

# WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

November 11, 2010

## Regular Meeting

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

In honor of Veterans Day, Mr. Joseph asked if any meeting attendees were veterans and Larry Kretzmann, Ron Tague, and Chief Fulmer responded yes. Mr. Joseph thanked them for their service to our country.

### ROLL CALL:

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

### APPROVAL OF AGENDA:

Mr. Joseph requested that the MSA presentation scheduled under Committees' Reports be moved to Item 6.A. on the Agenda. Mr. Joseph motioned to revise the Agenda as requested herein. Mr. Kretzmann seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

### RECOGNITION OF GUESTS:

John Rinard and Ron Tague of West Licking Firefighters Association  
Rick Tripp, Keith Han, Dan Montgomery, and Steve Langenkamp of Michael Schuster Associates

### OPEN DISCUSSION:

Derek Myers had a question for the Fire Chief – someone in the community had mentioned to him that the older defibrillators may be more accurate than the new ones, and wondered whether there was any fact or fiction to that. Chief responded that earlier this year we did add the automatic external defibrillators to the Engines, but he confirmed with the on-duty firefighters that the 12-lead defibrillators on the Medic Units are the same that we have always used and no problems or concerns have been expressed to him regarding those.

### A. BUILDING COMMITTEE REPORT - FACILITIES MASTER PLAN

MSA representatives presented revised mapping, and a design for the proposed floor plan (two different looks, same floor plan). The building models are unique to us, however, they are schematic snapshots that still need to be tested on any proposed sites. The proposed buildings are approximately 17,000 to 18,000 square feet, with a capacity to grow into them

Mr. <sup>Joseph</sup>Myers stated that the proposed locations are ideal, and inquired if there were any objections from the Board. Mrs. Temple responded that she had provided previous maps (October 14, 2010 MSA submittals) to the Kirkersville Village Council, and Council members had expressed concerns

over potential coverage based on those maps. Mrs. Sagar felt that there was "a hole of coverage" around the Licking Heights High School area.

Chief Fulmer stated that the Board needs to give some direction on the way they want to proceed. He stated that the Facilities Master Plan will have a huge positive impact on the District as a whole, and we need to start identifying properties. If the Board so chooses, presentations can be provided to the individual governing Boards of the Fire District to answer any questions they might have. The building priorities should be Station 4, Station 3, and then Station 2. We should acquire land first, if we know where we want to build. The prior direction given to the Fire Chief was to hire a broker, and meet with landowners. Mr. Foor stated that he had no objections to that directive. No formal action is required at this time.

Chief Fulmer reported that an internal Committee will take a field trip with MSA to view different facilities to see what types of materials we might use in our buildings.

Rick Tripp of MSA concluded their presentation with the following comments:

- 1) Intent is to build to last 40-50 years.
- 1) Plan for low-cost utilities (geothermal, etc.).
- 2) Build a high-grade institutional building at the best price for the District.
- 3) This is an excellent time to bid (\$200/sf estimate).
- 4) Simple, straightforward design that can be utilized.
- 6) Building is expandable, dependent on the site.

John Rinard and Ron Tague of the West Licking Firefighters Association expressed their thanks to the District for the repairs to the Jefferson Street Shop; it looks very nice with the new landscaping, etc. With the proceeds from their annual Street Fair, the Association is planning to purchase an inflatable tent to shelter firefighters at incidents. They are also purchasing a portable toilet that will be used County-wide. The Association's annual Christmas party is scheduled for December 18, and the firefighters and Board members were invited to attend. If attending, the Association has requested an RSVP.

