

OTTO FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
ORGANIZATIONAL MEETING MINUTES
JANUARY 14, 2020

Attending: Kim Dickinson 2020
Don Girod 2024 Allison Girod, Secretary/Treasurer
Ron Neal 2023
Don Sinn 2022
Stew Ritchie 2021

1. Meeting was opened at 7:40 pm by Don Girod
2. Commissioner Oath of Office for Don Girod, term until 2024 was signed and will be filed with the Town Clerk.
3. Motion to elect Don Girod Chairman for 2020: made by Ron, seconded by Don S, approved.
4. Motion to appoint Allison Girod Secretary/Treasurer for 2020 , made by Don G, seconded by Don S, approved

Resolution to continue the secretary/treasurer annual salary at \$550: made by Ron.
Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.

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
 - a) Submission of end of year balances

	Balance 1/1/20	Interest Rate
CCB checking - #1710057912	\$1,234.97	0.10%
CCB savings – Savings #1720049483	\$13,188.76	0.20%
CCB savings – Contingency #1720049505	\$61,160.73	0.20%
CCB savings – AirTanks #1720052999	5,684.59	0.20%
CCB savings – Reserve #1720049513	\$15,852.02	0.20%
CCB savings – Reserve CD #300000241	\$67,487.83	3.0%
Total	\$164,608.90	

- b) Review of 2019 Bank Reconciliation – this was done monthly all year.
- c) Review of 2019 Receipts, Payments, Bank Accounts- this was done monthly all year

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

7. Resolution to designate CCB as the district Bank: made by Ron. Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
8. Resolution to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: made by Don G. Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes
9. Motion to continue membership in Association of Fire Districts: made by Kim, seconded by Don S, 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 Don S, seconded by Kim, approved.
11. Resolution to continue the Reserve fund in CCB savings account #1720049513 and CCB certificate of deposit #300000241: made by Stew. Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.
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 Ron. Voting: Kim yes, Don G yes, Ron Yes, Don S yes, Stew yes.

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

Regular monthly business

1. Motion to approve December 2019 minutes: made by Don G, seconded by Don S, approved.
2. January Treasurer's report:
Transfers none:

Bills paid since December meeting:

Ck #	Payment information	Amount
1783	Verizon Wireless – due 12/11/19	\$13.42
1784	National Fuel (actual)	\$30.39
1785	Churchville Fire Equip – additional amt for shipping on eyeglass holders	\$22.75
1786	Alpine Software – Red Alert Entry system for state reporting – annual fee	\$395.00
1787	Town of Otto – annual fuel for trucks	\$625.43
1788	Town of Otto – tires purchased in Feb for Otto7	\$1,698.00
1791	Allison Girod – Secretary/Treasurer salary for 2019	\$550.00

<u>1789</u>	Association of Fire Districts of NYS – dues for 2020	\$85.00
<u>1790</u>	Bradford Publishing – election ad	\$19.27
	Total	

Bills to pay

1792	Verizon Wireless (due 1/11/2020)	\$14.02
	National Fuel (estimated)	\$144.48
	USPS – post office box annual fee	\$56.00
	Don Girod – DEF fluid for Otto8	\$4.81
	<u>Bank of Cattaraugus – safe deposit box fee</u>	<u>\$15.00</u>
	Total	\$234.31

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 Kim, seconded by Don S, approved

Old Business

3. Robert Barber Jr installed a rebuilt alternator in Otto7. This has improved the problem of the drain on the battery in the hall.
4. Don G reported hat the hangup 911 calls coming from our hall have hopefully stopped. Austin Security sent two men for a day and they did find faults in the voice line and replaced a lot of wire. The fire department received an extensive report and has paid for this.

New Business

5. Approval of chiefs for the fire department for 2020:
Chief: Tony Riehle
1st Assistant: open
2nd Assistant: Robert Barber, Jr
3rd Assistant: Matt Dickinson
Motion to approve : made by Don G, seconded by Stew, approved.

6. Approval of the fire department activity dates for 2019:
Sunday Feb 2 – Breakfast
Sunday Mar 1 – Breakfast
Sunday Apr 19 – Chicken BBQ
Saturday Sept 19– Harvest Festival
Sunday Nov 1 – Breakfast
Saturday Nov 21 – Ham and Turkey Party
Saturday Dec 5 – Santa
Motion to approve these events: made by Kim, seconded by Don S, approved.

7. Other important dates :
 - Firefighter physicals – Monday, March 9
 - OSHA training – Saturday, March 14
 - Tentative installation banquet – May 2

8. Chief's report: Tony Riehle
 - a. Matt has been working hard on submitting the NFIRS state reports. This is the first time in many years that all reports for the just finished year are submitted. There have been some internet problems, but hopefully these are solved.

 - b. The SCBA unit that was in Tony's care started beeping. Changing the batteries did not make it better. He will check with Churchville for repair. Probably we will have to ship it to them.

 - c. NFPA rules on ladder testing say that all ladders need to be certified each year and any time they are exposed to fire. Our ladders were last tested when the BEFO course was conducted in our hall – several years ago. Tony will check on this with Churchville. Kim suggested that EOne might do it and it would be closer.
 - d. The turbodraft is on the truck. Matt and Tony are working on attaching a barrel for a float with a carabiner.

 - e. Tony passed out information on training opportunities available from NYSAFC. In addition Cattaraugus County is offering BEFO in Dayton starting January 30.

9. Motion to approve the end of year financial report (attached). Made by Ron, seconded by Kim, approved. This report will be used to submit the Annual Update Document (AUD) to the state. Allison will check with Jim Wodjan to make sure he is still willing to do an audit for 2019.

Stew suggested that in the future the end of year financial report could include the budget figures for that year next to the amount spent. This will be worked on. The reports are currently in different formats, but it should be doable.

10. Meeting adjourned at 8:35pm.