

OTTO FIRE DISTRICT
 BOARD OF FIRE COMMISSIONERS
 ORGANIZATIONAL MEETING MINUTES
 JANUARY 8, 2019

Attending:	Kim Dickinson	2020	
	Don Girod	2019	Allison Girod, Secretary/Treasurer
	Ron Neal	2023	Joe Pocobello, 1 st Asst Chief
	Don Sinn	2022	

1. Meeting was opened at 7:30 pm by Don Girod.
2. Commissioner Oath of Office for Ron Neal, term until 2023 was signed and will be filed with the Town Clerk.
3. Motion to elect Don Girod Chairman for 2019: made by Ron, seconded by Don S, approved.
4. Motion to appoint Allison Girod Secretary/Treasurer for 2019, with annual salary of \$550: made by Ron, seconded by Don G, approved.

Secretary/Treasurer Oath of Office was signed and will be filed with the Town Clerk.

Surety Bond of Treasurer- The insurance policy bond for both the district treasurer and the district secretary is \$100,000. It was agreed that this is sufficient .

5. Audit of Treasurer

	Balance 1/1/19	Interest Rate
CCB checking - #1710057912	\$691.48	0.10%
CCB savings – Savings #1720049483	\$24,118.57	0.20%
CCB savings – Contingency #1720049505	\$38,263.06	0.20%
CCB savings – AirTanks #1720052999	\$5,673.23	0.20%
CCB savings – Reserve #1720049513	\$824.38	0.20%
CCB savings – Reserve CD #300000241	\$65,493.34	3.0%
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 2018 checking account statements, check images, savings account statements and paid bills were reviewed by all Commissioners present.

6. Resolution to name the Olean Times Herald as the official district newspaper: made by Don G, seconded by Ron, approved.

Kim asked if the local pennysaver could be the official newspaper. The pennysaver circulation may be too low and it does not have a legal ads category. Allison will search for more information on the requirements.

7. Resolution to designate CCB as the district Bank: made by Don S, seconded by Kim, approved.
8. 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 Don 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 Ron, seconded by Kim, approved.
11. Resolution to continue the Reserve fund in CCB savings account #1720049513 and CCB certificate of deposit #300000241: made by Don G, seconded by Don S, approved.
12. The annual conflict of interest statements were filled out by all Commissioners present. 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 Kim, seconded by Ron, 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 Don S, seconded by Kim, approved.
These transfers will be noted in the monthly treasurer's report.

Regular monthly business

1. Motion to approve December 2018 minutes: made by Ron, seconded by Kim, approved.
2. January Treasurer's report:
 - Transfer: \$3,000.00 from Savings to Checking to pay bills.
 - Deposited state grant for Otto7 from OVFD to Contingency : \$9,500.00
 - Received but not yet deposited: \$12,970.00 from Auctions International

Bills paid since December meeting:

Ck #	Payment information	Amount
1700	Verizon Wireless	\$13.75
1701	National Fuel -actual	\$63.05
1792	Allison Girod – Secretary/Treasurer salary for 2018	\$550.00
1703	Randolph Auto Supply – 2 batteries for new Otto7	\$219.90

1704	Town of Otto – annual bill for fuel for trucks	\$965.49
1705	Town of Otto – truck maintenance & work on new Otto7	\$713.48
1706	Bradford Publishing – ads for election and truck auction	\$57.99
1708	Promark Agencies - Cancer insurance (Chubb policy)	\$685.00
1707	Association of Fire Districts of NY – 2019 membership dues	\$85.00
1709	USPS (stamps)	\$10.00
	Total	\$3,363.66

Bills to pay

	Verizon Wireless	\$14.56
	National Fuel (estimated)	\$192.42
	USPS – post office box annual fee	\$54.00
	Catt County DPW – pipe nipple for the deck gun	\$8.35
	Bank of Cattaraugus – safe deposit box fee	\$15.00
	Total	\$284.33

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

Old Business

3. Update on lawsuit from the August 2016 Southwestern convention: The lawyers acting for our fire district and fire company have completed a bill of particulars that has been signed by an officer of the company and has been submitted to the court. This basically says that the plaintiff was acting in an irresponsible manner in many ways. The plaintiff’s lawyer had a longer bill of particulars detailing his medical problems and claiming that he had to take a lower paying job due to the injuries. It is not clear what happens next. Allison will email copies to Commissioners.
4. The cancer insurance policy is in force, but only two of the five firefighters who are covered have completed the beneficiary form. Allison will pursue this.

New Business

5. The fire department did not elect chiefs on Monday, January 7, due to not having a quorum, so the appointments by the district will be delayed until next month.
6. Motion to approve the fire department activity dates for 2019:
 - Sunday Feb 3 – Breakfast
 - Sunday Mar 3 – Breakfast
 - Sunday Apr 28 – Chicken BBQ
 - Saturday May 11 – donation breakfast, different menu
 - Saturday Sept 21– Harvest Festival
 - Sunday Nov 3 – Breakfast
 - Saturday Nov 16 – Ham and Turkey Party
 - Saturday Dec 21 – Santa

Made by Ron, seconded by Kim, approved.

7. Chief's report:
 - a) Joe received three quotes for the revolution intake valve discussed at the last meeting. E-One had the lowest price.
Motion to purchase a revolution intake valve swivel elbow inlet from E-ONE at a price of \$1,875.00. Made by Kim, seconded by Don S, approved.
 - b) Joe got two identical quotes for chocks for Otto7.
Motion to purchase two quic-chock folding chocks (\$218.99 each) and two horizontal brackets for the chocks (\$65.59 each) from E-ONE. Made by Don G, seconded by Kim, approved.
 - c) The fire company members are investigating how to repair one of the scene lights on Otto7. A new lamp head price is \$1345 but it is not clear what is needed at present.
 - d) Training has been scheduled on Saturday January 12 to replace the batteries in the SCBA units.
8. Motion to approve the end of year financial report (attached). Made by Don S, seconded by Ron, approved. This report will be used to submit the Annual Update Document (AUD) to the state.
9. Meeting adjourned at 8:35pm.