

Minutes of **Allen-Clay Joint Fire District Trustees Meeting**  
Held on **December 28, 2000**

The Board of Trustees of the Allen-Clay Joint Fire District met in special session on the above date at the Office of the Trustees, 400 Main St, Clay Center, OH 43408.

The purpose of the meeting is to conduct unfinished business and to reorganize for the year 2001.

Chairman Scott Everhardt called the roll.

**Attendance:**

**Trustees:** Jack Bower, Scott Everhardt, Don Hoeft, Jack Willard **Clerks:** Bill Nissen & Sonia Eischen **Fire Chief:** Bruce Moritz **Others:** Marilyn Opfer, Dennis Hartman, Mike Cairl, Mike Swisher, Lowell Hartman, Dan Novotney, Mike Benadum, Gaylord Sheldon,

**Approval of Previous Minutes** Minutes from the meeting held December 14, 2000 were read. Jack Bower moved, second by Jack Willard to approve minutes as read. Motion carried.

**Public Concerns ( by order of signatures):** **Lowell Hartman** observed that all the firefighters over 60 years old had problems with the physical, which required a stress test be performed. He felt that this was discriminatory and that the testing agency was taking advantage of the district by billing them for service not needed. **Scott Everhardt** explained that he and Bruce were consulted, and in each instance, the parameters in place were met. In the interest of prudence, Scott felt that protocols were followed and appropriate.

**Fire Chief's Report:** Copy on file.

A summary of those who have completed applications and physicals was reviewed. **Effective January 1, 2001, anyone who has not returned an application and completed the physical will not be allowed to respond.** After January 15, 2001, ANYONE with incomplete paperwork, or without a scheduled appointment for a physical, will be considered NOT an employee of the district.

**Don Hoeft moved, second by Jack Bower, to approve SOP 102 "Command Structure". Motion carried.**

**Clerk's Report:**

- UAN equipment will be delivered soon.. The software will be activated in January without Bill attending classes in Columbus because Sonia is familiar with the system and will be assisting.
- The **district** property/liability/accident/sickness **insurance became effective December 14, 2000** through VFIS.
- For the record, the electric bill (Toledo Edison) & the Columbia Gas bill for the Allen Station building will paid by the district with 1/3 amount of each billed back to the township on a quarterly basis for their office & meeting room usage.

**Fire Board Trustees' Business & Reports:**

Scott Everhardt brought copies of the **contractual arrangements for services** for each political entity with the district.

- Allen Township = \$22, 500.00
- Clay Township = \$22. 500.00
- Clay Center = \$10059.45

Allen Township Trustees and Clerk signed at their December 26<sup>th</sup> meeting, with Scott Everhardt abstaining as per ORC requirements. Clay Township and the Village of Clay Center officials will sign at their next meetings, with the representatives to the district abstaining. This Board will then sign also.

Scott Everhardt brought a copy of a **lease contract** between each political entity with the district **for buildings, equipment, apparatus, utilities, maintenance, and insurance.** All political entities will sign at their next scheduled meeting, with the representative to the district abstaining. This Board will then sign also.

Scott Everhardt brought a copy of an interim contract for Benton Township and of an ALS services contract with Benton Township entitled *Benton Township E.M.S. and Fire Services Contract Agreement*. Pending approval by the prosecutor, these contracts will be signed and forwarded to the Benton Township Trustees.

**#2000-02 Resolution To Contract With Great Lakes Billing Associates, Inc. To Bill Non- Residents For Ambulance Services**

**Mr. Jack Bower moved** the adoption of the following Resolution:

WHEREAS, The Board of Trustees of the Allen-Clay Joint Fire District determined the need to initiate cost recovery for ambulance services provided to non-residents, and

WHEREAS, professional assistance in the billing of emergency ambulance transport services is desired, now therefore

BE IT RESOLVED, that the Trustees of the Allen-Clay Joint Fire District hereby enter into a **contract with Great Lakes Billing Associates, Inc. to provide billing services for emergency ambulance transports by the District to all non-residents of the District**, adhering to the following definitions and protocols:

**DEFINITIONS:**

A **resident** will be considered as

1. Anyone whose residence is within the boundaries of the Allen-Clay Joint Fire District.
2. Those Benton Township, Ottawa County, Ohio, residents that are covered contractually for services provided by the Allen-Clay Joint Fire District.

