

**MINUTES OF THE SPECIAL MEETING OF  
THE NAVARRE-BETHLEHEM JOINT FIRE DISTRICT  
HELD THURSDAY, January 2, 2018 – 6:00pm**

The Navarre-Bethlehem Joint Fire District met in a Special Session on  
Thursday, January 2, 2018 - 6:00p.m. at Navarre Village Hall with  
Trustee Benson, Trustee Urbach, and Trustee Savage present  
Also in Attendance:  
Fire Chief Richard Annen, Fiscal Officer - Chauntelle Skirtich,

Trustee Savage called the meeting to order at 6:01 p.m.

**REGULAR MEETING MINUTES**

**PUBLIC SPEAKS:**

No Public Speaks

**TRUSTEES:**

Fiscal Officer/Notary Chauntelle Skirtich swore in Trustee Benson prior to the meeting.

Trustee Urbach made a motion to appoint Bryan Bixler as the 5<sup>th</sup> member of the District Board for 2018 and 2019, Motion seconded by Trustee Benson, Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

Trustee Benson made a motion to appoint Trustee Savage as Chairman of the Board for 2018  
Motion seconded by Mr. Urbach, Voting YES – Mr. Benson, Mr. Savage, and Mr. Urbach

Trustee Urbach made a motion to appoint Trustee Bixler Vice Chairman of the Board for 2018,  
Motion seconded by Trustee Savage, Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

**FIRE CHIEF:**

No topics submitted for discussion.

**FISCAL OFFICER:**

Mr. Benson made a motion to retain PNC as the Public depository for the District. Motion seconded by Mr. Savage. Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

Mr. Benson made a motion to approve the Fiscal Officer to request advances from the Stark County Auditor for Real Estate tax reimbursements for tax year 2017 payable in 2018. Motion seconded by Mr. Savage. Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

Mr. Benson made a motion to approve 2018 Temporary Budget of \$715,315.44 as presented (Attachment 'A') Motion seconded by Mr. Savage. Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

Mr. Benson made a motion to approve opening PO's and BC's as presented(Attachment 'B') motion seconded by Mr. Savage. Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

Mr. Benson made a motion to approve the Fiscal Officer to conduct operational transfers within funds as necessary motion seconded by Mr. Savage. Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

Mr. Benson made a motion to approve the Fiscal Officer to make electronic payments for payroll taxes, retirement and credit card payments as necessary motion seconded by Mr. Savage. Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

**FYI:**

- 2018 Meeting Schedule

**PUBLIC SPEAKS:**

No public speakers at this time.

**ADJOURN:**

No further business coming before the Board, Mr. Benson made a motion to adjourn at 6:18p.m., seconded by Mr. Urbach. Voting Yes – Mr. Benson, Mr. Savage, and Mr. Urbach

  
\_\_\_\_\_  
Chauntelle Skirtich, Fiscal Officer

  
\_\_\_\_\_  
James Savage, Chairman

Absent  
\_\_\_\_\_  
Bryan Bixler, Vice Chairman

  
\_\_\_\_\_  
Robert Benson, Trustee

  
\_\_\_\_\_  
James Urbach, Trustee



**Navarre-Bethlehem Joint Fire District**

**34 South Main Street, Navarre Ohio 44662**

**Phone: 330-879-5840 Fax: 330-879-5815**

**[www.erievalleyfire.org](http://www.erievalleyfire.org)**

**Fire Chief: Rick Annen**

**District Appropriation Resolution – Temporary**

The Navarre Bethlehem Joint Fire District Board of Trustees, Stark County Ohio, met in Regular Session on the 2<sup>nd</sup> of January, 2018 with the following members present :

Robert Benson

James Urbach

James Savage

Mr. Benson moved the adoption of the following :

BE IT RESOLVED by the Board of Trustees of the Navarre Bethlehem Joint Fire District, Stark County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31<sup>st</sup>, 2018 the following sums be and are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

**General Fund 1000**

**That there be appropriated from the GENERAL FUND:**

1000-110-100	Salaries	\$135,000.00
1000-110-150	Compensation of Board and Commission Members	\$3,000.00
1000-110-211	Ohio Public Employees Retirement System	\$2,000.00
1000-110-212	Social Security	\$15,000.00
1000-110-213	Medicare	\$3,000.00
1000-110-230	Workers Compensation	\$15,000.00
1000-110-251	Uniform, Tool and Equipment Reimbursement	\$2,500.00
1000-110-312	Auditing Services	\$5,000.00

