

Minutes of Allen-Clay Joint Fire District Trustees
Reorganization Meeting for 2008
January 2, 2008

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 Chief:** Bruce Moritz, **Fiscal Officers:** Don Murray, Sonia Eischen

Allen-Clay Joint Fire District Board of Trustees for the year 2008

Primary	Alternate	Representing
Scott Everhardt 419 836-9614	Dan Johnson 419 836-1173	Allen Township
Don Hoeft 419 862-2888	Matthew Widmer 419 855-8258	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 fiscal officer 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**, **Don Murray** 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:

Length of Service	Accrual
Completion of 6 months through year 1	1 week
Year 1 through completion of year 4	2 weeks
Year 5 through completion of year 9	3 weeks
Year 10 through completion of year 14	4 weeks
Year 15 through completion of year 25	5 weeks

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.

Vacation:

Bruce Moritz, hire date 1-1-01, available time: **3 weeks + 0 hours carry forward from 2007.**

Dennis Hartman, hire date 12-29-03, available time: **3 weeks + 10 hours carry forward from 2007.**

HOLIDAY POLICY

Holidays (9 days)	Observed:
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: Fort Dearborn 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**
 - 1st Assistant Chief \$550.00/yr** to be paid quarterly at **\$137.50/quarter**
 - 2nd 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 2007 regular meeting:

Fire Chief: \$49,760.88 to be paid **bi-weekly at \$1913.88** per pay
Deputy Chief \$45,236.78 to be paid **bi-weekly at \$1739.88** per pay

Fiscal Officers' Salary

The Fiscal Officers' salaries were approved at the December 2007 regular meeting:

Fiscal Officer: \$8520.00 to be paid at **\$6801.00/month for 3 months, the \$720.month for 9 months.**
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 made the motion, second by Mr. Don Hoeft, to approve Part Time and Part Paid Volunteer Compensation as per ACJFD Pay Schedule amended 12/13/2007, copy on file.

#08-01 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 2008, **the sum of \$250,000.00 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 2008

#08-02 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
Fiscal Officer	\$1500.00
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. Scott Everhardt _____ yes

Mr. Darryl Bittner _____ yes

Mr. Jack Willard _____ yes

Mr. Don Hoeft _____ yes

Attest:

Assistant Fiscal Officer

Adopted this 2nd day of January 2008

#08-03 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. Scott Everhardt _____ yes

Mr. Darryl Bittner _____ yes

Mr. Jack Willard _____ yes

Mr. Don Hoeft _____ yes

Attest:

Assistant Fiscal Officer

Adopted this 2nd day of January 2008

Review of By-Laws

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

Other Procedures Initiated

- The chief or the deputy chief will initial all time sheets prior to the fiscal officer generating payroll. The fiscal officer will verify, by signature, the hours presented by the chief and the deputy chief.
- A check and balance clearinghouse procedure will be initiated to audit/review all major charges (\$1000 and greater) and to review repairs to items under warranty.

Mr. Scott Everhardt made the motion to adjourn. Mr. Jack Willard seconded. Meeting adjourned at 10:52 a.m.

Respectfully Submitted,

Sonia Eischen, Assistant Fiscal Officer

_____, Chairman