

OTTO FIRE DISTRICT  
 BOARD OF FIRE COMMISSIONERS  
 ORGANIZATIONAL MEETING MINUTES  
 JANUARY 10, 2017

Attending: Don Girod 2019 Allison Girod, Secretary/Treasurer  
 Marlene Gregory 2020  
 Ron Neal 2018  
 Stew Ritchie 2021  
 Don Sinn 2017

1. Meeting was opened at 7:42 pm by Don Girod.
2. Commissioner Oath of Office for Stewart Ritchie, term until 2021, will be signed and filed with the Otto Town Clerk.
3. Motion to elect Don Girod Chairman for 2017: made by Ron, seconded by Marlene, approved.
4. Motion to appoint Allison Girod Secretary/Treasurer for 2017: made by Marlene, seconded by Stew, approved.

Motion that the annual salary of the secretary/treasurer remain at \$550: made by Marlene, seconded by Stew, approved. Secretary/Treasurer Oath of Office will be signed 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 seen as sufficient : made by Don S, seconded by Marlene, approved.

6. Audit of Treasurer

	Balance 1/1/17	Interest Rate
CCB checking - #1710057912	\$3,339.12	0.10%
CCB savings – Savings #1720049483	\$24,707.84	0.20%
CCB savings – Contingency #1720049505	\$41,590.84	0.20%
CCB savings – Reserve #1720049513	\$42,404.45	0.20%
CCB savings – Radio #1720052999	\$4,418.92	0.20%
Total	\$116,461.17	

- a) Submission of end of year balances
- b) Review of Bank Reconciliation
- c) Review of Receipts, Payments, Bank Accounts

The reconciled 2016 checking account statements, check images, savings account statements and paid bills were reviewed by all Commissioners. Motion to accept this end of year audit – made by Marlene, seconded by Don S, approved.

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

9. Resolution to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: made by Ron, seconded by Marlene, approved.
10. Motion to continue membership in Association of Fire Districts: made by Marlene, seconded by Don S, 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 Stew, approved.
12. Resolution to continue the Reserve fund in CCB account #1720049513 : made by Don G, seconded by Marlene, approved.
13. The annual conflict of interest statements 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 table the approval of these policies until February so that they can be reviewed– made by Marlene, seconded by Ron, approved..
15. Resolution: The treasurer will have permission to transfer funds during the year as needed from the savings accounts to the checking account to pay approved bills: made by Marlene, seconded by Stew, approved.  
These transfers will be noted in the monthly treasurer's report.

Regular monthly business

1. Motion to approve December 2016 minutes: made by Ron, seconded by Don, approved.
2. January Treasurer's report:  
Bills paid since December meeting:

<b>Ck #</b>	<b>Payment information</b>	<b>Amount</b>
1567	Overhead Door Company of Jamestown – repair to garage door	\$285.00
1568	Bradford Publishing – legal ad for election	\$23.93
1569	Allison Girod – 2016 salary for Secretary/Treasurer	\$550.00
1570	National Fuel	\$20.27
1571	Assoc of Fire Districts – 2017 dues	\$100.00
1572	Town of Otto – supplies for oil changes and maintenance	\$352.77
1573	Town of Otto – diesel and gasoline for trucks for one year	\$595.68

Bills to pay

	Verizon Wireless	\$13.14
	USPS – post office box annual fee	\$48.00
	Churchville – parts for the replacement door	\$137.47
	Churchville – replacement door and hinges	\$2,101.17
	National Fuel (estimated)	\$172.87
	Motorola ?? – straps and batteries that may have been ordered	\$734.80
	Bank of Cattaraugus – safe deposit box payment	\$15.00

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 Stew, approved

#### Old Business

3. Otto1 door repair. Hilltop has all the parts from Churchville, but Tom Hill wants to wait for better weather to do the work because the truck will take up the whole shop and he will not be able to do other work.
4. Truck maintenance and inspections. The three big trucks have been serviced by the town crew but Skeeter has not been able to talk to Ron Heim about the inspections. It was agreed that if Ron Heim is too busy that the trucks should go elsewhere. Also Brian has not inspected Otto7 yet. Don G will talk to him and find out if this should be taken to Emerling.
5. Eagle Radio has not sent a bill yet even though Allison reminded Frank last week.

#### New Business

6. Motion to approve new members Rebecca Grey and Ronald Brown; made by Don S, seconded by Marlene, approved. Rebecca is a transfer from East Otto. They have both enrolled in an EMT course. Allison will send an official letter.

7. Motion to approve the Otto Fire Department Chiefs for 2017:

Chief:	Tony Riehle
1 <sup>st</sup> Asst :	Joe Pocobello
2 <sup>nd</sup> Asst:	Trisha Priest
3 <sup>rd</sup> Asst:	Robert Barber, Jr

Motion made by Ron, seconded by Stew, approved.

8. Motion to approve the fire department activity dates for 2017:

February 5	Breakfast (8am – 1pm)
March 5	Breakfast (8am – 12 noon)
April 23	Chicken BBQ (11am – sold out)
September 16	Harvest Dinner (4pm – 7pm)
October 1	Breakfast (8am – 12 noon)
November 5	Breakfast (8am – 12 noon)
November 18	Ham & Turkey Party 7pm ( doors open at 6)
December 16	Santa 7pm

Motion made by Don S, seconded by Stew, approved.

9. No chiefs report.

10. The financial summary for 2016 was presented to the Commissioners. Motion to approve this summary which will be used in the preparation of the state AUD form that is due by the end of February – made by Marlene, seconded by Don S, approved.

11. Meeting adjourned at 8:32pm.