

OTTO FIRE DISTRICT  
 BOARD OF FIRE COMMISSIONERS  
 ORGANIZATIONAL MEETING MINUTES  
 JANUARY 9, 2018

Attending:	Kim Dickinson	2020	
	Don Girod	2019	Allison Girod, Secretary/Treasure
	Ron Neal	2018	Joe Pocobello, 1 <sup>st</sup> Asst Chief
	Stew Ritchie	2021	
	Don Sinn	2022	

1. Meeting was opened at 7:30 pm by Don Girod.
2. Commissioner Oath of Office for Kim Dickinson, term until 2020 and Don Sinn, term until 2022.
3. Motion to elect Don Girod Chairman for 2018: made by Ron, seconded by Don S, approved.
4. Motion to appoint Allison Girod Secretary/Treasurer for 2018: made by Don S., seconded by Stew, approved.

Motion that the annual salary of the secretary/treasurer remain at \$550: made Don S, seconded by Ron, approved. Secretary/Treasurer Oath of Office will be signed and filed.

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 Stew, seconded by Don S, approved.

5. Audit of Treasurer

	Balance 1/1/18	Interest Rate
CCB checking - #1710057912	\$727.81	0.10%
CCB savings – Savings #1720049483	\$17,115.50	0.20%
CCB savings – Contingency #1720049505	\$41,774.51	0.20%
CCB savings – Reserve #1720049513	\$56,828.54	0.20%
CCB savings – AirTanks #1720052999	\$10,017.69	0.20%
Total	\$126,464.05	

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

The reconciled 2017 checking account statements, check images, savings account statements and paid bills were reviewed by all Commissioners. .

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

8. Resolution to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: made by Stew, seconded by Son S, approved.
9. Motion to continue membership in Association of Fire Districts: made by Don G, seconded by Ron, approved.
10. Motion to approve the continuation of the lease of the Otto Fire Hall at an annual rate of \$5,205 plus heat: made by Stew, seconded by Don S, approved.
11. Resolution to continue the Reserve fund in CCB account #1720049513 : made by Don G, seconded by Ron, approved.
12. The annual conflict of interest statements were filled out by all Commissioners. These forms will be filed with the Secretary/Treasurer.
13. 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: made by Ron, seconded by Kim, approved..
14. 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 Stew, seconded by Don S, 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 Stew, approved.
2. January Treasurer's report:  
Bills paid since December meeting:

<b>Ck #</b>	<b>Payment information</b>	<b>Amount</b>
1629	Verizon Wireless	\$13.20
1630	National Fuel (actual reading)	\$68.58
1631	Association of Fire Districts dues for 2018	\$85.00
1632	Town of Otto - Truck fuel for 2017	\$649.06
1633	Town of Otto – truck maintenance supplies	258.02
1636	Secretary/Treasurer salary for 2017	\$550.00
1635	Churchville – 2 sets of turnout gear (not yet received)	\$5,322.16
1634	Mark Butler – payment for clarification about used truck purchase	\$162.50
	<b>Total</b>	<b>\$7,108.52</b>

Bills to pay

	Verizon Wireless	\$14.28
	USPS – post office box annual fee	\$52.00
	National Fuel (estimated)	\$149.97
	Bank of Cattaraugus – safe deposit box payment	\$15.00
	<b>Total</b>	

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 Don S, seconded by Stew, approved

Old Business

3. Update on used air bottles. The Little Valley Chief says that they have received the new SCBA equipment and are having training on it this month before putting the equipment on their trucks. Don G will contact him again in early February to find out how this is going.
4. Update on lawsuit from the 2016 convention: the process server did not do a proper service in October because he gave the papers to Trisha and she is not an officer of the fire department. Last week he tried to serve Warren, but he was not home so he gave the papers to Justin, who is not an officer.
5. The two sets of new turnout gear were received. Matt has his set. The other set (for Mike Grey) has been put into the radio cabinet for safekeeping. Trisha might be able to use this if we got the sleeves shortened. The turnout repair company (Turnout Express) can only shorten sleeves 2 inches. If more is needed the gear needs to go back to the manufacturer.

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 appoint the Otto Fire Department Chiefs for 2018:  
Chief: no one at present  
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 Don, seconded by Kim, approved.
8. Motion to approve the fire department activity dates for 2018:  
February 4 Breakfast (8am – 12noon)  
March 4 Breakfast (8am – 12 noon)  
April 22 Chicken BBQ (11am – sold out)  
May 12 Donation breakfast, different menu  
September 22 Harvest Festival  
November 5 Breakfast (8am – 12 noon)

November 17     Ham & Turkey Party 7pm  
December 15     Santa 7pm

Motion made by Stew, seconded by Kim, approved.

9. Chief's Report:

- The new radio system is being delayed by problems in District 4 (near PA). The District 5 radios will be reprogrammed when the county gets to it.
- There are videos available of the training sessions for the new radio system.
- There is a grain bin rescue class at the Farm Show on 2/2 and again on 2/3.
- The state reports are being worked on and will be up to date by the next meeting. The hope is to start using the free state software and eliminate Red Alert.

10. The financial summary for 2017 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 Ron, seconded by Stew, approved.

11. Meeting adjourned at 8:35pm.