

CASS COUNTY FIRE DISTRICT #1

MEETING MINUTES

January 6, 2021

Call to Order

The Cass County Fire District #1 (CCFD1) Board met at 4:30 p.m. at Cass County Fire District 1 Station at 1444 Holland Street, Logansport, Indiana. Meeting was called to order by Michael L. Sims, Chairman. Members present Michael L. Sims, Chairman; Jeff Asselin, Vice Chairman, and Bridget Enyeart, Fiscal Officer/Secretary. David Patty, Member was excused.

Election of Officers

Michael L. Sims made a motion for Jeff Asselin to become Chairman of the Board. **Motion passed 2-0.**

Jeff Asselin made motion for Michael L. Sims to be Vice-Chairman. **Motion passed 2-0.**

Michael L. Sims made a motion for Dave Patty to become Member. **Motion passed 2-0.**

Minutes

Meeting Minutes for December were reviewed. Jeff Asselin made a motion to accept all minutes for December 2020 as presented.

Michael Sims seconded the motion. **Motion passed 2-0.**

TREASURER'S REPORT/PAYMENT OF CLAIMS

Treasurer's Report was given by Fiscal Officer, Bridget Enyeart. Claims were submitted for January 2021. No fund balances given to date as 2020 books are still in the process of being closed. Jeff Asselin made a motion to accept the treasurer's report and all claims submitted. Michael Sims seconded the motion. **Motion passed 2-0.**

FIRE CHIEF'S REPORT

Run reports were given to date. Maintenance issues were discussed for the building as well as maintenance on trucks. Jeff Asselin made a motion to accept the Chief's report. Michael Sims seconded the motion. **Motion passed 2-0.**

Annual Report/Year End Reports 2020

Bridget Enyeart, Fiscal Officer will present all annual reports at the next meeting. Bridget reviewed all of the year end reports that are due and dates that she plans to have them completed. Reports include: 1099/W2 Update – Completed by January 18, 2021; State of Indiana Gateway Year End Reports; 2020 Receipt Report for All Funds/January 31, 2021; 2020 Disbursement Report for All Funds/January 31, 2021; 2020 Salary Ordinance Upload & Reporting/January 31, 2021; 2020 Vendor History Report/January 31, 2021; Funds Ledger Report/January 31, 2021; 2020 Payroll History Report Without SS#/January 31, 2021; 100-R/January 31, 2021; Annual Financial Report/February 28, 2021; Other Post Employment and Compensation Report/March 1, 2021; Debt Management Report/March 1, 2021; IRS Reports – Monthly Withholding Report/Quarterly Report/Annual Report – Jan 10, 2021; State of Indiana Monthly Withholding Report/Annual Sales Tax Report – Jan 10, 2021; Unemployment Quarterly Report, Unemployment New Hire Report – Jan. 8, 2021; Unemployment Audit – February 8, 2021.

Nepotism & Contracting Policy 2021-1

Fiscal Officer, Bridget Enyeart presented the 2021-1 Nepotism and Contracting Policy for Board review. Michael Sims made a motion to accept the policy as submitted. Jeff Asselin seconded the motion. **Motion passed 2-0.**

Capital Asset Policy 2021-2

Fiscal Officer, Bridget Enyeart presented the 2021-2 Capital Asset Policy for Board review. Jeff Asselin made a motion to accept the policy as submitted. Michael Sims seconded the motion. **Motion passed 2-0.**

Internal Control Policy 2021-3

Fiscal Officer, Bridget Enyeart presented the 2021-3 Internal Control Policy for Board review. Jeff Asselin made a motion to accept the policy as submitted. Michael Sims seconded the motion. **Motion passed 2-0.**

OLD BUSINESS

SOG Manual is still being updated. It is hopeful to be completed by the February meeting.

NEW BUSINESS

Hiring Process. Bridget has placed another advertisement on Indeed. A USB stick with all applications will be presented to the hiring board to review. Members of the 2021 Hiring Board will include Chris Cover, Chief; Jerry Maxson, Assistant Chief; Alex Denny, Lieutenant; Jon Birnell, Lieutenant, Mat Reichart, Fireman; Bridget Enyeart, Fiscal Officer; Jeff Asselin, Chairman of CCFD1; Michael Sims, Vice Chairman CCFD1 and Dave Patty, Member CCFD1. The goal is to have at least two employees hired by March 1, 2021 and an additional two employees by April 1, 2021.

PUBLIC COMMENTS

None

MEETING ADJOURNMENT

Jeff Asselin made a motion to adjourn the meeting. Michael Sims seconded. Meeting adjourned. **Motion passed 2-0.**

Respectfully submitted,

Bridget I. Enyeart, Fiscal Officer

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