

**MINUTES OF THE SPECIAL MEETING OF  
THE NAVARRE-BETHLEHEM JOINT FIRE DISTRICT  
HELD THURSDAY, FEBRUARY 10, 2022 – 7:00pm**

The Navarre-Bethlehem Joint Fire District met in Regular Session on  
Thursday, February 10, 2022 - 7:00p.m.  
Trustee Benson, Trustee Bixler, Trustee Dearing, and Trustee Snyder present  
Absent: Trustee Savage  
Also in Attendance:

Attorney Terry Seeberger, Fire Chief - Richard Annen, Assistant Chief - Kevin Alloway, EMS Officer - Tom  
Baum, Medic/FF Michelle Williams, EMT/FF Katelyn Culp, and Fiscal Officer - Chauntelle Skirtich,

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

**REGULAR MEETING MINUTES**

Mr. Benson made a motion to approve the Minutes of the Regular Meeting on January 13, 2022, seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing, and Mr. Snyder

**PUBLIC SPEAKS:**

No public speakers at this time.

**TRUSTEES:**

Mr. Benson made a motion to move into a closed disciplinary hearing with EMT/FF Culp seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing, and Mr. Snyder

Mr. Benson made a motion to move out of closed disciplinary hearing with EMT/FF Culp. seconded by Mr. Dearing. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing, and Mr. Snyder

Mr. Benson made a motion to approve Chief's plan to issue a final warning reprimand, and place upon her use and conduct restrictions to be determined by him and placed in the written reprimand, plus a three day suspension from work. seconded by Mr. Dearing. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing, and Mr. Snyder

**FIRE CHIEF:**

Mr. Benson made a motion to add EMT/240FF Logan Haley and EMT/FF Mikaila Grest to the roster. Motion was seconded by Mr. Dearing, Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing and Mr. Snyder

Mr. Dearing made a motion to purchase a camera for Fire Prevention Bureau at a cost of \$418.00. Motion was seconded by Mr. Benson, Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing and Mr. Snyder

**Discussion RE:**

- 113 calls in January 2022 – 113 total calls in 2022
- Staffing
- Remounted Squad
- Regional TASC force with Navarre, Brewster and Beach City Police Departments

**FISCAL OFFICER:**

Mr. Benson made a motion to approve bills paid as presented, total of \$26,821.69. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing and Mr. Snyder

Mr. Bixler made a motion to approve payroll expenses of \$40,012.74. Motion seconded by Mr. Benson. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing and Mr. Snyder

Mr. Bixler made a motion to approve and sign the December 2021 bank reconciliation. Motion seconded by Mr. Benson. Voting YES – Mr. Benson, Mr. Bixler and Mr. Snyder ABSTAIN: Mr. Dearing

Mr. Dearing made a motion to approve the 2022 Permanent Budget of \$1,479,289.36, as presented (Attachment ‘A’). Motion seconded by Mr. Benson:

Roll Call Vote:

Mr. Benson	YES
Mr. Bixler	YES
Mr. Dearing	YES
Mr. Snyder	YES

Mr. Benson made a motion to approve moving forward with Direct Deposit for payroll using the file upload process and making Direct Deposit mandatory for all employees. Motion seconded by Mr. Dearing. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing and Mr. Snyder

**Discussion RE:**

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

**PUBLIC SPEAKS:**

EMS Officer Baum – Update on Computer/Technical upgrades

**FYI:**

- Next Meeting March. 10, 2022 7:00pm

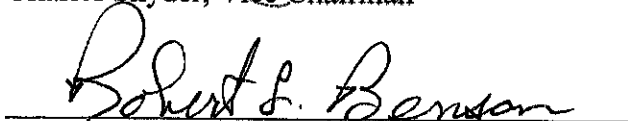
**ADJOURN:**

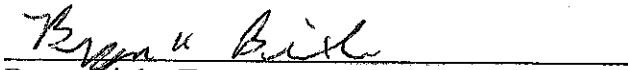
No further business coming before the Board, Mr. Dearing made a motion to adjourn at 8:04 p.m., seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Dearing and Mr. Snyder

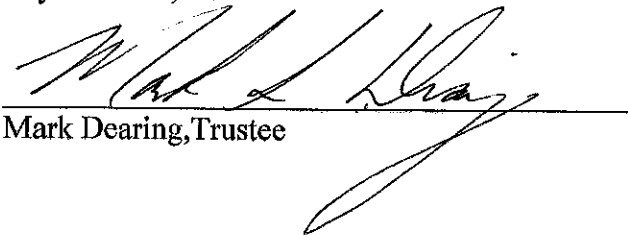
  
Chauntelle Skirtich, Fiscal Officer

Absent  
James Savage, Chairman

  
Charles Snyder, Vice Chairman

  
Robert Benson, Trustee

  
Bryan Bixler, Trustee

  
Mark Dearing, Trustee