

OTTO FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MARCH 12, 2019

Attending:	Kim Dickinson	2020	
	Don Girod	2019	Allison Girod, Secretary/Treasurer
	Ron Neal	2023	Tony Riehle, Chief
	Stew Ritchie	2021	Joe Pocobello, 1 st Asst Chief
	Don Sinn	2022	

1. Meeting opened at 7:35 pm by Don Girod.
2. Motion to approve the February 2019 minutes: made by Ron, seconded by Kim, approved.
3. Treasurer's report:
- 4.

	Balance	Interest Rate
CCB checking - #1710057912	\$3,303.24	0.10%
CCB savings – Savings #1720049483	\$54,118.57	0.20%
CCB savings – Contingency #1720049505	\$61,043.11	0.20%
CCB savings – Air Tanks #1720052999	\$5,673.23	0.20%
CCB savings – Reserve #1720049513	\$15,824.38	0.20%
CCB Reserve CD #300000241	\$65,990.44	3.0%, matures 8/1/2021
Total	\$205,952.97	

Income since last meeting: \$59.00 from Promark Insurance for adjustment for Otto7 from last year.

Transfers since last meeting:

\$15,000.00 into Reserve savings account
\$9,810.05 into Contingency savings account
\$30,000.00 into Savings

Bills paid since last meeting:

Ck #	Payment information	Amount
1718	National Fuel (actual)	\$115.43
1719	Pioneer Products – 4 gallons of hose and gear cleaner	\$268.82
1720	Promark Associated Agencies – insurance 3/1/19 – 3/1/20	\$8,834.55
1721	Eagle Radio – remove and install Otto7 dual head radio	\$775.30
1722	Smith Fire Service – repair and testing breathing air compressor	\$564.00

Bills to pay

	Ron Neal – mileage to Commissioner training – 20 miles @ .545	\$10.90
1723	Verizon Wireless	\$14.31
	National Fuel (estimated)	\$172.13
	Eagle Radio – reprogramming the mobile for Skeeter's truck	\$50.00
	Joe Pocobello – expenses from Bath training 2/25	\$203.68
	Catt County DPW – Master Switch Otto7 (installed by Paul)	\$38.86
	Smith Fire Service – breathing air compressor filters and installation	\$447.10
	Tony Riehle – expenses from Bath and Mayville trainings	Not totaled

The current bills were checked by all Commissioners. The reconciled January 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

4. Jim Wodjan has completed the audit of the 2018 fire district finances (report attached). The voucher for the rescue truck had been taken to the DMV to support the application for the title and has now been replaced in the paid bills.
5. The sexual harassment policy has been worked on by D.Girod, P. Stang and T.Priest. Don is typing them up and they will be presented to the fire department for approval. It is not clear how to distribute these and get confirmation. Paul contacted the OSHA trainer and it is claimed that the training on Saturday March 16 should satisfy this year's requirement for any one attending. Other times will be set up for those who cannot attend.
6. Allison reported CD rates of .31 for 1 year and .36 for 18 months at CCB. It was decided not to get a new account since the rates are not significantly better than the savings accounts.

New Business

7. Training:
 - Approval for Joe and Tony to go to the training in Bath 2/25 was done by email (Stew, Ron, DonG)
 - Approval for Tony to go to the training in Mayville 3/8 &9 was done by email (DonS, Kim, DonG, Stew, Ron)
 - Motion to approve Tony, Joe, and Matt to Yorkshire for Commanding from the Front Seat, free training in Yorkshire on March 23-24 and also for Tim Walsh to go to EVOC training in Clarksburg on March 30: made by DonG, Seconded by Stew, approved.
8. Motion to approve Kaylee Marek as an associate member: made by Kim, seconded by Ron, approved
9. Chief's report

Tony Riehle

The trainings in Bath and Mayville gave information and ideas about how to implement the Firefighter Best Practices in our department.

Goals for the year:

- a) update the personnel files and the data for RedAlert and IamResponding
- b) implement the best practices ideas
- c) recruit and retain – boost morale and generate excitement
- d) update the department SOP/SOG documents

Chuck Marek has agreed to help out with leading local EVOC training.

Joe Pocobello gave an overview of the Otto7 progress. One goal of the grant received for the truck was to get all the turnout gear stored on the truck. This had been the situation with the old bread truck but the Great Valley truck did not have space. Now there is space again and the plan is for the gear to be cleaned, inspected and then stored on the truck. For this purpose there has been plumbing done in the pantry at the hall for a washing machine.

Audit for Otto Fire District, 2018

The following were reviewed for this audit:

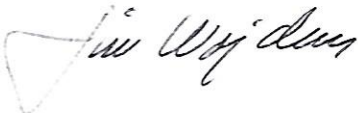
Monthly minutes of District Meetings (including bills approved for payment), Monthly Abstract of vouchers and payments, Monthly Bank Statements (including Fund Transfers), Monthly Statements on the other accounts (Radio, Reserve, Contingency and Savings), and the Checkbook receipts for all Accounts Payable.

Findings:

1. There was no voucher for the purchase of the Langford Fire Truck, however Check #1661 (\$22,000) for said purchase was credited to the Checking account on April 17., by the Langford VFCo.
2. Scheduled yearly payment to NYS Division of Homeland Security and Emergency Services was for \$11,425.88. Actual payment made (Check #1694) was for \$11,426.00.
3. There were no USPS receipts included in the vouchers for Checks #1698 (November, \$20) and #1709 (December, \$10), but both checks were credited to the checking account.
4. Suggestion made last year to include a copy of a working budget, and a final budget for the Fire District was included this year (and is greatly appreciated!)

Otherwise, the entire set of accounts and summaries were found to be complete, thorough, and very easy to follow (from month-to-month, as well as transfers from one account to another in monthly bank statements and in checking receipts).

Submitted, February 25, 2019



Jim Wojdan