugus County Bank and NYCLASS as the district Banks: made by Kim, seconded by Ron, approved.
9. Motion to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: made by Don G, seconded by Kim, approved.
10. Motion to continue membership in Association of Fire Districts made and approved at the December 2022 meeting.
11. Motion to approve the continuation of the lease of the Otto Fire Hall at an annual rate of \$5,205 plus heat: made by Ron, seconded by DonG, approved.
12. Resolution to continue the Reserve funds in NYCLASS account NY-01-1150-0001: made by DonS, seconded by Kim, approved.
13. Review of board policies (on website <http://www.ottony.org/html/firedist.html>):
 - Investment Policy (adopted October 2008)
 - Procurement policy (adopted February 2010)
 - Ethics policy (adopted June 2007)
 Motion to continue these policies: made by Kim, seconded by Ron, approved.
14. 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: made by DonG, seconded by Stew, approved.

Regular monthly business

1. Approval of December 2022 minutes.
2. January Treasurer's report:
Bills paid since December:

Ck #	Payment information	Amount
1960	Verizon Wireless (due 12/11/22)	\$14.70
1961	National Fuel (estimated)	\$114.06
1962	Town of Otto - truck fuel for 2022	\$848.52
1963	Town of Otto – Otto2 rear differential removal and replacement	\$3,113.30
1964	Allison Girod – 2022 Secretary/Treasurer salary	\$550.00
1959	USPS (2 books stamps)	\$24.00
1965	Association of Fire District of the State of NY (for 2023)	\$200.00
1966	Paul Stang – reimburse training refreshments	\$125.05
1967	Paul Stang – reimburse ethanol free gas for small engines	\$25.02
1968	Bradford Publishing – ad for election	\$20.77
1969	MRC Repair – Otto5 & Otto7 inspections	\$40.00

Bills to pay

	Verizon Wireless (due 1/11/23)	\$13.58
	National Fuel (actual)	\$181.30
	USPS – post office box annual fee	\$66.00
	Promark Agencies (premium for the cancer insurance)	\$840.00
	Total	

Old Business

3. Ambulance phone – nothing has been done yet. A new pulseox is needed to replace the one that is over 20 years old and not working.
4. State inspections for Otto1 and Otto2 have now been completed thanks to Robert Barber Jr.

New Business

5. Financial report for 2022. This report will be used to work on the required online state document. Motion to approve this report: made by Stew, seconded by Kim, approved.
6. The Otto VFD executive committee directive below was written and will be given to all the members of the department. New members will get it when they get their initial information approving their membership.

Policy Update 2023-0001

A meeting of the Otto Fire Department Executive Committee, on December 22, 2022, concluded with this directive:

Opinions, concerns, or ideas regarding inconsistencies, shortcomings, or deficiencies of the Otto Fire Department or any of its members MUST be expressed at a meeting of the Chiefs or communicated to the individual compiling the After- Action Report pertaining to an incident or event.

7. Motion to approve the chiefs for the fire department for 2023:
Chief: Trisha Priest
1st Assistant: Matt Dickinson
2nd Assistant: Robert Barber jr
3rd Assistant: Duane Moore II
Made by Ron, seconded by Kim, approved.

8. Motion to approve the fire company events for 2023: Made by DonG, seconded by Kim, approved.
 - Feb 5 - Breakfast
 - March 5 – Breakfast
 - June 3 – Meat raffle / gun raffle
 - Sept 23 – Harvest festival (Town of Otto 200th anniversary)
 - Nov 12 – Breakfast
 - November Holiday raffle
 - Dec 2 – pancakes with Santa

9. Motion to approve new members subject to county background check:
 - Brenda Mallaber - associate membership
 - Douglas Clear – interested in driver, firefighter, fire police