

Minutes of Allen-Clay Joint Fire District Trustees  
**Reorganization Meeting for 2007**  
**January 2, 2007**

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, 3155 Genoa Clay Center Rd, Genoa, OH 43430.

Attendance:

**Trustees:** Scott Everhardt, Don Hoeft, Jack Willard, Darryl Bittner, **Fire Chiefs:** Bruce Moritz & Dennis Hartman, **Fiscal Officers:** Sonia Eischen, **Excused:** Bill Nissen

Allen-Clay Joint Fire District Board of Trustees for the year 2007

| <b>Primary</b>  |              | <b>Alternate</b> |              | <b>Representing</b> |
|-----------------|--------------|------------------|--------------|---------------------|
| Scott Everhardt | 419 836-9614 | Dan Johnson      | 419 836-1173 | Allen Township      |
| Don Hoeft       | 419 862-2888 | Lee Yackee       | 419 855-4296 | Clay Township       |
| Darryl Bittner  | 419 855-4720 | Betsy Slotnick   | 419 855-4119 | Genoa               |
| Jack Willard    | 419 855-7206 | Sharon Wachter   | 419 855-0175 | Clay Center         |

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

Chairman and Vice Chairman

Mr. Darryl Bittner made the motion to re-appoint **Scott Everhardt** as **Chairman** and **Jack Willard** as **Vice Chairman**. Mr. Don Hoeft seconded the motion. All voted yes.

Meeting Dates

Mr. Scott Everhardt made the motion that the **regular meetings** of the Board be **held on the second Thursday of each month at 7:00 p.m.** Mr. Jack Willard seconded the motion. All voted yes.

Hiring of Fire Chiefs and Fiscal Officers

Jack Willard moved, second by Mr. Scott Everhardt, to rehire **Bruce Moritz** as **Fire Chief**, **Dennis Hartman** as **Deputy Fire Chief**, **Bill Nissen** as **Fiscal Officer**, and **Sonia Eischen** as **Assistant Fiscal Officer**. All voted yes.

Personnel Policies

Motion made by Mr. Jack Willard, second by Mr. Darryl Bittner, 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> |
|--------------------------|----------------|
| 6 months through year 1  | 1 week         |
| 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        |

Mr. Don Hoeft made the motion, second by Mr. Jack Willard, that a maximum of 40 hours unused vacation leave may either be carried forward into the next year or received as pay, or a maximum of 40 hours unused vacation leave may be distributed in any combination of carry over & pay equaling up to 40 hours, effective 1/1/2006. All voted yes. Motion carried.

**Vacation:**

Bruce Moritz, hire date 1-1-01, available time: **3 weeks + 40 hours carry forward from 2006.**  
Dennis Hartman, hire date 12-29-03, available time: **2 weeks + 32 hours carry forward from 2006.**

**HOLIDAY POLICY**

|                          |                              |
|--------------------------|------------------------------|
| <b>Holidays (9 days)</b> | <b>Observed:</b>             |
| New Year’s Day -         | First day in January         |
| Easter Sunday -          | Midnight - Midnight          |
| Memorial Day -           | Last Monday in May           |
| Independence Day -       | Fourth day of July           |
| Labor Day -              | First Monday in September    |
| Thanksgiving Day -       | Fourth Thursday in November  |
| Christmas Eve            | 4 p.m. - Midnight            |
| Christmas Day -          | Twenty-fifth Day of December |
| New Year’s Eve           | 4 p.m. – Midnight            |

Time and one-half will be paid to on-shift employees and permanent, full-time employees for holiday hours worked.

**SICK LEAVE POLICY**

Permanent, full-time salaried employees shall be granted 80 hours (10 days) sick time-off with pay at their regular rate. After 10 consecutive work days of sick leave (14 calendar days), the short-term disability policy will provide coverage for successive, consecutive sick time off.

**MEDICAL BENEFITS**

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

- Hospitalization insurance: Medical Mutual of Ohio, HMO 10 Health Ohio
- Vision insurance: Vision Service Plan
- Dental insurance: Securian Dental
- Life insurance: Medical Life
- Short-term Disability insurance: Kim Pfitzer, Royal Benefits Administration, Medical Mutual

**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) consecutive 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.

All voted yes.

**Mileage Reimbursements**

Mr. Don Hoeft made the motion, second by Mr. Scott Everhardt, that the trustees, fiscal officers, District Chief and Deputy Chief be reimbursed at the rate of **\$0.485 per mile** while using their personal vehicle for district business conducted outside the district, with a **maximum \$400.00** per year for each. All voted yes.

