

Minutes of **Allen-Clay Joint Fire District Trustees Meeting**
Held on January 8, 2009

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 Hoef, Jack Willard **Fire Chiefs:** Bruce Moritz , Dennis Hartman
Fiscal Officers: Don Murray, Sonia Eischen **Others:** Joel Mann, Tim Tank, Chris Sheldon, Gaylord Sheldon, Carrie Sheldon, Mike Swisher, Mike Schlievert, Jim Hogan, JoAnne Luebke, Keith Henninger, Tim Musolf, Mike Musolf, Tim Whited and family members, Randy Miller, Robin Miller, Mike Benadum, Rob *Miller*,

Approval of Previous Minutes: Minutes from the meeting held December 11, 2008 were read. Darryl Bittner made the motion, second by Jack Willard to approve minutes as read. Motion carried. Minutes from the Reorganization meeting were read. Darryl Bittner made the motion, second by Scott Everhardt, to approve minutes as read. Motion carried.

Public Concerns (by order of signatures): Joel Mann presented Phase 2 of the suggested computer usage and networking proposed for the district. It would include greater security, a server, and a centralized backup location. The cost do Phase 2 is \$4288.98. **Darryl Bittner made the motion**, second by Jack Willard, **to accept the proposal of Joel Mann for Mann Technologies to perform Phase 2 of the computer upgrades at ACJFD at a cost of \$4299.98.**

Fire Chief's Report: Copy on file.

Don Hoef made the motion, second by Scott Everhardt, to approve hiring Bradley Figiel as a Volunteer Firefighter/EMT for Station #1 pending successful completion of hiring requirements. All voted yes. Motion carried.

Jack Willard made the motion, second by Don Hoef, to accept the resignation of James McGaha from Station #3. All voted yes. Motion carried.

For the record, Kourtney Oberhous, hired last month, has decided not to join the organization. She thanked us for our consideration.

Chief Moritz welcomed Timothy Whited, and swore him in as a new member of ACJFD.

Chief Moritz presented Randy Miller and swore him in as Battalion Chief at Station #3. Congratulations, Randy. A reception for retiring Battalion Chief Gaylord Sheldon will be held immediately following this meeting.

Deputy Chief's Report: Copy on file.

A draft **Non-Cash Taxable Item Policy** was presented for review. **Jack Willard made the motion**, second by Scott Everhardt, to approve the Non-Cash Taxable Item Policy as presented. All voted yes. Motion carried.

Fiscal Officer's Report:

- The December financial statement was reviewed & signed.
- A 4th quarter and end-of-year audit was conducted.

Darryl Bittner made the motion, second by Don **Hoef**, **to assess each member of ACJFD \$1.00 to enroll them into the VFIS insurance system.** This protects the employee from being penalized by BWC trying to recoup funds in the event of an injury claim. All voted yes. Motion carried.

Scott Everhardt made the motion, second by Jack Willard, **to approve the following supplemental appropriation adjustments:**

(-) \$3500.00 from 1000-110-121

+ \$3500.00 into 1000-220-190
 (-)\$1500.00 from 1000-110-122
 + \$1500.00 into 1000-220-190
 (-)\$250.00 from 1000-110-121
 +\$250.00 into 1000-110-131
 (-)\$1864.88 from 1000-110-312
 +\$1864.88 into 1000-110-131
 (-)\$600.00 from 1000-110-312
 +\$600.00 into 1000-110-132
 (-)\$1094.32 from 1000-110-345
 +\$1094.32 into 1000-110-132

Fire Board Trustees' Business & Reports:

2009 Appropriations Resolution: Don Hoeft made the motion, second by Darryl Bittner, to approve the appropriations as presented pending receipt of the Amended Certificate of Estimated Resources from the county auditor. The approval will be converted into a resolution upon receipt of the Amended Certificate of Estimated Resources. All voted yes. Motion carried.

#2009-04 ACJFD Annual Appropriation Resolution

The Board of the Allen-Clay Joint Fire District, Ottawa County, Ohio met in regular session on the 8th day of January, 2009 at the office of the Board with the following members present:

Scott Everhardt, Jack Willard, Don Hoeft, Darryl Bittner

Mr. Don Hoeft made the motion to adopt the following resolution:

BE IT RESOLVED by the Board of the Allen-Clay Joint Fire District, Ottawa County, that to provide for the current expenses and other expenses of said Board during the fiscal year, ending December 31, 2009, 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:

