

**Minutes of Regular Meeting of the Board of Trustees
Basil Joint Fire District
April 19th, 2012**

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, Fred Reedy, and Judy Landis, Chief Rob Cooley, Assistant Chief Farmer and Clerk Stephan Monroe. Rick Miller and Ivan Ety were absent.
3. **Approve minutes**-Motion by Mr. Reedy, second by Mr. Phillips to approve the March 15th minutes as presented. Ms. Landis abstained, leaving only 2 yes votes. Approval to be brought up at May meeting.
4. **Visitors present**: No visitors present.
5. **Finance Review**-
 - 5.1. **Report Review**; The Clerk reviewed with the Board the financial report. (reports attached)
 - 5.1.1. **Purchase orders**- Purchase orders to be closed: 20056.
 - 5.1.1.1. Motion by Mr. Reedy, second by Ms. Landis to approve a new purchase order for \$1000 to Acorn for station supplies. Motion carried by 3-0 yes vote.
 - 5.1.1.2. Motion by Mr. Reedy, second by Ms. Landis to approve a new purchase order for \$2500 for emergency repairs vehicles. Motion carried by unanimous 3-0 yes vote.
 - 5.1.2. No other action by the Board was needed.
 - 5.2. **Bank reconciliation**-The March bank reconciliation statement was available for review and signed by the Board members present.
6. **Purchase Requests**
 - 6.1. **Requisitions**- Chief Cooley requested approval of one purchase request.
 - 6.1.1. \$1098.00 to Sign Works the graphic package for the new grass truck when it arrives. Motion to approve the purchase by Ms. Landis, second by Mr. Reedy. Motion carried by unanimous 3-0 yes vote.
 - 6.2. **Emergency Repairs**-Motion by Mr. Reedy, second by Ms. Landis to approve the Emergency repairs totaling \$2413.58 on Medic 610 and Medic 611. Motion passed by 3-0 unanimous vote.
7. **Bills for approval** –Clerk Monroe presented pending warrants 42191 thru 42244 for approval. Motion to approve all as presented by Mr. Reedy, seconded by Ms. Landis Motion passed by 3-0 vote.
8. **Old Business**

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- 8.1. Policies –Travel/Records retention- Chief Cooley advised that Board of the information received at the legislative conference. Clerk Monroe presented the Board with the resume’ of Brad Nicodemus Esq. The Board discussed options a chose to have Chief Cooley and Assistant Chief Farmer meet with Mr. Nicodemus to discuss the records retention issue and return with a recommendation as to the best way to utilize Mr. Nicodemus’ services. Chief Cooley’s approval limit of \$750 is expected to cover any related cost.
 - 8.2. Turnout Gear Inventory- Chief Cooley presented a spreadsheet listing all the gear/uniforms issued. A digital file is to be given to Clerk Monroe to distribute to the Board members.
9. **Chief’s Report** – (attached) Chief’s Cooley presented his report to the Board.
- 9.1. **Action Taken**- After discussion Mr. Reedy offered a motion, seconded by Ms. Landis to allow purchases (by officers) of under \$50 without a written purchase requisition. These purchases still require verbal approval by the Chief and receipts are still to be processed for payment as normally done.
 - 9.2. **Additional item not on list**- Chief Cooley advised the Board that the County Fire Chiefs’ are looking into options for possible consolidation of purchases. The first groups being looked into are group pump tests and group ladder tests.
 - 9.3. **Resignation**- Chief Cooley advised the Board of the resignation of J. Knoblauch.
10. **New Business-Insurance renewal**- The Board was advised that no renewal premium amount has been received for our existing Select Insurance policy from the Dawson agencies. However, we do have a quote from the Barengo Agency for a ESIP policy for \$15,869. This policy is comparable to our current policy. Motion by Mr. Reedy, second by Ms. Landis to approve a purchase order for an amount “up to” \$15’869.00 and Chief Cooley is given the authority to chose between the ESIP policy quoted and the Select policy price yet to be received. Motion approved by 3-0 yes vote.
11. **Additional bills**- Board was asked to approve 3 additional bills the Chief had just received. (\$1,149.95 –TCR (chief’s computer) ;\$190.52- Bader (repairs) and \$656.57- Sprint (unpaid charges from 2011) Motion to approve these billed by Mr. Reedy, second by Ms. Landis. Motion passed by unanimous vote.
12. **Adjournment**- being no further business to discuss. Motion to adjourn by Mr. Reedy. Meeting adjourned at 8:30 pm.

_____ **Chairman**

_____ **Clerk**