

Minutes of **Allen-Clay Joint Fire District Trustees Meeting**
Held on **March 9, 2000**

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

The roll was called by Chairman Scott Everhardt.

Attendance:

Trustees: Jack Bower, Scott Everhardt, Don Hoeft, Jack Willard **Clerks:** Bill Nissen & Sonia Eischen **Others:** Marilyn Opfer, Dennis Hartman, Bruce Moritz, Dan Novotny

Approval of Previous Minutes Minutes from the meeting held February 17, 2000 were read. Jack Bower moved, second by Don Hoeft to approve minutes as read. Motion carried.

Post Election Items to Brainstorm & Accomplish:

A. Temporary Funding for the balance of 2000.

- Contracts from each department need to be written.
- Scott will contact the prosecutor for guidance.

B. Administrative Costs for Start-up Operations

Bill & Sonia will gather estimated costs on the following for the April meeting:

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| <ul style="list-style-type: none"> • UAN • Telephone line/number • Fax/Phone • Paper • Record of Proceeding Books • Bank Account • Filing Federal Legal Papers | <ul style="list-style-type: none"> • Bonds for Board and Clerks • Ask Snip how and when to phase out our levies to get the proper timing on collections due to the switchover to the district • Bulk mailing permit |
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C. Determine available funds to purchase equipment/gear for balance of this year for individual departments.

- Each political subdivision will review their budget to determine available funds.

D. Contact County Auditor to discuss the process and proper timing of resolutions to stop receiving current millage. Clarify when the first available funds from the new levy will be received based on January 2000 starting point.

- Sonia will follow up with the county auditor.

E. Begin UAN startup, after temporary funding contracts are in place. Bill Nissen will follow up with UAN.

F. Begin Filing legal paperwork with state/federal government. Bill Nissen is working on this.

G. Create Official Job Descriptions and SOPs

- Bruce requested that committees be formed ASAP to develop medical protocols and guidelines.
- Scott Everhardt moved, Jack Willard seconded, to appoint Bruce Moritz to chair a committee to develop medical protocols, standard operating guidelines (SOGs), and department structure. Motion carried.**

Scott Everhardt moved, Don Hoeft seconded, to make Bill Nissen the Communication Director for the Fire District Board for the remainder of this year. Motion carried.

H. Discussions on Clay Center site improvements for first response and meeting facilities.

I. EMS billing contract with Great Lakes Billing Associates

- Determine under what circumstances non district residents will be billed.

J. A logo for the district: Bill Nissen suggested a contest to design a logo.

K. Develop a contract to offer Benton Township so they have time to think about it

- Fees should reflect added services.
- Invite Benton Township Trustees to the May 11th meeting to discuss a sample proposed contract.
- Scott Everhardt, with guidance from the prosecutor, will develop a draft contract for review at the April meeting.

L. Identify a solicitor for the Fire District

District Chief's Report: Bruce offered his thanks to everybody who helped put the presentations together and who supported the efforts of the fire departments.

Other Business: None

The next meeting will be on April 13, 2000 at 7:30 p.m. at the Office of the Trustees, Clay Center .

Don Hoeft moved to adjourn. **Second by Jack Bower. Meeting adjourned** at 9:00 p.m.

Respectfully Submitted,

Sonia Eischen, Assistant to the Clerk

