

**CASS COUNTY FIRE DISTRICT #1
MEETING MINUTES
December 14, 2019**

Call to Order

The Cass County Fire District #1 (CCFD1) Board met at 7:00 am. 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; Dave Patty, Vice Chairman; Jeff Asselin, Member at Large; and Bridget Enyeart, Fiscal Officer/Secretary.

Minutes

Meeting Minutes of December 11, 2019 were reviewed. Jeff Asselin made a motion to accept the minutes. Dave Patty seconded the motion. **Motion passed 3-0.**

TREASURER'S REPORT/PAYMENT OF CLAIMS

Treasurer's Report was given by Fiscal Officer, Bridget Enyeart. A review of current balance in funds were given. It was agreed to approve current claims and meet again on December 28th for final approval of all expenditures for 2019 and to approve final transfers between funds. Mike Sims made a motion to accept the Treasurer's Report and all claims submitted for payment, Dave Patty seconded. **Motion passed 3-0**

RESOLUTION OF LOAN PROCEEDS/TRANSFER

Resolutions of Loan Proceeds was presented by the Treasurer (see attachment to minutes) Mike Sims made a motion to accept the Resolution of Loan Proceeds and Transfers as outlined in Resolution #2019-2. Jeff Asselin seconded the motion. **Motion passed 3-0.**

RESOLUTION OF REIMBURSED FUNDS/TRANSFER

Resolutions of Reimbursement of Funds and transfers was presented by the Treasurer (see attachment to minutes) Jeff Asselin made a motion to accept the Resolution of Reimbursed Funds/Transfers as outlined in Resolution #2019-3. Mike Sims seconded the motion. **Motion passed 3-0.**

FIRE CHIEF'S REPORT

None given. Report was made at December 11, 2019 meeting.

CONTRACTUAL SERVICES

Contracts were presented to the current employees of Firefighters Staffing/Miami Township to finish the year with Cass County Fire District. All current men stationed at Cass County Fire District signed contracts. Checks were disbursed for the services for the remainder of the year. Discussion was held regarding salaries starting on January 1, 2020 as follows: Probationary Firefighters will be paid a salary range from \$32,500 to \$36,500. Firefighters will be paid a salary range from \$37,000 to \$39,000. Lieutenants will be paid a salary range \$40,000 to \$42,000. The Fire Chief will be paid a salary range from \$40,000 to \$45,000 and will work a regular 35-40-hour workweek. The Fire Chief will be salaried and not subject to overtime hours. The Fiscal Officer will be placed on payroll with a salary range from \$12,000 to \$15,000. Part-time firemen will be paid a salary range of \$10.00 to \$12.50 per hour.

All applications will be reviewed by the Board and the Fire Chief and given a salary based on previous experience. Payroll will be completed on a bi-weekly basis. It is the goal to have the first of the 26 salaried payrolls by Friday January 10, 2020.

SALARY ORDINANCE/BENEFITS

Discussion was held regarding salaries starting on January 1, 2020 as follows: Probationary Firefighters will be paid a salary range from \$32,500 to \$36,500. Firefighters will be paid a salary range from \$37,000 to \$39,000. Lieutenants will be paid a salary range \$40,000 to \$42,000. The Fire Chief will be paid a salary range from \$40,000 to \$45,000 and will work a regular 35-40-hour workweek. The Fire Chief will be salaried and not subject to overtime hours. The Fiscal Officer will be placed on payroll with a salary range from \$12,000 to \$15,000. Part-time firemen will be paid a salary range of \$10.00 to \$12.50 per hour.

All applications will be reviewed by the Board and the Fire Chief and given a salary based on previous experience. Payroll will be completed on a bi-weekly basis. It is the goal to have the first of the 26 salaried payrolls by Friday January 10, 2020.

Overtime will be figured after firefighters have worked 212 hours in a 28 day period and shall be calculated according to the Fair Labor Standards Act and Federal Code 550.1303 which states, "(a) For firefighters with a regular tour of duty that does not include a basic 40-hour workweek (e.g., firefighters whose schedules generally consist of 24-hour shifts with a significant amount of designated standby and sleep time), the hourly rate of basic pay is computed by dividing the applicable annual rate of basic pay by 2756 hours. The resulting firefighter hourly rate of basic pay is multiplied by all non-overtime hours to determine the pay for those hours." $2756/24 \text{ hours} = 119 \text{ days}/12 \text{ months} = 9.91 \text{ days}$ or rounded to 10 days per month. This is currently what our men work. Salaries are paid current to the payroll Friday. Overtime will be paid one (1) full bi-weekly paycheck behind to allow ample time for payroll clerk to correctly process overtime pay.

