

# WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

August 12, 2010

## Regular Meeting

Douglas Joseph opened the meeting at 7:00 p.m., and led the Pledge of Allegiance.

### ROLL CALL:

Etna – Randy Foor; Reynoldsburg – Douglas Joseph; Harrison – Larry Kretzmann; Jersey – Derek Myers; Kirkersville – Sharon Temple, absent; Pataskala – Pat Sagar.

### APPROVAL OF AGENDA:

Mr. Joseph asked for changes to the Agenda, and receiving none, the Agenda stands approved.

### RECOGNITION OF GUESTS:

Rick Tripp and Steve Langenkamp of Michael Schuster Associates; Rich Terhune and Jim Mitchell of M+A Architects; Mark Shoemaker of CR Architecture + Design; Terra Woolard

OPEN DISCUSSION: None

### APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the July 8, 2010 regular and August 4, 2010 special meeting minutes as presented to the Board. Mr. Foor seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, abstain; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, abstain. **Motion carried.**

### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Kretzmann motioned to approve the July 2010 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Foor seconded. Vote: Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

### APPROVAL OF VOUCHERS:

Mr. Foor motioned to approve warrants 25405 - 25505. Mrs. Sagar seconded. Vote: Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

### NEW BUSINESS:

#### A. Approval of Purchases

1. Mr. Foor motioned to purchase one (1) PortaCount® Respirator Fit Tester Model 8038 from Instrumentation Systems, Inc. at a cost not to exceed \$13,000 which includes a one-year maintenance agreement and shipping/handling. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann – yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes. **Motion carried.**

2. Mr. Kretzmann motioned to approve the purchase of one (1) ISG XR Elite Thermal Camera with DFC option, three (3) Fast Attack Truck Charger upgrades, and three (3) K1000 Camera upgrades to XR Spec. at a total cost of \$12,935, in addition to shipping/handling, from All-American Fire Equipment, Inc. Mr. Myers seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**
3. Mr. Kretzmann motioned to repair the engine on the 1999 Chevy Blazer at an estimated cost of \$4,500. Mrs. Sagar seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

B. Discuss Draft Policies/Procedures

1. Chief Fulmer reported that the Battalion Chiefs are working on Standard Operating Guideline revisions, which the Senior Staff will review, and then will be brought to the Board for approval.

CHIEF'S REPORT:

Chief Fulmer reported the following:

- A. Mr. Kretzmann motioned to hire Terra Woolard as Human Resource Technician with a tentative start date of August 30, 2010. Mr. Foor seconded. Vote: Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**
- B. Chief Fulmer provided an update on the officers' promotional process. The questions were resolved regarding the Lieutenant's test, and this process will now move on to the next phase. Only two candidates applied to test for the Battalion Chief's position, and the test would take place within the next few days.
- C. Chief Fulmer reminded everyone that Street Fair is next week. Chief Fulmer thanked AC Ken Mathews and his wife, Joyce, along with other members of the Firefighters Association for their hard work renovating the landscaping at the Jefferson Street Shop. Ohio Mulch also donated a concrete table and benches for people to sit down.
- D. Chief Fulmer reported that the part-time testing process took place two weeks ago. There were 36 applicants, who now have been narrowed down to 15. Test results should be received by this Friday or some time next week. The successful applicants will be held in limbo for vacancies on the part-time list.
- E. Chief Fulmer advised the Board several members are interested in starting an Explorer Post at our Station for boys 14 to 20 years of age. This program is tied to the Boy Scouts of America. Chief Fulmer will get more information regarding the program and bring someone in to provide a presentation to the Board sometime in the near future.
- F. The FY2011 draft budget should be ready for Board review in October.
- G. The surplus items that were auctioned on GOV Deals sold for approximately \$8,000; a net of approximately \$7,000 after the fee was paid to GOV Deals.
- H. July birthdays and anniversaries were recognized.

## FISCAL OFFICER'S REPORT:

- A. Ms. Krugh reported that the Personal Property Settlement was received from the Licking County Auditor = \$646.54 net.
- B. Resolution 2010-09 changes were completed in the General Fund and 1 Mil appropriations. Then and Now Purchase Orders and a Blanket Certificate also need to be signed by the Board. An Amended Certificate has been requested from the Licking County Auditor.

