

**MINUTES OF THE REGULAR MEETING OF  
THE NAVARRE-BETHLEHEM JOINT FIRE DISTRICT  
HELD THURSDAY, JULY 11, 2024 – 7:00pm**

The Navarre-Bethlehem Joint Fire District met in Regular Session on  
Thursday, July 11, 2024 - 7:00p.m.

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

Absent: None

Also in Attendance:

Attorney Terry Seeberger, Chief – Rick Annen, Assistant Chief – Kevin Alloway,  
Assistant Chief – T.J. Rombach, Capt. Brad Bailey, Fiscal Officer – Chauntelle Skirtich,

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

**MEETING MINUTES**

Mr. Cline made a motion to approve the Minutes of the Regular Meeting on June 6, 2024, seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

**PUBLIC SPEAKS:**

No Public Speaks at this time

**TRUSTEES:**

**FIRE CHIEF:**

Ms. Veselenak made a motion to move into Executive Session at 7:01 p.m. with Trustees, and inviting Attorney Seeberger, Assistant Chiefs Alloway and Rombach, and Fiscal Officer to consider the employment, discipline, and dismissal of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, per Ohio Revised Code Section 121.22(G)(4). Motion seconded by Mr. Cline:

Roll Call Vote:

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

Mr. Miknis made a motion to move out of Executive Session at 7:10 p.m. Motion seconded by Mr. Bixler

Roll Call Vote:

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

Ms. Veselenak made a motion to accept the resignations of Jordan Higgins and Kaleb White, seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Cline made a motion to approve adding Cody Silverthorn and Rick King FF2/Medic to the roster, seconded by Mr. Bixler. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Ms. Veselenak made a motion to approve registration for 8 members for Level 1 and 2 Fire class, 1 member for Level 1 only and 4 for Level 2 only - discussion regarding cost and a member that may take Level 1 and 2 if possible and not just Level 1 - motion was amended to approve up to 9 members taking Level 1 and 2 and 4 taking Level 2 only at a cost of \$24,427.60 which includes background checks and books and open a PO to Stark State in the amount of \$24,427.60, seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

**Discussion RE:**

- 131 calls with 67 transports in June 2024 – 25 double calls
- Brewster Issues – Billed Brewster for 15 calls
- IT Issues – Member Snyder will talk to Baum
- Discussion regarding Explorer ‘Ride-A-Long Rules of Conduct’ form
- Masks listed on GovDeals
- Joint training with Perry and Brewster

**FISCAL OFFICER:**

Mr. Bixler made a motion to approve bills paid as presented, total of \$43,025.35. 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 payroll expenses of \$42,593.68. 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 and sign the June 2024 bank reconciliation. Motion seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

Mr. Miknis made a motion to approve an Amended Certificate for 2022 Firefighter Assistance Grant in the amount of \$37,946.46. Motion seconded by Mr. Bixler

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 closing the following BCs and POs:

**BCs**

BC – 5 – General Fund – Repairs and Maintenance

BC – 16 – General Fund – Training

BC – 19 – EMS – Dues & Fees

**PO**

PO – 12 – Wingfoot Commercial Tire Service

PO – 15– Ohio Billing – Medicare Audit

PO – 22 – Whitaker Myers

PO – 28 – Stark State - EMS

PO – 31– WEX Bank - Marathon

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 opening the following PO:

**PO**

\$ 3,000.00 – Fire Force – General Fund

\$ 7,500.00 – Perry & Associates – General and EMS Funds

\$12,000.00 – WEX Financial – General and EMS Funds

\$13,657.55 – Stryker – EMS Fund

Motion seconded by Ms. Veselenak. 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
- Auditor on site July 17, 2024

**PUBLIC SPEAKS:**

- Trustee Bixler – Parks property behind new station

**FYI:**

- Next Meeting August 8, 2024 7:00pm


**ADJOURN:**

No further business coming before the Board, Mr. Bixler made a motion to adjourn at 7:51 p.m., seconded by Mr. Miknis. Voting YES – Mr. Bixler, Mr. Cline, Mr. Miknis, Mr. Snyder and Ms. Veselenak

  
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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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T. Renee Veselenak, Trustee