Payroll may be either by paper check or direct deposit by the Cass County Fire District's financial institution, Security Federal Savings Bank. The only payroll deductions the fiscal officer shall process at this time is court ordered deductions only. The Board will formally approve payrolls at

monthly meeting and will always allow automatic deduction of total payroll by Security Federal Savings Bank for all payrolls without formal meetings/signature of claims/or meeting minutes. Bank Draft deductions will also be allowed for all Federal/State/County withholdings.

Employee's time-off will be as follows: Probationary Firefighter 2 vacation days and 1 sick day. Firemen who have been with the District from 1 to 4 years will get 3 sick days and 3 vacation days. Firemen that have been with the district more than 4 years will get 5 vacation days and 4 sick days. All men transferring to the District will be grandfathered in at a minimum of 6 days for the first year unless they have served for the district longer than 4 years. Time will be grandfathered in at start of service date for District. Though all employees are given the bank of time at the beginning of the year to use when they choose, the time-off will accrue monthly. Should a fireman leave employment, they will only be paid out for vacation time they have not used. If the employee has used more than the accrued time, they shall provide the District with a refund of said time taken. Employees will be allowed to carry and bank 3 days over into the next fiscal year. Since employees only work 10 shifts out of the month, they are encouraged to utilize their time-off around their days off to make the most of their vacation days. Due to the District having to pay overtime, employees that take time off or call in more than the benefit they were given, will be given a point for each incident and their salaried pay reduced. Once an employee has reached three points, he/she will be terminated. The only exception to this, will be a family or employee emergency/death/illness/surgery and must be approved by the Cass County Fire District Board of Trustee. Said incidents will be required to submit documentation surrounding the incident. Any employee that misses three consecutive work-days due to illness/injury, must have a medical release signed by a physician to return to work without restrictions.

Holiday pay. Only the individuals working the actual holiday will be eligible for Holiday pay. Those individuals will receive an additional check equal to their hourly rate for the 24-hour time period. For Example, a fireman salaried at \$37,500 will make an hourly rate of \$13.60 per hour ($\$37,500/2756=\13.60 per hour). He will be paid $\$13.60 \times 24 \text{ hours} = \326.40 for his regular shift and $\$326.40$ for working on the holiday for a total of $\$652.80$ for the holiday shift. Holiday pay/stipend is not subject to overtime. The Holiday pay/stipend shall be paid out at regular hourly pay rate. Holidays that will be paid to firemen working on those days will be Christmas, New Years, Easter, July 4th, Memorial Day, Labor Day, and Thanksgiving.

Employees will be given \$450 clothing allowance. Employees must fill out a claim form and attach a receipt of the item they have purchased in order to obtain reimbursement. Any clothing damaged at fire will be paid for outside of the clothing allowance allotment by the Cass County Fire District Board of Trustees. Part-time employees will be given a \$225 clothing allowance and will be held at the same guidelines for reimbursement as fulltime firemen.

Since the Board is unsure regarding expenditures for the first year, they have agreed to pay an insurance stipend to all employees in the amount of \$5,000. Said stipend will be paid out at the end of each quarter and is subject to taxes. Employees must work an entire month to receive the stipend credit for that month. In other words, if you are an employee and you leave employment on March 15th, you will only receive an insurance stipend payment for ($\$5,000/12 \text{ months} = \$416.66 \times 2 \text{ months}$) \$833.32 (January and February). You would not be eligible for March.

Retirement plan decisions will be placed on hold for one year until the Board has ample time to review various plans. This also allows the Board time to review expenditures for the department to see if they will be able to afford to offer said benefit to employees. (See Attachment A and B for breakdown of salary/benefits)

Final approval of all benefit considerations will be held at the December 28, 2019 meeting. Jeff Asselin makes a motion to approve the first reading of the benefits as outlined above. Mike Sims seconded the motion. **Motion passed 3-0.** Salary Ordinance will be created as stipulated above with two signature dates.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

None

MEETING ADJOURNMENT

Mike Sims made a motion to adjourn the meeting. Dave Patty seconded. Meeting adjourned. **Motion passed 3-0.**

Respectfully submitted,

Bridget I. Enyeart, Fiscal Officer

Bridget I. Enyeart, Fiscal Officer

NEXT MEETING

Next Public Meeting is scheduled for December 19, 2019 at 6:30 pm. at Amelios Restaurant.