## COMMITTEES' REPORTS:

### A. Building Committee Report

1. The top three firms who submitted proposals for the Master Plan process were in attendance at Chief Fulmer's request. They were as follows: CR Architecture + Design, M+A Architects, Michael Schuster Associates. They were requested to return an outline and costs of their services for the Board's review. Chief Fulmer reminded the Board that any presentation, discussion, or choice would have to take place in open session rather than executive session.

The Board was in consensus that they were comfortable with the top three firms' proposals as submitted, and now would like to hear a brief summarization from each firm by the whole Board, rather than just the Building Committee. The firms agreed to have 15 minutes each to answer questions individually to the Board. The three firms agreed that during one firm's summarization, the other two firms would step out.

#### *CR Architecture + Design:*

Mark Shoemaker presented his firm's summarization – During Phase I of the project there would be a comprehensive look at the District's needs now and what will be needed in the future. Phase II would be a concept study to help make decisions. They would provide preliminary schematic designs; refined floor and site plans. Response time analysis would be done for a Station to evaluate Station location. Phase I would be completed in early September; Phase II in October. CR Architecture knows what a Station costs by square foot. Mr. Shoemaker estimated that it would take 18 months to be in Station 4, with either traditional build or design, bid, build.

#### *M+A Architects:*

Rich Terhune and Jim Mitchell presented their firm's summarization – They prepared their proposal based on a cost per task. Interviews would be conducted with District staff to determine space needs. Site selection would be a collaborative effort with Sands Decker, Inc. A project scope analysis was completed for each proposed site. The proposed costs are not just based on square footage; costs are actually broken down into components of the project. Their firm is located in the central Columbus area, so there would be no excessive travel charges. They felt they would be accessible time wise, and have a good understanding of the area. One of their staff members, Civil Engineer Rick Cox, actually lives within the District and has a strong knowledge of the area. M+A was the architect for all of the facilities at ProLogis.

#### *Michael Schuster Associates:*

Rick Tripp and Steve Langenkamp presented their firm's summarization – They feel they have a good understanding of the District's needs – services, growing population base, and what that will mean to us in the future. They have toured the District, and inspected all of its buildings. Mr. Langenkamp has 12 years experience in local government as a Township Trustee and

member of a Fire Board. MSA's focus is on strategic planning; the buildings will come out of that. Mapping effects will be presented on their computers to show the Chief and Board members the effects of a Station in a proposed location. They are currently doing studies with other communities in Licking County to see how they can share services. MSA's intent is to design buildings that will not only fit our community's needs, but fit the community aesthetically. Building mockups will be provided so we can actually see what the buildings will look like. Services will be billed on an hourly rate; if the project costs less, they'll charge us less. There will be a \$36,500 cap on the scope of work. Mr. Tripp stated that this not only motivates the architect, but protects the client. They recently entered into a contract with Granville, which would cut down on travel time for the District's project.

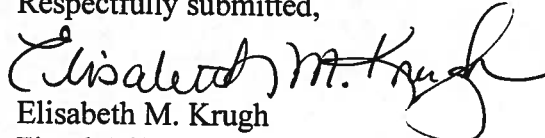
Board discussion followed the presentations. Mr. Joseph stated that since all three firms are qualified to do the job, other factors have to be considered – his personal preference was Michael Schuster Associates because they were the least expensive and we should be good stewards of the District's money. All of the Board members were impressed with Michael Schuster Associates' presentation, their interest in the project, and their passion for what they do. Mr. Myers reminded the Board that approximately \$5,000 would have to be added to their (MSA) proposal for reimbursable expenses. Chief Fulmer stated that CR Architecture + Design and Michael Schuster Associates showed great interest in the project from the very beginning, and he felt either of the two would do a good job. All of the firms have fire stations they have designed within 30 minutes from Station 1, and offered to tour those buildings with District members.

Mr. Joseph stated that this was not an easy decision, but the Board is unified in its decision to pick Michael Schuster Associates as the architect for the West Licking Joint Fire District's Facilities Master Plan. The Board expressed their thanks to all three firms for their attendance at tonight's meeting, and for their interest in our project.

Mrs. Sagar motioned to hire Michael Schuster Associates as architect for the Facilities Master Plan. Mr. Myers seconded. Vote: Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

There being no further business, Mr. Joseph adjourned the meeting at 9:27 p.m.

Respectfully submitted,

  
Elisabeth M. Krugh  
Fiscal Officer

APPROVED:

  
Board of Trustees

  
Title

Note: These minutes are unofficial, subject to amendment, until approved by the Fire Board Members.

Guests present: AC Ken Mathews, AC Harold Williams, on-duty Unit 1 Firefighters