

**MINUTES OF THE REGULAR MEETING OF  
THE NAVARRE-BETHLEHEM JOINT FIRE DISTRICT  
HELD THURSDAY, JANUARY 9, 2025 – 7:00pm**

The Navarre-Bethlehem Joint Fire District met in Regular Session on  
Thursday, January 9, 2025 - 7:00p.m.

Trustee Bixler, Trustee Cline, Trustee Lambert, Trustee Miknis, and Trustee Snyder present  
Absent: None

Fire Chief - Richard Annen, Assistant Chief – Kevin Alloway,  
Assistant Chief – T.J. Rombach, EMS Officer – Tom Baum, Fiscal Officer – Chauntelle Skirtich,  
Department Members – Brad Bailey, Katie Alloway , Austin King, and Mike Turner

Bethlehem Township Elected Official member Ronald Lambert, Village of Navarre resident member William Miknis were sworn in prior to the meeting.

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

**MEETING MINUTES**

Mr. Miknis made a motion to approve the Minutes of the Regular Meeting on December 12, 2024, seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

**PUBLIC SPEAKS:**

No Public Speaks at this time

**TRUSTEES:**

Mr. Bixler made a motion to appoint Member Snyder as the Chairman of the Board for 2025, seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, and Mr. Miknis and Mr. Snyder

Mr. Bixler made a motion to appoint Member Miknis as the Vice Chairman of the Board for 2025, seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

Mr. Miknis made a motion to appoint Member Miknis and Member Bixler, department members, Assistant Chief TJ Rombach and Captain Brad Bailey, and resident Dan Skirtich to the VFDF Board, seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

**Discussion RE:**

- Upcoming Levy
- Fire Inspection Report
- IT Report – ESO deployed with a few hiccups – recommend replacing Ipads with Microsoft tablets

**FIRE CHIEF:**

Mr. Cline made a motion to approve the End of Year 2024 report as presented by Chief Annen, seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

Mr. Miknis made a motion to approve Roster, Rank and Status sheet as presented, seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

Mr. Bixler made a motion to approve the purchase of 3 microsoft tablets at a cost of \$316.00 each for a total cost of \$948.00., seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

Mr. Lambert made a motion to approve the Call Back Policy changes as presented, seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

**Discussion RE:**

- 1237 calls for 2024 which is a new record – 694 transports – 151 multi-calls
- 109 calls with 54 transports in December 2024 – 15 multi-calls
- Physicals and mask fit tests completed January 5<sup>th</sup>
- Started using ESO January 1<sup>st</sup>
- Association Dinner – January 25, 2025 at 6:00pm
- Plans for 2025 – Use training that was done in 2024 – Get people to come back on calls – Sell/replace old equipment
- Update on Explorer program

**FISCAL OFFICER:**

Mr. Bixler made a motion to approve bills paid as presented, total of \$40,532.17. Motion seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

Mr. Bixler made a motion to approve payroll expenses of \$44,669.37. Motion seconded by Mr. Cline. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

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

**Discussion RE:**

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

**PUBLIC SPEAKS:**

No public speakers at this time.

**FYI:**


- Next Meeting February 11, 2025 7:00pm


**ADJOURN:**

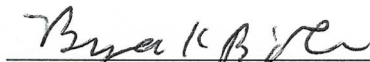
No further business coming before the Board, Mr. Bixler made a motion to adjourn at 8:15 p.m., seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Lambert, Mr. Miknis, and Mr. Snyder

  
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Chauntelle Skirtich, Fiscal Officer

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Charles Snyder, Chairman

  
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William Miknis, Vice Chairman

  
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Justin Cline, Trustee

  
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Bryan Bixler, Trustee

  
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Ronald Lambert, Trustee