

**MINUTES OF THE REGULAR MEETING OF
THE NAVARRE-BETHLEHEM JOINT FIRE DISTRICT
HELD THURSDAY, DECEMBER 12, 2023²⁴ – 7:00pm**

The Navarre-Bethlehem Joint Fire District met in Regular Session on
Thursday, December 12, 2024 – 7:00p.m.

Trustee Bixler, Trustee Cline, Trustee Miknis, Trustee Snyder and Trustee Veselank present

Also in Attendance:

Bethlehem Township Trustee Ron Lambert
Fire Chief - Richard Annen, EMS Officer Tom Baum, Lt. Austin King
and Fiscal Officer - Chauntelle Skirtich,

Trustee Snyder called the meeting to order at 7:00 p.m.

REGULAR MEETING MINUTES

Mr. Bixler made a motion to approve the Minutes of the Regular Meeting on November 7, 2024, seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

PUBLIC SPEAKS:

Presentation of Insurance Quote by Joel Bender from Whitaker Myers for Property and Liability Insurance for 2025

TRUSTEES:

IT Update:

- ESO set-up is done – ready to deploy Jan. 1, 2025
- Replacing outdated equipment
- 3 new Ipads in 2025

FIRE CHIEF:

Trustee Bixler made a motion to add Nathan McNair – FF1 to the roster. Motion was seconded by Ms. Veselenak, Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Trustee Miknis made a motion to approve 2025 hourly pay rates as presented in Attachment “A” Motion was seconded by Mr. Bixler, Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

FYI Discussion Regarding:

- 94 Calls with 5 transports in November 2024
- 1128 calls with 640 transports year to date 2024 – 1119 calls with 684 transports through November 2023
- Thanks to Tom and Austin for work on ESO set-up
- Officers Meeting
- VFF School
- Association bought 9 volt batteries for smoke detectors for residents

FISCAL OFFICER:

Mr. Cline made a motion to approve bills paid as presented, total of \$73,744.81. Motion seconded by Ms. Veselenak. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Miknis made a motion to approve payroll paid as presented, total of \$45,398.94. Motion seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Bixler made a motion to approve and sign the November 2024 bank reconciliation. Motion seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Ms. Veselenak made a motion to approve Fiscal Officer pay invoices through the end of year providing funds are already encumbered for the expense. Motion seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Miknis made a motion to approve Fiscal Officer close all POs and BCs for end of year processing. Motion seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Bixler made a motion to retain Huntington Bank as public depository for the District. Motion seconded by Mr. Miknis.

Roll Call Vote:

Mr. Bixler	YES
Mr. Cline	YES
Mr. Miknis	YES
Mr. Snyder	YES
Ms. Veselenak	YES

Mr. Bixler made a motion to approve Fiscal Officer request advances from the Stark County Auditor for Real Estate Tax reimbursements for tax year 2024 payable in 2025. Motion seconded by Mr. Miknis.

Roll Call Vote:

Mr. Bixler	YES
Mr. Cline	YES
Mr. Miknis	YES
Mr. Snyder	YES
Ms. Veselenak	YES

Mr. Bixler made a motion to approve the 2025 Temporary Budget of \$1,276,600.00, as presented (Attachment 'B'). Motion seconded by Mr. Miknis:

Roll Call Vote:

Mr. Bixler	YES
Mr. Cline	YES
Mr. Miknis	YES
Mr. Snyder	YES
Ms. Veselenak	YES

Ms. Veselenak made a motion to approve to set the Fiscal Officer 2025 salary in accord with the 2024 Compensation Chart presented in Attachment 'C' to coincide with the budget amount of \$1,276,600.00. Motion seconded by Mr. Miknis.

Roll Call Vote:

Mr. Bixler	YES
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Mr. Cline YES
Mr. Miknis YES
Mr. Snyder YES
Ms. Veselenak YES

Mr. Miknis made a motion to approve opening the POs and BCs as presented in attachment "D" amending Dr. Rob Norman to \$800.00 Motion was seconded by Mr. Bixler.

Roll Call Vote:

Mr. Bixler YES
Mr. Cline YES
Mr. Miknis YES
Mr. Snyder YES
Ms. Veselenak YES

Mr. Bixler made a motion to approve the Fiscal Officer conduct operational transfers within funds as necessary. Motion seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Bixler made a motion to approve the Fiscal Officer to make electronic payments for payroll taxes, retirement payments, and the credit card when necessary. Motion seconded by Ms. Veselank. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Miknis made a motion to approve the 2025 Meeting Dates as presented in attachment 'E'. Motion was seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Bixler made a motion to approve insurance quote from Whitaker Myers and open a purchase order in the amount of \$24,871.00 to Whitaker Myers effective Jan. 1, 2025. Motion seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Discussion RE:

- Update on Receipts
- Financial Reports available for review –provided in digital format to Board

PUBLIC SPEAKS:

Board expressing their gratitude to Ms. Veselenak for her service on the Board this past year.

FYI:

- Next Regular Meeting Jan. 9, 2025 7:00pm

ADJOURN:

No further business coming before the Board, Mr. Bixler made a motion to adjourn at 7:54 p.m., seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak



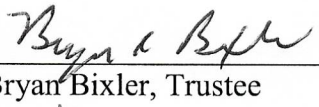
Chauntelle Skirtich, Fiseal Officer



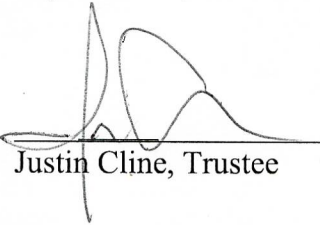
Charles Snyder, Chairman



William Miknis, Vice Chairman



Bryan Bixler, Trustee



Justin Cline, Trustee

T. Renee Veselenak, Trustee