

OTTO FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MINUTES MAY 8, 2018

Attending:	Kim Dickinson	2020	
	Don Girod	2019	Allison Girod, Secretary/Treasurer
	Ron Neal	2018	Joe Pocobello, 1 st Asst Chief
	Stew Ritchie	2021	Paul Stang, Otto VFD President
	Don Sinn	2022	

1. The meeting was opened by Chairman Don Girod at 7:40pm.
2. Motion to approve the April minutes: made by Don S, seconded by Stew, approved.
3. Treasurer's report:

	Balance	Interest Rate
CCB checking - #1710057912	\$552.93	0.10%
CCB savings – Savings #1720049483	\$50,697.02	0.20%
CCB savings – Contingency #1720049505	\$28,718.26	0.20%
CCB savings – Reserve #1720049513	\$65,779.71	0.20%
CCB savings – Air Tanks #1720052999	\$10,022.63	0.20%
Total	\$155,770.55	

Transfers made this month: \$900.00 from Savings to Checking to pay bills
 \$22,000.00 from Contingency to Checking to buy the truck
 Deposit : \$50 from selling the Otto8 tires.

Bills paid since last meeting:

Ck #	Payment information	Amount
1655	Verizon Wireless (due 4/11)	\$14.04
1656	National Fuel (actual reading)	\$218.37
1657	Randolph Auto – starter solenoid for Otto2	\$45.66
1658	Joe Pocobello – training travel expenses	\$585.84
1661	Langford – New Oregon VFD	\$22,000.00

Bills to pay

	Verizon Wireless	\$13.20
	National Fuel (estimated)	\$110.12
	Alpine Software (Red Alert state reporting software)	\$395.00
	Occustar – OSHA training on March 24	\$307.00
	Occustar – firefighter physicals	\$830.00
	Promark Agency – extra insurance for new truck	\$285.00
	Total	\$1,940.32

The current bills were checked by all Commissioners present. The reconciled April 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 Stew, seconded by Don S, approved

Old Business

4. Jim Wodjan completed the audited for the district books for 2017 and submitted a report. The report was discussed and will be added to the end of these minutes.
5. The Langford rescue truck was purchased and insured. The title request has been submitted to the DMV and should be forthcoming.
6. Trisha Priest now works at the county and has learned that they will reimburse fire departments \$50 for each firefighter physical. A request has been submitted based on the 5 physicals that were done in March.

New Business

7. Chief's report.

Joe reported that he has talked to Dick Briggs about the lettering for the new rescue truck. Joe has removed all the old lettering and Tom Hill helped buff it out so that you cannot tell where the old lettering was. The truck is ready for new lettering and Dick is working on a plan to submit. The cost should be around \$1500.

Joe has received two written quotes for a TFT Crossfire Monitor Top Mount deck gun for Otto1. Churchville quoted \$2595 for the equipment and \$250 for installation (travel unknown). E-ONE quoted \$2173.50 for the equipment plus some amount for installation. They would pick up the truck and drop it off, thus one day out of service.

Motion to purchase the deck gun from E-ONE : m ade by Kim, seconded by Stew, approved.

The May 5 training washing streets went very well – completely done by 9am and therefore avoiding lots of traffic. The plan had to be adjusted since Otto1 had an intake relief valve failure so Otto2 and Otto5 did all the work this year. The two portable pumps in the creek did a good job supplying the water. After the training Paul and Joe studied the Otto1 problem and discovered a stuck ¼ inch valve. They cleaned it and replaced it and it is now working. Joe is looking into purchasing a replacement.

8. There was a brief discussion about whether the money for the new Otto7 should come out of the Reserve account, instead of the Contingency account. If so there would have to be a formal resolution and then a permissive referendum. No one seemed to think this was important at this point, since if there is money left at the end of the year (as there usually is), it can replenish the Contingency account.

9. The pump maintenance needs to be done this spring. Allison will write to Craig Fransen to see if we can get on his schedule. Hopefully the pump test can be done on a Monday when it is possible to find a driver.

10. Meeting adjourned at 8:30pm

Audit for Otto Fire District, 2017

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) Account #...7912 (Checking) A starting balance for the Annual Financial Report is listed at \$3339.42, when it should be \$3439.12 (correctable error).
- 2) In the September minutes of the District Meeting, a Budget is approved for 2018, but no copy is attached. Recommendation that a copy be attached, and for future reference as well.

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).

Submitted, April 24, 2018

Jim Wojdan