

OTTO FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
ORGANIZATIONAL MEETING MINUTES
JANUARY 12, 2016

Attending: Don Girod 2019 Allison Girod, Secretary/Treasurer
Marlene Gregory 2020 Tony Riehle, 1st Assistant Chief
Ron Neal 2018
Stew Ritchie 2016
Don Sinn 2017

1. Meeting was opened at 7:30pm by Don Girod.
2. Commissioner Oath of Office for Marlene Gregory, term until 2020, will be signed and filed with the Otto Town Clerk.
3. Motion to elect Don Girod Chairman for 2016: made by Ron, seconded by Marlene, approved.
4. Motion to appoint Allison Girod Secretary/Treasurer for 2016: made by Marlene, seconded by Ron, approved.

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

5. Motion to appoint Stew Ritchie as Fire Commissioner to finish Joe Pocobello's term ending in December 2016 – made by Ron, seconded by Marlene, approved.
6. 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 Marlene, seconded by Don S, approved.

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

	Balance 1/1/16	Interest Rate
CCB checking - #1710057912	\$170.42	0.10%
CCB savings – Savings #1720049483	\$11,975.12	0.20%
CCB savings – Contingency #1720049505	\$41,507.76	0.20%
CCB savings – Reserve #1720049513	\$35,175.79	0.20%
CCB savings – Radio #1720052999	\$10,023.48	0.20%
Total	\$98,852.57	

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

The reconciled 2015 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.

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

9. Resolution to designate CCB as the district Bank: made by Marlene, seconded by Ron, approved.
10. Resolution to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: made by Don S, seconded by Marlene, approved.
11. Motion to continue membership in Association of Fire Districts: made by Ron, seconded by Don S, approved.
12. Motion to approve the continuation of the lease of the Otto Fire Hall at an annual rate of \$5,205 plus heat: made by Marlene, seconded by Ron, approved.
13. Resolution to continue the Reserve fund in CCB account #1720049513 : made by Don S, seconded by Marlene, approved.
14. The annual conflict of interest statements were filled out by all Commissioners. These forms will be filed with the Secretary/Treasurer.
15. 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 read over – made by Marlene, seconded by Ron, approved..
16. 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 Ron, approved.

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

Regular monthly business

1. Motion to approve December 2015 minutes: made by Ron, seconded by Marlene, approved.
2. January Treasurer's report:
 Bills paid since December meeting:

Ck #	Payment information	Amount
1490	Verizon Wireless -	\$13.98
1491	National Fuel (estimated)	\$42.35
1492	Churchville Fire Equip – pump test Otto1	\$200.00
1493	Bradford Publishing – election legal notice	\$20.54
1494	Allison Girod – 2015 secretary/treasurer salary	\$550.00
1495	Allison Girod – reimbursement for checks ordered by credit card	\$36.95
1496	Dival – 2 front helmet shields	\$69.00
1497	Eagle Radio – FEMA 5% match for pagers	\$801.50

Transfer from Radio account to checking account: \$801.50

Bills to pay

Billing information	Amount
Schubert Enterprises – 50 decals	\$153.00
Association of Fire Districts of NY – annual dues	\$ 100.00
National Fuel – estimated	\$ 131.88
Verizon Wireless	\$ 13.64
USPS – PO Box 32 – annual payment	\$ 50.00
Bank of Cattaraugus – safe deposit box	\$15.00
Cattaraugus County DPW – measuring wheel for EVOC training	\$71.49
Fire-Fly Fire Equipment – pike pole and axe	\$192.95

It was noted that the Fire-Fly bill included a large shipping and handling charge - \$54 on a \$138 order. For future purchases we will try to get prices including shipping for comparison.

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. Radio Grant – the pagers are at Eagle Radio and need to be programmed and labeled with the department name. They should be received within the month. The rest of the equipment has been ordered. The amount owed by the fire district for all the equipment should be about \$9,814. This includes the 5% match and the additional three mobile radios for the assistant chiefs (not covered by the grant.) The installations will also be the responsibility of the fire district, but costs are not known.
4. Truck maintenance and inspections. The three big trucks have been serviced by the town crew and inspected by Ron Heim.
5. Old generator. Don G. looked online and it is not feasible to sell the generator. The salvage price needs to be determined. Don will check with Valley Recycling in Allegany – phone 716-372-9532 before the next meeting.

New Business

6. Town Contract – Two copies of the 2016 contract were signed. Allison will take these to the Town Board meeting next week.
7. Chief's report
 - Otto ended 2015 with 132 calls.
 - There were many trainings completed in 2015 : 8 exterior firefighters certified, 2 EMT's recertified, 2 Safety Officer certifications, and 1 Fire Officer certified. There is other training underway for 2016.
 - There was a chimney fire on January 2nd. The task was accomplished very well, but there were some tool problems. There was not enough pipe or chain to get to the bottom of the chimney because the chimney was about 50 feet tall. There is also a need for links for quickly connecting the chain pieces.

- Otto5 needs a 2 ½ to 1 ½ reducer to hook onto for the cross lays.

Motion to authorize purchase of items for chimney fires: several 5 ft sections of pipe, some extra lengths of chain, links for the chain and a weight. Motion made by Marlene, seconded by Ron, approved.

8. Financial summary for 2015 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 Ron, approved.
9. There was a discussion about the use of district equipment for services for individuals. There have been comments and questions from citizens to commissioners. This was not felt to be an appropriate use of district equipment.
10. Meeting adjourned at 9:10pm.