**All others will be considered non-residents.**

<u>RATES</u>	<u>Basic Life Support (BLS)</u>	<u>Advance Life Support (ALS)</u>
• Base Rate	\$200.00	\$400.00
• Mileage	\$5.00 per mile loaded	\$5.00 per mile loaded
• Oxygen	\$50.00	\$50.00
• EKG	NA	\$75.00

**COLLECTION PROTOCOL**

1. The Chief of the Allen-Clay Joint Fire District (or his designee) will provide Great Lakes Billing Associates, Inc. with information required to initiate billing.
2. Billing to begin upon receipt of a District provider number and to be effective for services provided January 1, 2001 forward.
3. Any balance remaining after insurance payments have been exhausted will be pursued by Great Lakes Billing Associates, Inc. as private (individual) pay via
  - 3 written attempts to collect
  - 1 phone call

**PAYMENT/REPORTING**

**Great Lakes Billing Associates, Inc. will collect all monies and remit to the Allen-Clay Joint Fire District**

- **an 8% service fee will be invoiced to the Allen-Clay Joint Fire District**
- **a report of account activity will be provided to the Allen-Clay Joint Fire District**

Mr. Don Hoeft seconded **the motion, and the roll being called, the vote was as follows:**

Mr. Scott Everhardt                    yes

Mr. Don Hoeft                        yes

Mr. Jack Bower                      yes

Mr. Jack Willard                    yes

Attest:

Assistant Clerk, Allen-Clay Joint Fire District

Adopted this 28th day of December 2000.

**Other Business**

A copier is on site on a trial basis Jack Bower moved, Scott Everhardt seconded, **to approve purchase of the Canon NP7130F copier** and stand through IKON at a purchase **price of \$1798.00**, and **to approve an all inclusive maintenance agreement at \$15.00 per month.** Motion carried.

At 8:39 p.m., Don Hoeft moved, second by Scott Everhardt to adjourn the regular session. The board then convened in executive session to discuss employee policies and to reorganize for the year 2001.

**REORGANIZATION FOR 2001:**

The chairmanship of the meeting was turned over to the assistant clerk for the reorganization of the Board.

**Chairman and Vice Chairman**

Mr. Jack Bower moved that **Scott Everhardt** fills the position of **Chairman** and that **Don Hoeft** fills the position of **Vice Chairman**. Mr. Jack Willard seconded the motion. All voted yes.

**Meeting Dates**

Mr. Jack Willard moved that the **regular meetings** of the Board be **held on the second Thursday of each month at 7:30 p.m.** Mr. Scott Everhardt seconded the motion. All voted yes.

**Personnel Policies**

Motion made by Mr. Jack Willard, second by Mr. Scott Everhardt, that the following policies/observations be established:

**VACATION POLICY**

Vacation time-off may be taken in increments up to a maximum of 2 weeks at any one time. Permanent, full-time employees shall be granted vacation time-off with pay at their regular rate as follows:

<b>Length of Service</b>	<b>Accrual</b>
Year 1 through year 4	2 weeks
Year 5 through year 9	3 weeks
Year 10 through year 14	4 weeks

Year 15 through year 25

5 weeks

Vacation leave not utilized by December 31<sup>st</sup> of each year will be paid to the employee at their regular rate of pay.

**Vacation:**

Bruce Moritz, hire date 1-1-01, available time: 2 weeks

**HOLIDAY POLICY**

**Holidays (10 days/80 hours total) Observed:**

- New Year’s Day - First day in January
- Martin Luther King Day- Third Monday in January
- Presidents’ Day - Third Monday in February
- Memorial Day - Last Monday in May
- Independence Day - Fourth day of July
- Labor Day - First Monday in September
- Columbus Day- First Monday in October
- Veterans Day- 11<sup>th</sup> day of November
- Thanksgiving Day - Fourth Thursday in November
- Christmas Day - Twenty-fifth Day of December

If a holiday falls on a Saturday, the day will be observed on the Friday preceding. If a holiday falls on a Sunday, the day will be observed on the Monday following.

