

Minutes of **Allen-Clay Joint Fire District Trustees Meeting**
Held on March 12, 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 Hoeft, Jack Willard **Fire Chiefs:** Bruce Moritz, Dennis Hartman
Fiscal Officers: Don Murray, Sonia Eischen **Others:** Randy Miller, Mike Musolf, Tim Tank, Dan Novotny

Approval of Previous Minutes: Minutes from the meeting held February 12, 2009 were read. Don Hoeft made the motion, second by Darryl Bittner to approve minutes as corrected. Motion carried.

Public Concerns (by order of signatures): Randy Miller updated information/dates for activities that will be happening at Station #3.

Fire Chief's Report: Copy on file.

Darryl Bittner made the motion, second by Don Hoeft, **to approve promoting Captain Mike Benadum to Assistant Battalion Chief at Station #3.** All voted yes. Motion carried. Congratulations, Mike.

Scott Everhardt made the motion, second by Jack Willard, **to approve hiring Timothy Davies, Jr. and Robert Hayes as Firefighter/EMTs** following successful completion of hiring requirements. All voted yes. Motion carried.

Deputy Chief's Report: Copy on file.

Fiscal Officer's Report:

- The February financial statement was reviewed & signed.
- Great Lakes Billing received in February = \$19,132.47. YTD = \$37,312.04.
- An audit of the years 2007/2008 began 3/9/2009. The state examiner has located the \$103.23 discrepancy from 2008. It will be corrected in the next bank reconciliation.

Trustee Business/Reports:

Cell Phone Policy: Scott Everhardt made the motion, second by Jack Willard, **to amend the wording in the Cell Phone Policy as follows: replace the word "business" with the phrase "information, in whatever format, that is needed for the operation of, or in support of the Allen-Clay Joint Fire District"**. All voted yes. Motion carried.

Credit Card Policy: Don Hoeft made the motion, second by Darryl Bittner, **to amend the Credit Card Policy to add the following paragraphs:**

Any purchase shall not exceed \$1,000.00 without authorization of the Board of Trustees. If the purchase is of an emergency nature, or such exigent circumstances exist that presentation to the entire board is not feasible, a trustee, or their designee must be notified as to the circumstances of the purchase. Furthermore, at the next regular business meeting, the purchase and the circumstances shall be specifically noted in the minutes of the business meeting.

At no time will this policy impede any purchase that is necessary to protect the health, welfare, and/or safety of the Allen-Clay Joint Fire District personnel, or the citizens that the District serves.

All voted yes. Motion carried.

Scott Everhardt reported that he completed an on line "Notice of Interest" application for dollars through the Federal Stimulus Initiative. We will pursue other grants that may become available.

Bills Presented for Payment:

Bills from February, totaling \$56,515.19, were presented for payment. Jack Willard made the motion, second by Scott Everhardt, to approve payment of bills. Motion carried.

Jack Willard made the motion, second by Darryl Bittner, to adjourn. Meeting adjourned at 8:01 p.m.

Respectfully Submitted,

_____, Chairman

Sonia Eischen, Assistant Clerk

