

Minutes of **Allen-Clay Joint Fire District Trustees** Meeting  
Held on January 10, 2008

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

Chairman Scott Everhardt opened the meeting with the pledge of allegiance and called the roll.

**Attendance:**

**Trustees:** Darryl Bittner, Scott Everhardt, Don Hoeft, Jack Willard **Fire Chiefs:** Bruce Moritz , Dennis Hartman  
**Fiscal Officers:** Don Murray, Sonia Eischen **Others:** Tim Tank, Chris Sheldon, Gaylord Sheldon, Mike Swisher

**Approval of Previous Minutes:** Minutes from the meeting held December 13, 2007 were read. Don Hoeft made the motion, second by Jack Willard to approve minutes as amended. Motion carried. Minutes from the Reorganization meeting were read. Scott Everhardt made the motion, second by Darryl Bittner, to approve minutes as amended. Motion carried.

**Public Concerns ( by order of signatures):**

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

Darryl Bittner made the motion, second by Don Hoeft, **to approve hiring Jacob Greener and Michael Kersten as Volunteer Firefighters/EMTs at Station #1** subject to successful completion of hiring requirements. All voted yes. Motion carried.

Chief Moritz recognized our personnel, volunteers, mutual aid departments, and members of the community who were instrumental in assisting at the Ray and Jet's fire. A heartfelt "thank-you" was extended to all.

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

Dennis Hartman conducted a power point presentation with pictures and a detailed summary of the response to the Ray & Jet's fire. The presentation was well prepared and informative. Denny, too, offered his appreciation for the assistance the district received.

On behalf of the Village of Genoa, Darryl Bittner expressed thanks and gratitude.

**Don Hoeft made the motion**, second by Scott Everhardt, **to approve hiring Robert Zunk**, a member of Station #3, **as an EMT-B for Medic 21**. All voted yes. Motion carried.

**Fiscal Officer's Report:**

- The December financial statement was reviewed & signed.
- A 4<sup>th</sup> quarter and end-of-year audit was conducted.
- The *Certificate of the Total Amount from All Sources Available for Expenditures, and Balances* (i.e. the budget) has been filed with the county budget commission. **Our budget for the year 2008 = \$1,372,998.01**
- The Annual Financial Report has been filed with the State Auditor.
- The public notice of the availability to view the Annual Financial Report has been sent to the *News Herald* for publication.

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

- **The Volunteer Fire Fighters' Dependents Fund**, 2008 Certificate of Annual Election of Board Members, was discussed and completed. **Jack Willard and Darryl Bittner were elected as Board Member representatives**. Mike Swisher and Keith Henninger are the fire department representatives. Dennis Hartman is the representative appointed by other Board members. Copy on file. **Scott Everhardt made the motion to accept the Board as identified. Darryl Bittner seconded. All voted yes. Motion carried.** The current assessed valuation of the Fire District is \$171,336,280.00.

**Other Business****#08-04 Annual Appropriations Resolution**

Jack Willard, moved the adoption of the following Resolution.

**BE IT RESOLVED** by the Board of Trustees of the Allen-Clay Joint Fire District, Ottawa County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees during the fiscal year, ending December 31, 2008, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year as follows:

<b>GENERAL</b>	<b>2008</b>
1000-110-111 Salaries-Trustees	\$1,800.00
1000-110-121 Salaries-Fiscal Officer	\$8,520.00
1000-110-122 SalaryFiscal Officer Staff	\$3,394.00
1000-110-131 Salary Administrator	\$51,920.00
1000-110-132 Salary Administrator's Staff	\$47,110.00
1000-110-211 PERS	\$6,300.00
1000-110-212 Social Security	\$600.00
1000-110-213 Medicare	\$2,000.00
1000-110-214 Vol FF Dependent's Fund	\$1,000.00
1000-110-215 OP&FP Fund	\$25,000.00
1000-110-221 Medical/Hospitalization	\$44,000.00
1000-110-222 Life Insurance	\$1,500.00
1000-110-223 Dental Insurance	\$2,500.00
1000-110-229 Other Insurance Benefits	\$15,000.00
1000-110-230 Workers' Compensation	\$30,000.00
1000-110-312 Auditing Services	\$2,500.00
1000-110-313 UAN Fees	\$4,250.00
1000-110-314 Property Tax Collection Fees	\$18,000.00
1000-110-319 Other Professional & Technical Services	\$12,000.00
1000-110-330 Travel & Meeting Expense	\$8,000.00
1000-110-342 Postage	\$1,000.00
1000-110-344 Printing	\$3,000.00
1000-110-345 Advertising	\$2,250.00
1000-110-360 Contracted Services	\$16,000.00
1000-110-381 Property Insurance Premiums	\$35,000.00
1000-110-389 Other Insurance & bonding	\$3,000.00
1000-110-519 Others-Dues & Fees	\$8,000.00
1000-110-599 Other	\$500.00
1000-120-322 Garbage & Trash Removal	\$1,000.00
1000-120-323 Repairs & Maintenance	\$20,000.00
1000-120-341 Telephone	\$10,000.00
1000-120-351 Electricity	\$13,500.00

