

**Minutes of Regular Meeting of the Board of Trustees
Basil Joint Fire District
January 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, Rick Miller, Fred Reedy, Ivan Ety, Chief Rob Cooley, Assistant Chief Farmer and Clerk Stephan Monroe. Judy Landis was absent.
3. **Approve minutes**-Motion by Mr. Reedy, second by Mr. Miller to approve the December 15th minutes as presented. Motion carried with 4 yes votes.
4. **Visitors present**: Fire District members-None. None from the public.
5. **Organizational items for 2012**. Mr. Phillips turned the meeting over to Clerk Monroe.
 - 5.1. Recognize Representatives- Liberty Township trustee's representative-Ivan Ety; Village of Baltimore council representative- Judy Landis.
 - 5.2. Chairman/Vice-Chairman- Nominations opened for Chairperson- Mr. Miller nominated Mr. Phillips- Mr. Reedy asked for nominations to be closed. Vote taken- Mr. Miller- Phillips; Mr. Reedy- Phillips; Mr. Ety-Phillips; Mr. Phillips- abstained. Nominations were opened for Vice Chairperson- Mr. Reedy nominated Mr. Miller. Mr. Ety asked that nominations be close. Vote as follows: Mr. Reedy-Miller; Mr. Ety Miller; Mr. Phillips- Miller; Mr. Miller- abstained. The meeting was given back to Mr. Phillips.
 - 5.3. Meeting dates/times- Meetings are to remain third Thursday of the month at 7:00 pm.
 - 5.4. Depository Agreement renewals- It was noted that the agreement for Fairfield National Bank was recently renewed (eff. 1/1/2012) Clerk Monroe that the agreement for Peoples Bank expires 4/16/2012. Motion to renew the agreement by Mr. Reedy, second by Mr. Ety. Motion passed by 4-0 vote. Clerk Monroe to obtain documents for signatures from Peoples Bank.
 - 5.5. Authorized signers/new signature cards. Motion by Mr. Miller to authorize all board members to sign all vouchers/checks for 2012. Mr. Ety seconded the motion. Motion carried by 4-0 vote. No new signature cards are needed since there is no change in the Board members.
 - 5.6. 2012 Pay Rates- Clerk Monroe submitted a list (attached) of proposed pay rates for 2012. He also explained a correction related to a few of the officers' salaries as originally prepared in Dec. (the wrong base was used to calculate the new rate) Motion by Mr. Reedy to approve the pay rates as presented. Mr. Ety seconded the motion. Motion carried by a 4-0 vote.
 - 5.7. Approve purchase orders/service contracts- Clerk Monroe presented the list (attached) of Blanket purchase orders and service contracts for 2012 totaling \$134,180.00 for approval. Motion to approve all on the list was made by Mr. Miller, seconded by Mr. Ety. Motion carried by 4-0 vote.

5.8. Pre approved checks- Clerk Monroe presented a list (attached) of checks/vouchers for ; Payroll and related withholdings; utilities, fuel, trash etc. Motion to approve the list by Mr. Reedy, second by Mr. Ety. Motion carried by 4-0 vote.

6. Finance Review-

6.1. **Report Review**; the Clerk reviewed with the Board the financial report. (report attached) Clerk Monroe first asked the board to approve transfers needed to complete the payroll and related entries needed to for pay period Dec 16 thru 31st. While paid in January the funds were encumbered in December. Motion to approve these by Mr. Ety, seconded by Mr. Reedy. Motion carried by 4-0 vote. No other action by the Board was needed.

6.2. **Bank reconciliation**-The December bank reconciliation was available for review and signed by the Board members present.

7. Purchase Requests

7.1. **Requisitions**- Chief Cooley had no requested at this time

7.2. **Emergency Repairs**- It was noted that a new emergency repair purchase order was needed for 2012. Motion by Mr. Miller, second by Mr. Ety to approve \$2500 for emergency repairs. Motion carried by 4-0 vote.

8. **Bills for approval** –Clerk Monroe presented pending warrants 42048 thru 42079 and Direct deposits 246 thru 248 for approval. Chief Cooley asked that a bill from Krieger tires for tires for C610 be added. Motion to approve all as presented by Mr. Reedy, seconded by Mr. Ety Motion passed by 4-0 vote.

9. Old Business

9.1. Policies –Travel- No Activity

9.2. FEMA Grant – Chief Cooley advised that we have received a email advised that we would NOT being receiving this grant. We will be requesting information relating to the reasons for our rejection.

10. **Chief’s Report** – (attached) Chief’s Cooley presented his report to the Board. No action was taken by the Board.

11. New Business

11.1. Clerk Monroe advised the Board of a Public Records Law Training being sponsored by Lancaster City Law Director & City Prosecutor and Ohio Auditor’s Office. This training will be held on March 5th at the Liberty Center in Lancaster. Mr. Reedy, Mr. Miller, Chief Cooley, and Clerk Monroe noted interest in attending. RSVP is due by Mar 1st.

12. Adjournment- being no further business to discuss. Motion to adjourn by Mr. Miller, second by Mr. Ety. Meeting adjourned at 7:56 pm.

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