

OTTO FIRE DISTRICT
 BOARD OF FIRE COMMISSIONERS
 ORGANIZATIONAL MEETING MINUTES
 January 2022

Commissioners: : Kim Dickinson 2025
 Don Girod 2024
 Ron Neal 2023
 Stew Ritchie 2026
 Don Sinn 2022

This meeting was virtual. The bank statements, check images and new bills were all scanned and emailed to the Commissioners. The motions were printed, mailed to each Commissioner and returned designating votes.

- 1) Commissioner Oath of Office – Stew Ritchie has been elected to a term ending in December 2026. He has signed the Oath of Office and this will be filed with the Town Clerk.
- 2) Motion (made by Ron) to elect Don Girod Chairman for 2022. Passed.
 Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes
- 3) Motion (made by Ron) to appoint Allison Girod Secretary/Treasurer for 2022.
 Passed. Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes
- 4) Motion to continue the Secretary/Treasurer salary at \$550 per year. Passed. Voting:
 Kim yes, DonG yes, Ron yes, DonS yes, Stew yes
- 5) Surety Bond of Treasurer – the insurance policy bond for both the district treasurer and the district secretary is \$100,000. Motion: that this is sufficient . Passed.
 Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes
- 6) Audit of Treasurer
 - a) Submission of end of year balances

	Balance 1/1/22	Interest Rate
CCB checking - #1710057912	\$8,467.59	0.02%
CCB savings – Savings #1720049483	\$36,255.61	0.02%
CCB savings – Contingency #1720049505	\$79,616.19	0.02%
CCB savings – AirTanks #1720052999	\$12,891.84	0.02%
CCB savings – Reserve #1720049513	\$121,460.86	0.05%
Total	\$258,692.09	

- b) Review of 2021 Bank Accounts
 Bank Reconciliation was done monthly all year. Final statements for all accounts are attached to a recent email. The review of 2021 payments and bank account statements was done at

meetings during the year. Motion to approve the end of year balances. Passed
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

7. Motion to name the Olean Times Herald as the district newspaper. Passed.
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

8. Motion to designate Cattaraugus County Bank as the district Bank. Pased
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

9. Motion to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto
Fire Hall. Passed. Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

10. Motion to continue membership in Association of Fire Districts. Passed.
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

11. Motion to approve the continuation of the lease of the Otto Fire Hall at
an annual rate of \$5,205 plus heat. Passed.
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

12. Resolution to continue the Reserve funds in CCB savings account #1720049513 . Passed.
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

13. Review of board policies (on website <http://www.ottony.org/html/firedist.html>):
Investment Policy (adopted October 2008)
Procurement policy (adopted February 2010)
Ethics policy (adopted June 2007)
Motion to continue these policies. Passed.
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

14. Motion to give the treasurer permission to transfer funds during the
year as needed from the savings accounts to the checking account to pay
approved bills. These transfers will be noted in the monthly treasurer's report. Passed.
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

Regular monthly business

1. Approval of December 2021 minutes. Passed.
Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

2. January Treasurer's report:

Bills paid since December:

Ck #	Payment information	Amount
1891	Verizon Wireless – due 12/11/21	\$13.76
1892	National Fuel – actual reading – due 12//22	\$51.18
1893	Promark Agencies – net insurance for the change in pumpers	\$65.00

1894	Promark – annual premium cancer insurance (5 qualified members)	\$685.00
1895	Allison Girod – 2021 Secretary Treasurer salary	\$550.00
1896	Don Girod – reimbursement for six Streamlight flashlights	\$777.61
1897	Bradford Publishing – election ad	\$19.27
1898	Town of Otto – various supplies during 2021	\$39.61
1899	Town of Otto – truck fuel	\$394.07
1900	BKG Truck Repair – state inspections for Otto1, Otto5, Otto7	\$60.00
1901	Smith Fire Service – testing 8 large tanks	\$272.00
1902	Rebecca Stang – reimbursement for food for summer CPR and First Aid training	\$127.72

Bills to pay

	Verizon Wireless (due 1/11/22)	\$14.23
	National Fuel (estimated)	\$133.83
	USPS – post office box annual fee	\$62.00
	Ganoungs – fire extinguisher service	\$190.00
	Randolph Auto – battery tender for Otto7	\$52.99
	Don Girod – postage reimb sending pager to Eagle for repair.	\$7.54
	Total	

Deposit of \$2,450 from the sale of old Otto2.

Transfer \$3,000 from Savings to Checking.

Motion to approve the treasurer’s report and pay the bills; Passed.

Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

Old Business

3. The sign mentioning the need for EMTs brought in two interested people, Danielle and Phillip. They talked with Trisha and then interviewed with Paul Stang and Erika Stang, who checked their references. Applications for membership were accepted and passed at the January 3 department meeting. Danielle intends to take the Great Valley EMT course that starts Jan 17. Philip moved to Springville before the Commissioners considered his application.

4. The lawsuit from the 2016 Southwestern Convention has settled. Our insurance agent sent us a copy of the check our insurance paid out (\$50,000). We hope to get some final paperwork eventually.

New Business

5. OSHA training is set up for 8:00am Saturday, March 12 at East Otto. Firefighter physicals are scheduled for 7:00pm Monday, March 14 at East Otto.

6. Motions to approve the chiefs for the Otto fire department for 2022:

Chief: Tony Riehle	Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes
1 st Asst: Duane Moore II	Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes
2 nd Asst: Robert Barber, Jr	Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes
3 rd Asst: Jim Clark	Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

7. Approval of new fire company members:

Joseph Moore Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

Danielle Rubin Voting: Kim yes, DonG yes, Ron yes, DonS yes, Stew yes

These are subject to a good background report from the county