1000-120-352	Water and Sewage	\$1,250.00
1000-120-353	Natural Gas	\$17,000.00
1000-120-359	Other Utilities-propane	\$2,000.00
1000-120-360	Contracted Services	\$5,000.00
1000-120-410	Office Supplies	\$3,000.00
1000-120-420	Operating Supplies	\$1,000.00
1000-120-599	Other	\$250.00
1000-220-190	Salaries	\$120,000.00
1000-220-211	Pers	\$17,000.00
1000-220-212	Social Security	\$14,000.00
1000-220-213	Medicare	\$6,000.00
1000-220-318	Training Services	\$25,000.00
1000-220-323	Repairs & Maintenance	\$40,000.00
1000-220-330	Travel & Meeting Expense	\$6,000.00
1000-220-420	Operating Supplies	\$25,000.00
1000-220-430	Small Tools & Minor Equipment	\$25,000.00
1000-220-490	Other-Supplies & Materials	\$20,000.00
1000-220-599	Other	\$10,000.00
1000-760-730	Improvement of Sites	\$50,000.00
1000-760-740	Machinery, Equipment & Furniture	\$10,000.00
1000-760-750	Motor Vehicle Fie Supplies	\$55,000.00
1000-820-820	Principal Payments-Notes	\$110,000.00
1000-830-830	Interest Payments	\$17,000.00
1000-910-910	Operating Transfers Out	\$120,000.00
1000-990-990	Other-Other Financing Sources	\$0.00
	<b>General Fund Total</b>	<b>\$1,098,144.00</b>
<b>EMS</b>		
2901-230-190	Other-Salaries	\$190,000.00
2901-230-318	Training Services	\$15,000.00
2901-230-319	Other-Professional & Technical Services	\$19,000.00
2901-230-330	Travel & Meeting Expense	\$1,000.00
2901-230-490	Other-Supplies & Materials	\$40,000.00
	<b>EMS Fund Total</b>	<b>\$265,000.00</b>
<b>Hazmat</b>		
2902-290-490	Other-Supplies & Materials	\$2,656.00
	<b>Hazmat Fund Total</b>	<b>\$2,656.00</b>
	<b>2008 Funds Available for Expenditures,</b>	<b>\$1,365,800.00</b>

Don Hoeft, seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Don Hoeft yes                      Scott Everhardt yes  
Darryl Bittner yes                 Jack Willard yes

Adopted January 10, 2008

Attest: \_\_\_\_\_  
Assistant Fiscal Officer/Board of ACJFD Trustees

**Lease Renewals:**

It's time to renew the annual leases with Allen Township, Clay Township, & the Village of Clay Center for each station and to pay the \$1.00 lease fee to each political subdivision. The fiscal officer will send the checks.

At 8:43 p.m., Scott Everhardt made the motion, second by Jack Willard, to enter executive session to discuss personnel attendance matters with the fire chiefs. The roll call on the motion is Don Hoeft- yes, Scott Everhardt- yes, Darryl Bittner -yes, Jack Willard- yes

**Bills Presented for Payment:**

Bills from December, totaling \$107,599.50, were presented for payment. Scott Everhardt made the motion, second by Jack Willard, to approve payment of bills. Motion carried.

Don Hoeft made the motion, second by Darryl Bittner, to adjourn. Meeting adjourned at 9:05 p.m.

Respectfully Submitted,

Sonia Eischen, Assistant Clerk

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