

**CASS COUNTY FIRE DISTRICT #1**  
**MEETING MINUTES**  
**August 5, 2020**

**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 were Michael L. Sims, Chairman; Jeff Asselin, Vice Chairman; Dave Patty, Member at Large, and Bridget Enyeart, Fiscal Officer/Secretary.

**Minutes**

Meeting Minutes of July 1, 2020 were read. Dave Patty made a motion to accept the minutes. Jeff Asselin 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 \$33,089.66; Fire Equipment Debt Fund \$20,459.40; County Emergency Loan Fund \$20,420.63; Fire General Fund \$1,300,684.41; Cumulative Fire Fund \$86,023.71. Checking Balance \$42,970.01. Savings Account Balance \$1,417,707.80. Claims reviewed during open meeting and submitted. Dave Patty made a motion to accept the Treasurer's Report and all claims submitted for payment, Jeff Asselin seconded. **Motion passed 3-0**

**FIRE CHIEF'S REPORT**

1. Run report was given by Fire Chief Chris Cover.
2. Maintenance and service repairs needed were discussed including flagpole, bay floor, indoor painting, and ladder truck.
3. Delivery of Storage Containers and hiring a crane operator to place them on the grounds was discussed.
4. Fire prevention Open House was discussed and the possibility of not having it this year due to COVID. Tentative date discussed.
5. Family Picnic for Staff/Board tentative set for October 24, 2020.

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

**SALARY ORDINANCE FOR 2021**

Revision of Salary Ordinance was given to the Board to reflect changes with additional staffing for next year. Mike Sims made a motion to pass the Salary Ordinance for 2021 as submitted. Dave Patty Seconded the motion. **Motion passed 3-0.**

**INTERNAL CONTROL POLICY REVISION FOR 2021**

Tabled until December 2020 meeting.

**BUDGET**

The DLGF Budget Workshop for the Cass County Fire District was held. Budget was then submitted to the Cass County Auditor for publishing. First reading of the Cass County Council for our 2021 budget will be September 18, 2020 @ 9:00 am. Second reading will be October 16, 2020 @ 9:00 am.

**SOG POLICY REVISION**

Policy's are currently being updated and it is estimated the manual should be completed by October 1, 2020. Once in draft, policy manual will be submitted to attorney for review.

**OLD BUSINESS**

**Job Descriptions.** Draft job descriptions were given to the Board for both the Fire Chief, Assistant Fire Chief, and the Fiscal Officer. The Board will review descriptions and give back to Fiscal Officer to include in draft SOG manual.

**NEW BUSINESS**

**Hiring Process.** The Cass County Fire District #1 Board members reviewed whether or not to move forward with ambulance for bls transport or to hire three new men to add a man to each shift to have 4 men on shift/24 hours a day. It was decided that we would move forward with the hiring process of new men and put off purchasing an ambulance for BLS transport until 2022. Dave Patty made a motion to hire three additional men. Jeff Asselin seconded. **Motion passed 3-0**

**PUBLIC COMMENTS**

None

**MEETING ADJOURNMENT**

Jeff Asselin made a motion to adjourn the meeting. Dave Patty seconded. Meeting adjourned at 6:12 pm. **Motion passed 3-0.**

Respectfully submitted,

*Bridget I. Enyeart, Fiscal Officer*

