

**CASS COUNTY FIRE DISTRICT #1
MEETING MINUTES
December 6, 2017**

Call to Order

The Cass County Fire District #1 (CCFD1) Board met at 6:30 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 were: Michael L. Sims, Chairman; Dave Patty, Vice Chairman; Jeff Asselin, Member at Large; and Bridget Enyeart, Fiscal Officer/Secretary.

Minutes

Meeting Minutes of November 1, 2017, were reviewed. Jeff Asselin made a motion to accept the minutes. Dave Patty seconded the motion. **Motion passed 3-0.**

TREASURER'S REPORT/PAYMENT OF CLAIMS

Treasurer's Report was given by Fiscal Officer, Bridget Enyeart. Rainy Day Fun \$86,528.97; Building Debt Fund \$-4210.20; County Emergency Loan Fund \$3,908.73; Fire General Fund \$534,202.79; Cumulative Fire Fund \$15,229.76. Checking Balance \$17,270.99. Savings Account Balance \$618,389.39. Total funds available \$635,660.05. Total Claims submitted. David Patty made a motion to accept the Treasurer's Report and all claims submitted for payment, Jeff Asselin seconded. **Motion passed 3-0**

RESOLUTION NOT TO SPEND REMAINDER OF CUMULATIVE FUND 2017

Mike Sims made a motion not to spend the remainder of the Cumulative Fire Fund for 2017, and to notify the DLGF for 2018 Budget Cycle of Fund Balance. Jeff Asselin seconded. **Motion passed 3-0**

RESOLUTION NOT TO SPEND RAINY-DAY FUND 2017

Dave Patty made a motion not to spend the Rainy-Day Fund for 2017, and to notify the DLGF for 2018 Budget Cycle of Fund Balance. Jeff Asselin seconded. **Motion passed 3-0**

RESOLUTION TO PLACE 10% OF FIRE GENERAL BUDGET TO RAINY DAY FUND

Mike Sims made a motion to place the remaining balance of the Fire General Fund in the Rainy-Day Fund. Dave Patty seconded. **Motion passed 3-0**

FUND TO FUND TRANSFERS 2017

Jeff Asselin made a motion to allow the fiscal officer to transfer between funds to close out 2017 books. Dave Patty seconded. **Motion passed 3-0**

FIRE CHIEF'S REPORT

1. Run report will be given at January 2018 meeting.
2. Maintenance and service repairs needed were discussed.

Jeff Asselin made a motion to accept the Fire Chief's Report. Dave Patty seconded the motion. **Motion passed 3-0.**

INTERNAL CONTROL POLICY AND CAPITAL ASSET POLICY

It was decided to wait for the final signing of the Internal Control Policy and Capital Asset Policy until the State Board of Accounts has come out with their official Audit.

STATE BOARD OF ACCOUNTS 5 YEAR AUDIT FOR 2012-2016

Board has table discussion until State Board of Accounts has officially released their Audit.

POST OFFICE BOX

Mike Sims made a motion to purchase a post office box to send all checks/receipts for Cass County Fire District #1. The intent is an internal control policy that will prevent future funds from being deposited accidentally in contractor's financial accounts. Jeff Asselin seconded.

Motion passed 3-0

CLAIM FORMS FOR CONTRACTORS

As another internal control policy, it was decided the Fiscal Officer shall create a claim form for the contractor to fill out for payment of goods and services. Claim form shall include what employee name, purchase date, if the claim is for an apparatus/vehicle or building/landscaping, if the claim is for repair of equipment or new equipment, if approval has been given by 2 board members for expenditures over \$200 and a summary of what the item was used for. Form will be presented at the January meeting for approval and implementation.

OLD BUSINESS

None

NEW BUSINESS

Fiscal Officer presented detailed accounting of hours spent organizing 5 years of files, compiling and reviewing information for SBOA, and ongoing communication regarding audit issues. Mike Sims made a motion to pay the Fiscal Officer for the additional time she has spent on Audit. Dave Patty seconded the motion. **Motion passed 3-0.**

Fiscal Officer is moving the week of Christmas and requested to move January's meeting date to the 4th Wednesday in January. Jeff Asselin made a motion to move January's meeting. Dave Patty seconded the motion. **Motion passed 3-0.**

PUBLIC COMMENTS

None

MEETING ADJOURNMENT

Jeff Asselin made a motion to adjourn the meeting. David Patty seconded. **Motion passed 3-0.**

Respectfully submitted,
Bridget I. Enyeart, Fiscal Officer

2018 MEETING DATES CASS COUNTY FIRE DISTRICT #1

Wednesday, January 24, 2018

No Meeting in February

Wednesday, March 07, 2018

Wednesday, April 04, 2018

Wednesday, May 02, 2018

Wednesday, June 06, 2018

Wednesday, July 11, 2018

Wednesday, August 08, 2018

No Meeting in September

Wednesday, October 03, 2018

Wednesday, November 07, 2018

Wednesday, December 05, 2018