General

1000-110-111-0000 Salaries - Trustees	\$1,800.00
1000-110-121-0000 Salary - Clerk	\$8,850.00
1000-110-122-0000 Salary - Clerk's Staff	\$3,475.00
1000-110-131-0000 Salary - Chief	\$53,600.00
1000-110-132-0000 Salary - Chief's Staff	\$48,350.00
1000-110-211-0000 Public Employees Retirement System (P.E.R.S.)	\$6,000.00
1000-110-212-0000 Social Security	\$500.00
1000-110-213-0000 Medicare	\$2,000.00
1000-110-214-0000 Volunteer Firemen's Dependent Fund	\$450.00
1000-110-215-0000 Police & Fire Disability & Pension Fund	\$26,000.00
1000-110-221-0000 Medical/Hospitalization Benefits	\$44,000.00
1000-110-222 Life Insurance	\$1,500.00
1000-110-223-0000 Dental Insurance	\$2,000.00
1000-110-229 Other Insurance Benefits (Self Insurance)	\$15,000.00
1000-110-230-0000 Worker's Compensation (Total Staffing)	\$30,000.00
1000-110-312-0000 Auditing Services	\$2,500.00
1000-110-313-0000 UAN Fees	\$3,000.00
1000-110-314-0000 Property Tax Collection Fees	\$15,000.00
1000-110-319-0000 Professional & Technical Services	\$12,000.00
1000-110-330 Travel & Meeting Expense	\$8,000.00

1000-110-342-0000	Postage	\$950.00
1000-110-344-0000	Printing	\$2,000.00
1000-110-345	Advertising	\$1,500.00
1000-110-360	Contracted Services	\$16,000.00
1000-110-381-0000	Property & Liability Insurance Premiums	\$35,000.00
1000-110-389-0000	Other Insurance (VFIS A&S Policy)	\$3,000.00
1000-110-519-0000	Dues & Fees	\$5,000.00
1000-110-599	Other	\$750.00
1000-120-322	Garbage & Trash Removal	\$900.00
1000-120-323	Repairs & Maintenance	\$20,000.00
1000-120-341	Telephone	\$11,000.00
1000-120-351	Electricity	\$14,000.00
1000-120-352	Water & Sewage	\$1,000.00
1000-120-353	Natural Gas	\$17,000.00
1000-120-360	Other Utilities-Propane	\$5,500.00
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	\$500.00
1000-220-190-0000	Salaries - Volunteers	\$126,500.00
1000-220-211-0000	Public Employees Retirement Systems (P.E.R.S)	\$17,000.00
1000-220-212-0000	Social Security	\$14,000.00
1000-220-213-0000	Medicare	\$6,000.00
1000-220-318-0000	Fire Training Services	\$20,000.00
1000-220-322-0000	Garbage & Trash Removal	
1000-220-323-0000	Repairs and Maintenance	\$40,000.00
1000-220-330-0000	Travel and Meeting Expense	\$5,000.00
1000-220-420-0000	Operating Supplies	\$30,000.00
1000-220-430-0000	Small Tools and Minor Equipment	\$25,000.00
1000-220-490-0000	Other Supplies & Materials	\$15,000.00
1000-220-599-0000	Others/Miscellaneous	\$10,000.00
1000-760-730-0000	Improvement of Sites	\$45,000.00
1000-760-740-0000	Machinery, Equipment & Furniture	\$10,000.00
1000-760-750-0000	Motor Vehicles	\$55,000.00
1000-820-820-0000	Principal Payments-Notes	\$100,000.00
1000-830-830-0000	Interest Payments=-Notes	\$15,000.00
1000-910-910-0000	Operating Transfers Out	\$60,000.00

General Grand Total \$1,020,625.00

EMS

2901-230-190-0000	Salaries-Paramedics & Emts 24/7's	\$193,000.00
2901-230-318-0000	Ems Training	\$13,000.00
2901-230-319-0000	Ems Billing (Great Lakes Billing) 8% collected	\$18,500.00
2901-230-330-0000	Ems Travel and Meeting Expense	\$1,000.00
2901-230-490-0000	Ems Supplies & Equipment	\$40,000.00
2901-910-910-0000	Transfers-Out Savings	

TOTAL EMS Annual Budget \$265,500.00

Haz-Mat

2902-290-490-0000 Haz-Mat Recovery Budget

\$3,656.00

Grand Total

\$1,289,781.00

RECAPITULATION OF FUNDS

GENERAL FUND	\$1,020,625.00
EMS FUND	265,500.00
HAZ-MAT FUND	<u>3,656.00</u>
TOTAL ALL FUNDS	\$1,289,781.00

Mr. Scott Everhardt seconded the Resolution and the roll being called upon its adoption the vote resulted with all voting YES.

Adopted: January 8, 2009

ATTEST:

Fiscal Officer, Allen-Clay Joint Fire District

Other Business

Lease Renewals:

The checks for the annual leases (\$1.00 each) with Allen Township, Clay Township, & the Village of Clay Center are ready to be sent.

Bills Presented for Payment:

Bills from December 2008, totaling \$99,227.35, were presented for payment. Scott Everhardt made the motion, second by Jack Willard, to approve payment of bills. Motion carried.

Scott Everhardt made the motion, second by Jack Willard, to adjourn. Meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Sonia Eischen, Assistant Clerk

_____, Chairman