**SICK LEAVE POLICY**

Permanent, full-time salaried employees shall be granted 14-days sick time-off with pay at their regular rate. On the 15<sup>th</sup> day, the short-term disability policy will provide coverage.

**MEDICAL BENEFITS**

Permanent, full-time salaried employees shall be provided medical benefits as follows:

- Hospitalization insurance: Medical Mutual of Ohio
- Vision insurance: Vision Service Plan
- Dental insurance: Cigna Insurance
- Life insurance: Medical Life
- Short-term Disability insurance

**BEREAVEMENT**

Permanent, full-time salaried employees shall be granted **bereavement time-off with pay** at their regular rate. Payment for bereavement time-off will come from bereavement leave hours. Up to **three (3) days** bereavement leave will be granted upon the death of an employee’s spouse or significant other, child, stepchild, grandchild, parent, grandparent, or in-laws of the above.

**Mileage Reimbursements**

Mr. Scott Everhardt moved, second by Mr. Don Hoeft, that the trustees, clerks, and fire chief be reimbursed at the rate of **\$0.345 per mile** while using their personal vehicle for district business conducted outside the district. All voted yes.

**Personnel Information**

**Individual pay rates are as established previously:**

- Fire Chief \$37,000.00 to be paid bi-weekly at \$1423.08 per pay**
- Officers: Deputy Chief \$125.00/month to be paid quarterly**
- Station/Battalion Chief \$1000.00/yr. to be paid quarterly at \$250.00/quarter**
- 1<sup>st</sup> Assistant Chief \$450.00/yr. to be paid quarterly at \$112.50/quarter**
- 2<sup>nd</sup> Assistant Chief \$300.00/yr. to be paid quarterly at \$75.00/quarter**
- Captains \$150.00/yr. to be paid quarterly at \$37.50/quarter**
- Medical Director \$150.00/yr. to be paid quarterly at \$37.50/quarter**

**Trustee Salary:**

Based on compensation guidelines established for fire districts, Mr. Don Hoeft moved, second by Mr. Jack Bower, that Trustee annual salary be paid as follows:

**Each Trustee is eligible for up to \$450.00/yr. at \$30.00/meeting (15 meetings maximum) to be paid annually in December**

**Clerks’ Salary**

Mr. Jack Bower moved, second by Mr. Jack Willard, that the Clerk and Assistant Clerk be compensated at follows:

- Clerk \$6000.00 to be paid monthly at \$500.00/month**
- Assistant Clerk \$2500.00 to be paid quarterly at \$625.00/quarter**

**Part Time and Part Paid Volunteer Compensation**

Part Time and Part Paid Volunteer Compensation will be paid as per ACJFD Pay Schedule dated 12/14/2000, copy on file.

**#01-01 Temporary Budget Resolution**

Mr. Scott Everhardt moved for the adoption of the following resolution:

BE IT RESOLVED: By the Board of the Allen-Clay Joint Fire District, that to provide for the current expenses of the Board of Trustees until the permanent annual expenditure resolution is adopted for the year 2001, **the sum of \$75,000.00 be approved to be appropriated as needed.** Mr. Don Hoeft seconded. The roll being called, the vote is as follows:

Mr. Scott Everhardt \_\_\_\_\_ yes

Mr. Don Hoeft \_\_\_\_\_ yes

Mr. Jack Bower \_\_\_\_\_ yes

Mr. Jack Willard \_\_\_\_\_ yes

Attest:

Assistant Clerk, Allen-Clay Joint Fire District

Adopted this 28th day of December 2000.

At 9:15 p.m., Mr. Don Hoeft moved to adjourn. Mr. Jack Willard seconded. Meeting adjourned.

Respectfully Submitted,

Sonia Eischen, Assistant to the Clerk

\_\_\_\_\_, Chairman