

OTTO FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES JANUARY 9, 2024

Attending:	Don Girod Ron Neal Stew Ritchie Don Sinn	2024 2028 2026 2027	Allison Girod, Secretary /Treasurer Paul Stang, President Otto VFD Trisha Priest, Otto Chief
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1. Motion to approve December 23 meeting minutes : made by DonG, seconded by DonS, approved.
2. Commissioner Oath of Office – Ron Neal has been elected to a term ending in December 2028. He has signed the Oath of Office and this will be filed with the Town Clerk.
3. Motion to elect Don Girod Chairman for 2024: made by Don Sinn, seconded by Stew, approved.
4. Motion to appoint Allison Girod Secretary/Treasurer for 2024: made by Don Girod, seconded by Don Sinn, approved.
5. Motion to continue the Secretary/Treasurer salary at \$550 per year: made by Stew, seconded by Don G, 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 sufficient made by Don G, seconded by DonS, approved.
7. Audit of Treasurer
 - a) Submission of end of year balances

	Balance 1/1/24	Interest Rate
CCB checking - #1710057912	\$2,777.36	0.05%
CCB savings – Savings #1720049483	\$38,434.01	0.25%
CCB savings – Contingency #1720049505	\$62,709.24	0.50%
CCB savings – AirTanks #1720052999	\$23,769.62	0.25%
NYCLASS NY-01-1150-0001 Reserve	\$145,033.72 (corrected)	5.27%
NYCLASS NY-01-1150-0002 Contingency	\$63,645.92	5.27%
Total	\$336,369.87	

- b) Review of 2023 Bank Accounts
Bank Reconciliation was done monthly all year. Final statements for all accounts are available for review at the meeting. The review of 2023 payments and bank account statements was done at meetings during the year.
7. Motion to name the Olean Times Herald as the district newspaper: made by Don G, seconded by DonS, approved.
8. Motion to designate Cattaraugus County Bank and NYCLASS as the district Banks: made by DonG, seconded by Stew, approved.
9. Motion to hold monthly meetings on the second Tuesday of the month at 7:30pm at the Otto Fire Hall: made by Don G, seconded by Stew, approved.

10. Motion to continue membership in Association of Fire Districts made by DonG, seconded by DonS, approved.
11. Motion to approve the continuation of the lease of the Otto Fire Hall at an annual rate of \$5,205 plus heat: made by DonG, seconded by Stew, approved.
12. Resolution to continue the Reserve funds in NYCLASS account NY-01-1150-0001: made by DonG, seconded by DonS, approved.
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: made by DonG, seconded by Stew, approved.
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: made by DonG, seconded by DonS, approved.

Regular monthly business

2. January Treasurer's report:

Bills paid since December:

Ck #	Payment information	Amount
2024	Sub-Aquatics Breaathing Air Systems – maintenance and repair of the breathing air compressor	\$1,112.63
2025	Randolph Auto – wiper blades for Otto8	\$15.06
2026	Occustar Workplace Compliance – 2 firefighter physicals	\$379.00
2027	Paul Stang – reimb. In-house training expenses (full year)	\$644.75
2028	Bradford Publishing – legal notice for election	\$20.35
2029	Cattaraugus County DPW – heated drain valve for Otto5	\$215.87
2030	National Fuel (estimated)	\$76.90
2031	Motorola Solutions - 2 single unit chargers	\$234.60
2032	Promark Insurance – Critical Illness renewal	\$812.00
2033	Association of Fire Districts – annual dues for 2024	\$200.00
2034	Allison Girod – 2023 salary	\$550.00
2035	Paul Eder – 21 small EMS bags	\$144.47

Two Checks outstanding: #2026 and #2033.

Bills to pay

	Don Girod – annual service for ambulance cellphone (tracfone)	\$110.93
	National Fuel (actual)	\$95.87
	Don Girod – 5 pairs Shelby extrication gloves	\$319.73

Transferred \$5,000.00 from Savings to Checking to pay bills. Allison will submit the paperwork to get the annual post office box fee (\$70.00) waived.

The current bills and bank statements were checked by all Commissioners. The reconciled December bank account statements, check images and paid bills were

viewed by all Commissioners present. Motion to approve the treasurer's report and pay the bills made by DonG, seconded by Stew, approved.

Old Business

3. Ambulance phone. The annual service for the ambulance tracfone was extended after checking with the ambulance captain.
4. Insurance questionnaire- Every year there is a long questionnaire before the renewal. This has not been received by the agent yet.

New Business

5. Draft financial report for 2023. Allison has started working on the state financial report (New software this year). This has not been going very well, but it is due at the end of February and can be extended by request.
6. Sexual harassment training for 2024 – The Commissioners will send out a letter to all the active fire company members reminding them that they must do this training annually. The letter will indicate all the possible ways to satisfy this requirement, with OSHA training being the preferred way. The district will conduct one in person training before the June district meeting. After that session, the fire department executive committee will be responsible for ensuring that all active members have complied.
7. Motion to approve the chiefs for the fire department for 2024: made by Ron, seconded by DonG, approved.

Chief: Trisha Priest
1st Assistant: Matt Dickinson
2nd Assistant: Paul Eder
3rd Assistant: Robert Barber, Jr

8. Motion to approve the fire company events for 2024: made by DonG, seconded by Stew, approved.

Breakfast	February 4; 8 am – noon
Breakfast	March 10
Meat raffle, gun raffle	June 8
Breakfast	November 3
Breakfast with Santa	December 7; approved 8am – 10 am

9. Chief's report:
 - Since there was no progress with getting the boots needed from Churchville, Trisha has recently contact the Dival representative. Due to the electric outage there was not much discussion yet, but it looks like there will be good communication . Dival has state contract pricing and the district has an account there.
 - The chiefs will be trying to encourage more training opportunities this year, both in house and external.

- Paul reported that the class3 vests will be purchased from Schuberts. This allows the department to order exactly what they need and to get more without a setup fee.