

**Minutes of Allen-Clay Joint Fire District Trustees  
Reorganization Meeting for 2010  
December 31, 2009**

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, Denny Hartman, **Fiscal Officers:** Don Murray, Sonia Eischen

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

**Allen-Clay Joint Fire District Board of Trustees for the year 2010**

<b>Primary</b>		<b>Alternate</b>		<b>Representing</b>
Scott Everhardt	419 836-9614	Ernest Cottrell, Jr.	419 340-7013	Allen Township
Don Hoeft	419 862-2888	Matthew Widmer	419 855-8258	Clay Township
Darryl Bittner	419 855-4720	To Be Determined	419 855-xxxx	Genoa
Jack Willard	419 855-7206	Sharon Wachter	419 855-0175	Clay Center

The Board of Trustees and their alternates, as well as the fiscal officers, will be enrolled in the VFIS insurance fund and in the Volunteer Fire Fighters Charity Fund.

**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 made the motion, 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:

<b>Length of Service</b>	<b>Accrual</b>
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 2009**. He will accrue a 4<sup>th</sup> week on 1-1-2010.

Dennis Hartman, hire date 12-29-03, available time: **3 weeks + 0 hours carry forward from 2009**.

**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

Double time 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, **SMPlus 2500/100 health benefits** plan aka TRCC SuperMed Plus HSA2500
- Vision insurance: Vision Service Plan
- Dental insurance: Securian Dental
- Life insurance: Consumers 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 federal rate for mileage while using their personal vehicle for district business conducted outside the district, with a **maximum \$600.00** per year for each. The federal rate for 2010 is **\$0.50/mile**. All voted yes.

**Personnel Information**

**Salaries for 2010 were established at the September 10, 2009 regular meeting.** They are unchanged from 2009.

**Fire Chief: \$50,756.10** to be paid bi-weekly at **\$1952.16 per pay**  
**Deputy Chief \$46,141.51** to be paid bi-weekly at **\$1774.68 per pay**

**Fiscal Officer: \$8690.40** to be paid at **\$724.20/month**  
**Assistant Fiscal Officer: \$3461.88** to be paid monthly at **\$288.49/month**

**Part Time and Part Paid Volunteer Compensation** as per ACJFD Pay Schedule amended 12/11/2008, copy on file.

- **\$12.29 per hour for paramedics,**
- **\$9.96 per hour for EMT Advanced, and**
- **\$9.36 per hour for EMT Basic**

**Officer's salaries:**

- ✓ **Battalion Chiefs - \$1300.00** per year (\$325 per qtr)
- ✓ **1<sup>st</sup> Assistant Chiefs - \$650.00** per year (\$162.50 per qtr)
- ✓ **2<sup>nd</sup> Assistant Chiefs - \$500.00** per year (\$125.00 per qtr)
- ✓ **Captains - \$325.00** per year (\$81.25 per qtr)

**Trustees:** Each trustee is eligible for up to \$450.00/yr. at **\$30.00/meeting** (15 meetings maximum) to be **paid annually in December.**

**#2010-01 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 2010, **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> _____	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 31st day of December 2009

**#2010-02 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	\$200.00 each
Fiscal Officer	\$2500.00
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	\$1000.00 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 31st day of December 2009

**#2010-03 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 31st day of December 2009

**Review of By-Laws**

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

Mr. Scott Everhardt made the motion to adjourn. Mr. Jack Willard seconded. Meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Sonia Eischen, Assistant Fiscal Officer

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