

**CASS COUNTY FIRE DISTRICT #1
MEETING MINUTES
DECEMBER 2, 2020**

Call to Order

The Cass County Fire District #1 (CCFD1) Board met at 5:30 p.m. at Cass County Fire District 1 Station at 1444 Holland Street, Logansport, Indiana. Meeting was called to order by Michael L. Sims, Chairman. Members present were Michael L. Sims, Chairman; Jeff Asselin, Vice Chairman; Dave Patty, Member at Large, and Bridget Enyeart, Fiscal Officer/Secretary.

Minutes

Meeting Minutes of October 2020 were read. Dave Patty made a motion to accept the minutes. Jeff Asselin seconded the motion. **Motion passed 3-0.**

TREASURER'S REPORT/PAYMENT OF CLAIMS

Treasurer's Report was given by Fiscal Officer, Bridget Enyeart. Rainy Day Fun \$33,089.66; Fire Equipment Debt Fund \$18,508.53; County Emergency Loan Fund \$19,319.33; Fire General Fund \$1,300,465.21; Cumulative Fire Fund \$62,755.18. Checking Balance \$389,828.32. Savings Account Balance \$1,268,273.44. The checking account balance with Claims reviewed during open meeting and submitted. There are several claims that the fiscal officer is waiting on the final itemization/bills to write checks to include Chambers & Co, The Fireman's Store, McCord's, Peters Municipal, Napa, Clothing Allowance for O'Connor, Reichart, and Fleury, Stuart & Branigan, Workforce Development, Ind. Dept of Revenue, EFTS Payment, Security Federal, Nipsco, Republic Trash, Comcast and LMU. Dave Patty made a motion to pay any outstanding invoices through to December 31, 2020 before closing out the year and to accept the Treasurer's Report and all current claims submitted for payment, Jeff Asselin seconded. **Motion passed 3-0**

FIRE CHIEF'S REPORT

1. Run report was given by Fire Chief Chris Cover.
2. Maintenance and service repairs needed were discussed including Engine 3 water tank repair, Air pack certifications, added equipment on grass truck, status of mask fit and equipment expiration replacement.
3. Chief will contact McCord's to finalize shift calendars.
4. Fire Chief's Job Description was reviewed and finalized.
5. Chief to finalize arrangements for retired employee service award.

Jeff Asselin made a motion to accept the Fire Chief's Report. Michael L. Sims seconded the motion. **Motion passed 3-0.**

INTERNAL CONTROL POLICY REVISION FOR 2021

Final review of Internal Control Policy was made. Policy to be voted on in January meeting with all other policies.

2021 BUDGET

Budget was passed with the Cass County Council. Waiting for 1782 Notice to be distributed by the DLGF.

SOG POLICY REVISION

SOG's are currently being updated and waiting for attorney final review. The Internal Control Policy, Nepotism & Contracting Policy and Capital Asset Policy. Chief to review and submit final truck response as it relates to each policy.

2021 Meeting Calendar

It was decided to keep the meetings on the first Wednesday of each month except for February and April, which will be held on the second Wednesday. Meetings will start at 5:30 pm.

HIRING PROCESS

The new hiring process will start sometime after the first of the year. The District will accept applications through January 15, 2021.

OLD BUSINESS

None – any old business previously addressed above.

NEW BUSINESS

We have set-up Workman's Comp injuries, drug testing, and annual physicals to be completed by Logansport Memorial Hospital. The Board felt it was important to keep everything local, especially since the previous contractor did not have a procedure in place for workplace injury.

Lieutenant Jerry Maxson was promoted to Assistant Chief of Cass County Fire District by the Cass County Fire District Board of Trustees. Jerry will handle any matters relating to the station in the absence of the Fire Chief.

PUBLIC COMMENTS

None

MEETING ADJOURNMENT

Next meeting scheduled for January 6, 2021 at 5:30 pm. Jeff Asselin made a motion to adjourn the meeting. Dave Patty seconded. Meeting adjourned at 6:32 pm. **Motion passed 3-0.**

Respectfully submitted,

Bridget I. Enyeart, Fiscal Officer

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