

**Minutes of Regular Meeting of the Board of Trustees
Basil Joint Fire District
November 17th, 2011**

1. **Clerk Call to order**--Meeting was called to order by Billy Phillips with the pledge to the flag at 7:00 p.m.
2. **Roll Call**-The Clerk called the roll. Present were Billy Phillips, Judy Landis, Fred Reedy, Ivan Ety, Chief Rob Cooley, Assistant Chief Farmer and Clerk Stephan Monroe. Rick Miller was absent.
3. **Approve minutes**-Motion by Mr. Reedy, second by Mr. Ety to approve the October 20th minutes as presented. Motion carried with 4 yes votes.
4. **Visitors present**: Fire District members- Steve Denney Josh Kemmerer. None from the public.
5. **Finance Review**-
 - 5.1. **Report Review**; the Clerk reviewed with the Board the financial report.(report attached)
 - 5.1.1. **Transfer funds**- Motion by Mr. Reedy, second by Mr. Ety to transfer \$500 from 10A15A to 10A07B and \$2000 from 10A14B to 10A14A. Motion carried by unanimous vote.
 - 5.1.2. **Purchase Orders to Close**- PO10189 & PO10052 . (Chief Cooley to check on PO10047)
 - 5.1.3. **Amend Purchase Orders**- Motion by Ms. Landis to add funds to purchase orders as follows: 10108- \$2000.00; 10035- \$800; and 10103- \$511.03 and to issue a new PO for \$1000 to Heritage for EMS supplies from account 10A09B. Mr. Reedy seconded the motion. Motion passed by a 4-0 yes vote.
 - 5.2. **Depository Agreement**- Clerk Monroe presented a new depository agreement from Fairfield National Bank covering Jan 1, 2012 thru December 31, 2015. Motion to approve by Mr. Ety, second by Mr. Reedy. Motion passed by 4-0 unanimous vote. (Documents signed by Phillips/Reedy/and Ety)
 - 5.3. **Lease Agreement issues**- Clerk Monroe advised the Board that the leasing company for the Lanier copier/document center is now charging a fee for insurance. Also there were late fees for invoices that we had not received. Chief Cooley is to obtain a certificate of insurance from our insurance company and the Clerk will pay the late fees.
 - 5.4. **Bank reconciliation**-The October bank reconciliation was available for review and signed by the Board members present.
6. **Purchase Requests**
 - 6.1. **Requisitions**- Chief Cooley submitted 1 request for approval. (\$1790.27 to Alert Tracking (acct 10A10E) for the tracking software maintenance period 12/31/2011 thru 12/30/2012. Motion to approve the requests by Mr. Reedy, seconded by Mr. Ety. Motion carried by a 4-0-yes vote.

6.2. **Emergency Repairs-** Motion to approve the emergency repair of E610 for \$511.13.

7. **Bills for approval** –Clerk Monroe presented pending warrants 41934-41976 and direct deposits 225-228 for approval. Motion to approve all bills as presented by Mr. Reedy, seconded by Mr. Ety. Motion passed by 4-0 vote.

8. **Old Business**

8.1. Policies –Travel- Chief Cooley advised that he has Violet Township’s travel policy for use as a template for adapting to our needs.

8.2. FEMA Grant – Chief Cooley advised that no action is expected until after the first of the year at the earliest.

8.3. Local 4671 Negotiations- Mr. Phillips advised that the negotiating committee met and that the union has submitted a proposed agreement.

8.3.1. Executive session- Motion by Mr. Ety to enter into executive session at 7:30 to discuss the proposed contract. Clerk Monroe and AC Farmer to be included. Mr. Reedy seconded the motion. Roll Call vote: Ety-yes; Reedy-yes; Landis-yes; Phillips-yes.

8.3.2. Return to Regular session- Motion to return to regular session (7:55) by Ms. Landis, seconded by Mr. Ety. Roll call vote: Landis-yes; Ety-yes; Reedy-yes; Phillips-yes.

8.3.3. Contract- Motion by Mr. Reedy to approve the 3 yr. contract as presented (effective date 12/01/2011) Roll call vote: Reedy-yes; Ety-yes; Landis-yes; Phillips-yes. Motion carried. Mr. Phillips thanked everyone for the efforts and Mr. Denney thanked the Board on behalf of the union.

9. **Chief’s Report** – (attached) Chief’s Cooley presented his report to the Board. Following are actions taken by the Board:

9.1. Ms. Landis offered a motion that the Board members donate their compensation for their meeting attendance to the “Firefighter Santa” program again this year. Mr. Ety seconded the motion. Motion carried by a 4-0 unanimous yes vote. Clerk Monroe to confer with Mr. Miller for he agreement as well.

10. **New Business**

10.1. **2012 Appropriations/workshop-** The Board agreed to meet at 6:00 pm on Dec. 7th for a workshop on the 2012 appropriations. The plan is to be prepared to pass permanent appropriation for 2012 at the December regular meeting. Clerk Monroe will post a notice and publish a public notice in the newspaper.

11. **Adjournment-** being no further business to discuss. Motion to adjourn by Mr. Ety. Meeting adjourned at 8:22 pm.

_____ **Chairman** _____ **Clerk**