**CASS COUNTY FIRE DISTRICT #1
RESOLUTION OF LOAN PROCEEDS**

Resolution No:2019-2

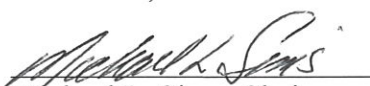
WHEREAS, the Cass County Fire District #1 (the "District") obtained a loan to purchase and equip two new/used truck to replace the old apparatuses. Security Federal Savings Bank has disbursed the final \$255,000 from escrow to the Cass County Fire District from the Fire Loan proceeds and deposited the funds directly into the District's Checking Account. The District will need to add additional insurance on said vehicles and additional bay to hold said vehicles. Said expense was always paid by independent contractor in the past. Due to split from contractor, the District will now incur these expenses before the new budget year. The Cass County Fire District Board gives the Fiscal Officer the following direction for receipting in the final distribution of the loan proceeds:

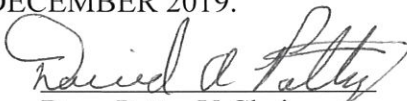
1. Receipt the \$255,000 into Fire General and split the line items as follow:
 - a. Receipt \$229,000 to 4C Pumper Truck
 - b. Create a new line item for Insurance (3AO Insurance)
 - c. Receipt \$26,000 to 3AO Insurance

WHEREAS, the District believes it is in the best interest of the District to receipt the loan proceeds as stated above in order to maintain liability insurance and protect the assets of the constituents of Eel, Noble and Clay Township.

NOW, THEREFORE, BE IT ORDAINED by the Cass County Fire District #1 of Cass County, Indiana, that receipt of the loan proceeds as stated above in order to maintain liability insurance and protect the assets of the constituents of Eel, Noble and Clay Township.

PASSED AND ADOPTED BY CASS COUNTY FIRE DISTRICT #1, CASS COUNTY, INDIANA, THIS 14th DAY OF DECEMBER 2019.


Michael L. Sims, Chairman


Dave Patty, V.Chairman


Jeff Asselin, Member


ATTEST: Bridget Enyeart, Fiscal Officer

**CASS COUNTY FIRE DISTRICT #1
RESOLUTION OF REIMBURSED FUNDS**

Resolution No:2019-3

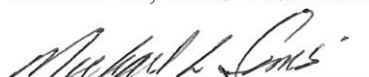
WHEREAS, the Cass County Fire District #1 (the "District") had contractual services contract with Miami Township Fire Department, aka New Waverly Fire Department ("Contractor") in the amount of \$647,000. The District and said contractor mutually agreed to split effective midnight on December 13, 2019. Said contractual services pursuant to the contract had already been paid out in January and July of 2019. Said Contractor has given the District a reimbursement check in the amount of \$31,906.85 for the period of December 14, 2019 through December 31, 2019 that they are not providing contractual services to the District. In order to continue to have full-time firemen at the District station during this period, said reimbursement will be utilized to pay the firemen until the end of the year as Independent Contractors. Both the DLGF and State Board of Accounts have been notified of said reimbursement and have noted that the Fiscal Officer can Receipt the funds that were not spent back to the original line item and make transfers accordingly. The Cass County Fire District Board gives the Fiscal Officer the following direction for the excess funds:


1. Receipt the \$31,906.85 into Fire General/Contractual Services NWFD (3AD)
2. Have firemen who want to work at the station until the end of the year sign Independent Contractor Contracts at which they will be issued a Form 1099 at the end of the year.
3. Transfer \$27,516 from Fire General/Contractual Services NWFD (3AD) to Fire General/Contractual Services other Vol Fire (3AE) to cover all contracts.
4. Transfer \$4,390.85 from Fire General/Contractual Services NWFD (3AD) to Fire General/Insurance (3AO) to apply funds towards Workman's Comp Insurance Coverage.


WHEREAS, the District believes it is in the best interest of the District to receipt allocate said funds as stated above in order to maintain employment insurance and have firemen available for fire protection and emergency services to protect the constituents of Eel, Noble and Clay Township.

NOW, THEREFORE, BE IT ORDAINED by the Cass County Fire District #1 of Cass County, Indiana, to receipt and allocate said funds as stated above in order to maintain employment insurance and have firemen available for fire protection and emergency services to protect the constituents of Eel, Noble and Clay Township.

PASSED AND ADOPTED BY CASS COUNTY FIRE DISTRICT #1, CASS COUNTY, INDIANA, THIS 14th DAY OF DECEMBER 2019.


Michael L. Sims, Chairman


Dave Patty, V.Chairman


Jeff Asselin, Member


ATTEST: Bridget Enyeart, Fiscal Officer

CASS COUNTY FIRE DISTRICT NO. 1
1444 HOLLAND STREET
December 14, 2019
7:00 A.M.

AGENDA

1. Meeting Called to Order
2. Secretary's Report
3. Signing of Employment Contracts

Next meeting Thursday December 19, 2019 at 6:30 pm. at Amelios Restaurant