

German Township Fire Department

Board of Directors Meeting

May 13, 2008

May 2008 meeting of the German Township Fire Department Board of Directors called to order by President Terry Eickhoff at 6:45 p.m. **A quorum of board members was not present.**

Members Present: President Terry Eickhoff, Secretary Scott Laugel, Chief John Buckman, Division Chief Nick Adams, Steve Bequette. Guest present: Assistant Chief David Bretz, David Magary, Lester Garret

Minutes reviewed – will be voted on for approval in June

Treasures report reviewed.

GTFD was supposed to receive \$166,262 from the state of Indiana for 2008 fire fighting budget. \$26,703 will be provided for 2008 fire fighting budget. This was the only budget item not approved. Trustee will secure a loan for the difference – \$139,559.

VFIS Denial of multiple year crime claims. Received claim for 1 year only.

State Board of Accounts exit interview. State Board of Accounts audit was approximately \$13,000.

IRS rescinded one set of penalties - \$4400.00. Actual check will not be received. Money will be obtained through some type of credit type action.

Susan Wargel – criminal charges hearing. Next hearing to occur in August.

Indiana Department of Homeland Security Emergency Medical Services certification expires 4/1/08. Still waiting on recertification. (no action information only)

Assistance to Firefighter Grant – waiting (no action information only)

NIMS 300 level training for officers – this is one of several expectations that help to make us eligible for federal and state grants. (no action information only)

Bookkeeping Services – David Mangia - \$250 per month as an employee of the fire department responsible for bookkeeping services. (Board must take action to affirm)

German Township Fire Department Expectations

- Compensation is \$250 per month plus the FD part of FICA, unemployment and workers compensation (10%).
- Will not have check signing authority.
- Will write checks for approved expenditures. Approved means there is a purchase order attached that has two signatures.
- Work to establish electronic transfers as a means of paying fire department bills.
- File federal and state corporate taxes.
- File federal and state payroll taxes.
- Reconcile bank accounts.
- Provide the monthly financial statements on forms provided.
- Create new hire reports as required by government agencies.
- Attend board meetings as requested

David Mangia Expectations

- We will place checks with invoice in envelopes, attach postage and place in the US Mail.
- We will have two signatures on all checks.
- We will make bank deposits.
- We will by Friday 12pm of each week place all approved purchase orders in assigned place for checks to be written.
- German Township Fire Department will compensate David Mangia as an employee of the fire department.

The fee associated with this expense is \$250 per month payable in the first week of each month.

- This agreement may be modified upon mutual consent.
- This agreement will remain in force for the calendar year 2008. The Board of Directors will each November make a determination of whether or not the employee will continue and the compensation amount that will take effect on the first day of each calendar year.

Mileage proposal – officers asked to keep track of mileage for month to determine a budget number.

VFIS claim to be amended – Midwest telecom phone damage \$143.00

Harry Lincoln will stay on as a board member if needed. Discussion of obtaining new board members.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,
Scott Laugel, Secretary