**Personnel Information**

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

- Officers:**
- Station/Battalion Chief \$1200.00/yr** to be paid quarterly at **\$300.00/quarter**
  - 1<sup>st</sup> Assistant Chief \$550.00/yr** to be paid quarterly at **\$137.50/quarter**
  - 2<sup>nd</sup> Assistant Chief \$400.00/yr** to be paid quarterly at **\$100.00/quarter**
  - Captains \$225.00/yr** to be paid quarterly at **\$56.25/quarter**

**Trustee Salary:**

Based on compensation guidelines established for fire districts, Mr. Jack Willard moved, second by Mr. Darryl Bittner, 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.** If an alternate trustee attends a meeting in lieu of the primary trustee, the alternate shall receive the compensation for that meeting. All voted yes.

**Fire Chief Salary/Deputy Fire Chief Salary**

The fire chief salaries were approved at the December 2006 regular meeting:

**Fire Chief: \$48,547.20** to be paid **bi-weekly at \$1867.20** per pay  
**Deputy Chief \$44,133.44** to be paid **bi-weekly at \$1697.44** per pay

**Fiscal Officers' Salary**

The Fiscal Officers' salaries were approved at the December 2006 regular meeting:

**Fiscal Officer: \$7692.00** to be paid monthly at **\$641.00/month**  
**Assistant Fiscal Officer: \$3394.00** to be paid monthly at **\$282.87.00/month for 1 month, then \$282.83.00/month for 11 months**

**Part Time and Part Paid Volunteer Compensation**

Mr. Scott Everhardt moved, second by Mr. Don Hoeft, to approve Part Time and Part Paid Volunteer Compensation as per ACJFD Pay Schedule amended 12/12/2006, copy on file

**#07-01 Temporary Budget Resolution**

Mr. Darryl Bittner moved 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 2007, **the sum of \$150,000.00 be approved to be appropriated as needed.** Mr. Jack Willard seconded. The roll being called, the vote is as follows:

|                            |            |                           |            |
|----------------------------|------------|---------------------------|------------|
| Mr. <u>Scott Everhardt</u> | <u>yes</u> | Mr. <u>Darryl Bittner</u> | <u>yes</u> |
| Mr. <u>Jack Willard</u>    | <u>yes</u> | Mr. <u>Don Hoeft</u>      | <u>yes</u> |

Attest:

Assistant Fiscal Officer

Adopted this 2nd day of January 2007

**#07-02 Resolution to Establish Annual Travel and/or Meeting Expense Limitations**

Mr. Scott Everhardt moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of the Allen-Clay Joint Fire District that maximum reimbursement for travel and/or meeting expenses per individual per year be established as described:

|                   |  |
|-------------------|--|
| Board of Trustees | \$400.00 each  |
| Clerk             | \$400.00   |
| Fire Chief        | \$3000.00 for seminars and training; \$2000.00 additional with advance approval by the Board of Trustees |
| Deputy Fire Chief | \$3000.00 for seminars and training; \$2000.00 additional with advance approval by the Board of Trustees |
| All other staff   | \$400.00 each  |

Mr. Jack Willard seconded. The roll being called, the vote is as follows:

|                                  |     |                                 |     |
|----------------------------------|-----|---------------------------------|-----|
| Mr. <u>Scott Everhardt</u> _____ | yes | Mr. <u>Darryl Bittner</u> _____ | yes |
| Mr. <u>Jack Willard</u> _____    | yes | Mr. <u>Don Hoeft</u> _____      | yes |

Attest:

Assistant Fiscal Officer

Adopted this 2nd day of January 7

**#07-03 Resolution to Identify Limits & Expiration Dates for Regular Blanket Certificates**

Mr. Darryl Bittner moved the adoption of the following Resolution:

BE IT RESOLVED, that the Board of Trustees of Allen-Clay Joint Fire District set a limit of \$30,000.00 for each Regular Blanket Certificate and an expiration date of one calendar, i.e. January 1 through December 31.

Mr. Jack Willard seconded. The roll being called, the vote is as follows:

|                                  |     |                                 |     |
|----------------------------------|-----|---------------------------------|-----|
| Mr. <u>Scott Everhardt</u> _____ | yes | Mr. <u>Darryl Bittner</u> _____ | yes |
| Mr. <u>Jack Willard</u> _____    | yes | Mr. <u>Don Hoeft</u> _____      | yes |

Attest:

Assistant Fiscal Officer

Adopted this 2nd day of January 2007

**Review of By-Laws**

A review of the By-Laws occurred. No amendments were proposed.

**Temporary Personnel Restructure**

Until the medical status of Bill Nissen is resolved, the trustees imposed a temporary shift of responsibilities and compensation in the fiscal officer positions. Sonia Eischen was appointed to assume the duties of the fiscal officer and Bill Nissen was appointed to assume the duties of the assistant fiscal officer. Chris Sheldon was appointed to be a backup fiscal officer on an as-needed basis at a rate of \$9.57 per hour.

This adjustment will be reviewed on a month-by-month basis with the next review to occur at the regular meeting scheduled for February 8, 2007.

Mr. Scott Everhardt moved to adjourn. Mr. Jack Willard seconded. Meeting adjourned at 2:00 p.m.

Respectfully Submitted,

Sonia Eischen, Assistant Fiscal Officer

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

