

OTTO FIRE DISTRICT  
 BOARD OF FIRE COMMISSIONERS  
 ORGANIZATIONAL MEETING MINUTES  
 JANUARY 6, 2015

Attending: Don Girod 2014 Allison Girod, Secretary/Treasurer  
 Marlene Gregory 2015 Warren Dickinson  
 Joe Pocobello 2016  
 Don Sinn 2017  
 Ron Neal 2018

1. Meeting was opened at 7:30pm by Don Girod.
2. Commissioner Oath of Office for Don Girod, term until 2019, will be done at the OttoTown Hall and filed with the Otto Town Clerk.
3. Motion to elect Don Girod Chairman for 2015: made by Ron, seconded by Joe, approved.
4. Motion to appoint Allison Girod Secretary/Treasurer for 2015: made by Marlene, seconded by Don S, approved.

Motion that the annual salary of the secretary/treasurer remain at \$550: made by Joe, seconded by Ron, approved. Secretary/Treasurer Oath of Office will be done at the town hall and filed with the Otto Town Clerk.

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 Marlene, seconded by Don S, approved.

6. Audit of Treasurer
  - a) Submission of end of year balances

	Balance 1/1/15	Interest Rate
CCB checking - #1710057912	\$ 468.54	0.10%
CCB savings – Savings #1720049483	\$ 8,607.63	0.20%
CCB savings – Contingency #1720049505	\$ 32,350.75	0.20%
CCB savings – Reserve #1720049513	\$ 35,105.52	0.20%
CCB savings – Radio #1720052999	\$ 10,003.45	0.20%
Total	\$ 86,535.89	

- b) Review of Bank Reconciliation
  - c) Review of Receipts, Payments, Bank Accounts

The reconciled 2014 checking account statements, check images, savings account statements and paid bills were reviewed by all Commissioners.

7. Resolution to name the Olean Times Herald as the official district newspaper: made by Ron, seconded by Joe, approved.
8. Resolution to designate CCB as the district Bank: made by Marlene, seconded by Joe, approved.

9. Resolution to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: made by Joe, seconded by Don S, approved.
10. Motion to continue membership in Association of Fire Districts: made by Don S, seconded by Joe, approved.
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 Marlene, approved.
12. Resolution to continue the Reserve fund in CCB account #1720049513 : Made by Joe, seconded by Marlene, approved.
13. Conflict of interest statements (new annual form) were filled out by all Commissioners. These forms will be filed with the Secretary/Treasurer.
14. 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 three policies as adopted: made by Ron, seconded by Marlene, approved.
15. Resolution: The treasurer will have permission to transfer funds during the year as needed from the savings account to the checking account to pay approved bills: made by Marlene, seconded by Joe, approved.

These transfers will be noted in the treasurer's report.

Regular monthly business

1. Motion to approve December 2014 minutes: made by Don S, seconded by Ron, approved.

2. January Treasurer's report:

Bills paid since December meeting:

<b>Ck #</b>	<b>Payment information</b>	<b>Amount</b>
1403	National Fuel	\$ 95.17
1404	Verizon Wireless	\$ 15.03
1405	Eagle Radio – 4 batteries for Minitor II pagers plus shipping	\$ 36.00
1406	Hill Top Auto Inc (repair to dented ambulance in August)	\$ 341.20
1407	Churchville – firehook plus shipping	\$ 90.00
1408	A.Girod – 2014 secretary/treasurer salary	\$ 550.00

Transferred \$1200.00 from Savings to Checking on 12/10/2014.

Bills to pay

	<b>Billing information</b>	<b>Amount</b>
	Bradford Publishing – ad for election	\$ 20.35
	Association of Fire Districts of NY – annual dues	\$ 75.00
	National Fuel – estimated	\$ 216.89
	Verizon Wireless	\$ 15.85
	USPS – PO Box 32 – annual payment	\$ 48.00
	Churchville – inlet screen (wrong part – will return it)	(\$66.36)

Note: DEC \$1,000 grant payment from 2014 has been delayed.

The current bills were checked by all Commissioners. The reconciled December checking account statement, check images and paid bills were viewed by all Commissioners. Motion to approve the treasurer's report and pay the bills; made by Marlene, seconded by Ron, approved

Old Business

3. The part for the strainer for Otto5 has been received but is not correct. Correction is in process.

4. Quotes have been received from Dival for three sets of turnout gear. Without harnesses this would be \$ 5,644 and with harnesses it would be \$6654, with additional charges for larger sizes.

5. The Barber pond dry hydrant repair parts are on backorder at Fire End.

New Business

6. OSHA 8 hour training will be held Saturday, February 28 at East Otto.

7. Motion to approve Jacob Stanton as an active member of the Otto Volunteer Fire Department: made by Joe, seconded by Don S, approved. Allison will send a welcome letter and copies of the ethics and driving policies.

8. The fire department fundraiser and events for 2015:

February 1	Breakfast
March 8	Breakfast
April 19	Chicken BBQ
October 4	Breakfast
November 1	Breakfast
November 21	Turkey party
December 19	Santa

Motion to approve this schedule: made by Ron, seconded by Marlene, approved.

9. Fire Department nominations for chiefs:

Chief	Matt Dickinson
Asst 1	Warren Dickinson
Asst 2	Tony Riehle
Asst 3	Robert Barber, Jr

Motion to approve these positions as nominated: made by Marlene, seconded by Ron, passed unanimously.

10. Report from the new Chiefs:

The chiefs will concentrate their first efforts on safety for all members. They will work on making sure that all members have appropriate equipment to do their jobs. They will find out what is missing – for example two white helmets – so that items can be ordered. Portable radios, mobile radios, and lights for each chief will be a priority, since they need good communication at an emergency scene. There may be gear and radios owned by the fire district that have not been turned in, and this should be determined to start with. They will also work on training and familiarizing members with the various trucks and equipment.

Meeting adjourned at 8:45pm.