1000-110-313	Uniform Accounting Network Fees	\$1,500.00
1000-110-314	Tax Collection Fees	\$10,000.00
1000-110-315	Election Expenses	\$1,000.00
1000-110-318	Training Services	\$10,000.00
1000-110-319	Other - Professional and Technical Services	\$25,000.00
1000-110-323	Repairs and Maintenance	\$40,000.00
1000-110-341	Telephone	\$3,000.00
1000-110-342	Postage	\$1,000.00
1000-110-345	Advertising	\$500.00
1000-110-351	Electricity	\$5,000.00
1000-110-352	Water and Sewage	\$1,200.00
1000-110-353	Natural Gas	\$3,000.00
1000-110-359	Other -Utilities	\$3,000.00
1000-110-381	Property Insurance Premiums	\$15,000.00
1000-110-382	Liability Insurance Premiums	\$5,000.00
1000-110-410	Office Supplies	\$1,500.00
1000-110-420	Operating Supplies	\$15,000.00
1000-110-430	Small Tools and Minor Equipment	\$10,000.00
1000-110-490	Other -Supplies and Materials	\$10,000.00
1000-110-510	Dues and Fees	\$1,000.00
1000-110-590	Other Expenses	\$98,223.79
1000-110-599	Other - Other Expenses	\$85,000.00

Total General Fund \$525,423.79

## Ambulance and EMS Services 2281

**That there be appropriated from the EMS Services FUND:**

2281-230-100	Salaries	\$85,000.00
2281-230-212	Social Security	\$4,000.00
2281-230-213	Medicare	\$1,000.00
2281-230-312	Auditing Services	\$1,000.00
2281-230-313	Uniform Accounting Network Fees	\$500.00
2281-230-318	Training Services	\$5,000.00
2281-230-319	Other - Professional and Technical Services	\$10,000.00
2281-230-323	Repairs and Maintenance	\$7,500.00
2281-2300-359	Other -Utilities	\$3,000.00
2281-230-360	Contracted Services	\$17,500.00
2281-230-381	Property Insurance Premiums	\$4,000.00
2281-230-420	Operating Supplies	\$10,000.00
2281-230-490	Other - Supplies and Materials	\$10,000.00
2281-230-590	Other Expenses	\$6,457.37
2281-230-599	Other - Other Expenses	\$24,934.28

Total EMS Services Fund

\$189,891.65

**2018 Navarre Bethlehem Joint Fire District Temporary Appropriations**

<b>1001</b>	<b>General</b>	<b>\$525,423.79</b>
<b>2281</b>	<b>Ambulance and EMS Services</b>	<b>\$189,891.65</b>

Grand Total All Funds

\$715,315.44

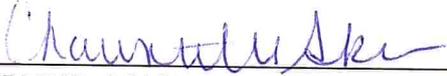
Mr. Savage seconded the motion and the roll being called upon its adoption as follows:

Robert Benson: YES                      James Savage: YES                      James Urbach: YES

ADOPTED: January 2nd, 2018.

**CERTIFICATE OF THE FISCAL OFFICER**

I, Chauntelle Skirtich, Fiscal Officer of the Navarre-Bethlehem Joint Fire District, in whose custody and control the files and records of said board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original resolution now on file; that the foregoing has been compared by me with said original resolution; and that the same is a true and correct copy thereof.

  
\_\_\_\_\_  
CLERK - NAVARRE-BETHLEHEM  
JOINT FIRE DISTRICT



Navarre-Bethlehem Joint Fire  
District  
34 South Main Street, Navarre Ohio 44662  
Phone : 330-879-5800 Fax : 330-879-5815  
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Fire Chief Rick Annen

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January 2, 2018

Beginning of Year Purchase Orders & Blanket Certificates

Approve Opening the following BC's

- \$ 10,000.00 = Other Expenses – General Fund
- \$ 5,000.00 = Supplies & Materials – General Fund
- \$ 3,000.00 = Natural Gas – General Fund
- \$ 3,000.00 = Telephone – General Fund
- \$ 1,500.00 = Other Utilities – General Fund
- \$ 1,000.00 = Office Supplies – General Fund
  
- \$ 10,000.00 = Other - Other Expenses – EMS Fund
- \$ 5,000.00 = Supplies & Materials – EMS Fund
- \$ 2,000.00 = Other Utilities – EMS Fund

Approve Opening the following PO's

- \$ 33,000.00 = L.O.G.,I.C. Red Center – General & EMS Fund
- \$ 24,934.28 = Zoll Medical – EMS Fund
- \$ 15,000.00 = Ohio Billing Inc. – EMS Fund
- \$ 15,000.00 = BWC – Workers Comp. General Fund
- \$ 15,000.00 = Whitaker-Myers – General & EMS Fund
- \$ 15,000.00 = All American Fire Equipment – General Fund
- \$ 8,000.00 = SuperFleet Mastercard– General & EMS Fund
- \$ 5,000.00 = George Waikem Ford– General & EMS Fund
- \$ 5,000.00 = Bound Tree Medical – EMS Fund
- \$ 4,000.00 = Ohio Edison – General Fund
- \$ 1,500.00 = Ipad Mobile Solutions – EMS Fund
- \$ 1,200.00 = Village of Navarre (Water & Sewer) – General Fund
- \$ 1,000.00 = Dover Brake – General & EMS Fund
- \$ 750.00 = Kimble Recycling – General Fund
- \$ 750.00 = AirGas – General Fund
- \$ 750.00 = T. Rowley – General Fund