

German Township Fire Department

Board of Directors Meeting

December 11, 2007

December 2007 meeting of the German Township Fire Department Board of Directors called to order by President Terry Eickhoff at 6:50 p.m.

Members Present: President Terry Eickhoff, Vice President Larry Chapman, Secretary Scott Laugel, Chief John Buckman, Division Chief Nick Adams, Jerry Compton, Harold Orth. Guest present: Assistant Chief David Bretz, Lester Garret

Motion made to approve minutes of November 2007 meeting by Larry Chapman. Seconded by Harold Orth. Motion carried.

Treasures report provided by Chief John Buckman.

Review and discussion of income and expenses. Discussion of electronic banking through Old National Bank – GTFD will not utilize electronic banking or direct deposit.

Financial statement and custom summary report – totals of income/expenses do not match. Will be investigated and resolved.

David Mangia, CPA has helped us to get our tax issues straightened out and filed. He has offered to continue to assist us in our bookkeeping needs. Shelly Pauli, bookkeeper for Midwest Truck and Trailer, will be willing to be our bookkeeper and review our monthly activity. We will continue to negotiate with these two individuals to see who and what we can use their talents for and how we can create a position of Treasurer. We are working toward a new set of “financial books” for the start of January 2008.

MedTronics maintenance agreement for defibrillators. Working to keep 2 defibrillators under contract.

Review of 2008 proposed budget. review for modification and approval

Annual points system policy revision – additional funds have been put in the retention budget to provide for an incentive bonus for members who respond above the minimum expectation to emergency response.

- 10.9% or below \$0.00 bonus
- 11% to 25.9% \$100.00 bonus
- 26% to 49.9% \$250.00 bonus
- 50% or above \$500.00 bonus

Motion made to approve 2008 proposed budget by Larry Chapman. Seconded by Harold Orth. Motion carried.

Policy Statement Run Report X-ray numbers –

The following policy statement shall apply to any member that is either employed by us as a full-time employee, part-time employee or temporary help that may be working to provide coverage while one of the other employees takes a leave day:

- Effective January 1, 2008 members x-ray numbers shall be entered on the run reports as follows. Any member making runs while they are receiving an hourly wage from the German Twp. Fire Dept. shall be entered with the number “2” preceding their number.
- Example should 8X39 make a run while working as a paid employee of the fire department the member shall be entered on the run report as X239
- When run number totals are calculated for any of the benefits the volunteers would receive the numbers recorded as 200 designations shall be omitted.

Motion made to approve Policy Statement Run Report by Jerry Compton. Seconded by Harold Orth. Motion carried.

Motion made to approve annual points system policy revision by Harold Orth. Seconded by Jerry Compton. Motion carried.

We paid the Indiana Department of Revenue \$9,091.19. We paid the Internal Revenue Service \$59,891.56. This satisfies our tax liabilities. Since we do not know our tax penalty and interest status and can't get either of them to respond to our written inquiries it was the recommendation from David Mangia that we file the tax forms and pay the taxes determined to be owed and then wait for them to assess the penalties.

David Magary employed six months – due for 6 month pay raise in this month (December 2007). Policy says he can receive a maximum raise of \$.50 per hour. Recommended that he receive the maximum pay raise allowed. Motion made to approve pay \$.75 per hour raise by Larry Chapman, seconded. Seconded by Jerry Compton. Motion carried.

Received credits from Insight and no bill for the month.

Received \$264.57 in credit on the alpha pagers that were returned.

W2s and W3s sent for tax year's 2002 and 2003.

Donation from Patricia McCracken – check payable to Susan Wargel Billing German Township Fire Department.

Doris Block called to check on a donation she sent in. We have a deposit slip made out on September 21 for \$2,348.00. Her \$500.00 donation is part of that deposit. The bank has no record of getting the deposit, nor do I have any paperwork in the files for the whole month of September. She has stopped payment on the check, got her fee waived, and will send a new donation. There are several donations and deposits that are part of this deposit but there is no contact info so I can't call them. The strange thing is that the bank does show 4 deposits to our account on the 21st, none of them listed in our register. They could not tell me what they were or who they were from, just the amounts: \$605.23, \$311.08, \$228.10, \$100.00. We need to add the deposits to our system. I just don't know who they are from. We will probably also need to void the deposit.

Discussion of assigning a third person with signing authority on checks. Check signing policy will now be that two signatures are required for all checks. In the event two signatures are not possible (due to illness, unforeseen circumstances, etc.), a single signature will be acceptable on checks.

Letter to Fred Happe and Randy Kron regarding the reappointment of Harold Orth and Harry Lincoln.

The board needs to select one board member to replace Larry Chapman who was elected Vice-President. The board needs to ask Steve Bequette to serve another term.

Election Results

- Terry Eickhoff – President
- Larry Chapman – Vice President
- Scott Laugel – Secretary
- Treasurer – Remains Vacant

The system we are using to write checks seems to be working out very well. David Magary writes checks weekly and signatures are obtained and sent off. A couple of delays to the deposits but now that is cleared up.

Duties of the Treasurer of the Board of Directors will be reviewed. Other fire departments requirements will be investigated.

Chief officers will review bylaws and make recommendations on updates/revisions.

Jonathan Koring has resigned from the department. Nikki Koring has resigned from the department.

Motion made to approve payment of November expenses by Jerry Compton. Seconded by Harold Orth. Motion carried.

Motion made to adjourn the meeting at 8:45 p.m. by Larry Chapman. Seconded by Nick Adams. Motion carried.

Respectfully submitted,
Scott Laugel, Secretary