#### APPROVAL OF MINUTES:

Mr. Myers motioned to approve the October 14, 2010 regular meeting minutes as presented to the Board. Mrs. Temple seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, abstain; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

#### APPROVAL OF FINANCIAL STATEMENTS:

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

#### APPROVAL OF VOUCHERS:

Mr. Foor motioned to approve warrants 25653 - 25755. Mrs. Sagar seconded. Vote: Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

## NEW BUSINESS:

### A. Approval of Purchases

1. Chief Fulmer advised the Board that Station 2's kitchen has required repairs/maintenance to the following extent: kitchen counters replaced, additional pantry storage, and paint. The renovations were under the \$5,000 limit, and no Board action is required.
2. Mrs. Sagar motioned to approve the final purchase of 54 additional sets of Nomex III-A station wear for career staff from A. E. David Company at a cost not to exceed \$10,000. Mrs. Temple seconded. Vote: Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes. **Motion carried.**
3. Chief Fulmer advised the Board the District does not have an established life cycle or replacement program for IT hardware and software. The majority of hardware we have is not capable of running the new Windows 7 operating system, and have insufficient speed, RAM, and hard drive space, which creates daily issues with staff completing required reports and efficiently utilizing standard business software. Mrs. Sagar motioned to purchase, based on recommendation of Affiliated, replacement IT hardware and software at a cost not to exceed \$13,000. Mrs. Temple seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**
4. Mrs. Sagar motioned to approve the purchase of hardware and software to produce audio and video recordings for POD casting at a cost not to exceed \$8,444. Mr. Myers seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, *no*; Kirkersville – Mrs. Temple, *no*. **Motion carried.**
5. Mr. Kretzmann motioned to approve the purchase of three (3) Motorola Apex Dual Band Portable Radios. Mr. Foor seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

### B. Discuss Draft Policies/Procedures

1. Mr. Kretzmann motioned to approve the Bargaining Overtime Policy as submitted. Mr. Foor seconded. Vote: Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**
2. Mr. Kretzmann motioned to approve the Leave Use Policy as submitted. Mrs. Temple seconded. Vote: Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**
3. HR Tech Terra Woolard provided the Board with an overview of draft policies submitted for their review and approval at a later date as follows: Americans With Disabilities Act of 1990 Compliance; Affirmative Action; Employee and Applicant Background Checks; Applicant Reference Checks; Authorized Drivers; Code of Ethics; Confidentiality; Conflict of Interest; Equal Employment Opportunity Employer; Hazardous Chemical Communication; Hiring

Practices; Immigration Law Compliance; Incident Reports; Performance Evaluation; Sexual Harassment; Use of Equipment and Vehicles; and Violence in the Workplace.

4. Mrs. Sagar motioned to approve current IRS per diem rates based on geographic location of travel. Mr. Foor seconded. Vote: Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes. **Motion carried.**

#### CHIEF'S REPORT:

Chief Fulmer reported the following:

- A. Training and education reimbursement for part-time personnel was discussed. The consensus was that this item requires further review and will be addressed at a later date.
- B. Mr. Foor motioned to pay expenses for up to four (4) people to attend the IAFC-IAFF Labor Management Initiative to be held January 20 and 21, 2011 in Phoenix, AZ. Mrs. Sagar seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**
- C. Chief Fulmer updated the Board on the Lieutenants and Battalion Chief promotional process for 2010. The final results for the Lieutenants promotional process are as follows: FF/Medic Ginger Miller in first place, and FF/Medic Michael Perkins in second. Acting Battalion FF/Medic Todd Magers placed first in the Battalion Chief promotional process.

Mr. Kretzmann motioned to accept the results of the Battalion Chief promotional process and promote Todd Magers to Battalion Chief. Mr. Foor seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**

- D. There was no discussion regarding EMS and MVA billing.
- E. HR Tech Terra Woolard presented Position Descriptions for the following positions, Administrative Assistant/Secretary and Assistant Chief, for the Board's initial review, and then on to legal counsel for their review.

Ms. Woolard reported that a Wellness Committee has been started to help curb health insurance premium increases. Per Ms. Woolard, 500 firefighter deaths per year are cardiac related. She is contacting insurance providers for new medical insurance costs, and would like to integrate health insurance with the Wellness Program. EMK

Ms. Woolard stated that the District's dental and vision insurance plans have incurred an approximate 3% increase.

- F. The Board agreed to change the starting time for their December 9 meeting to 8:00 p.m., rather than 7:00 pm. The Fiscal Officer stated that she would contact the local media to notify them of the change since it varies from what was published at the January reorganization meeting.
- G. November birthdays and anniversaries were recognized.

FISCAL OFFICER'S REPORT:

- A. The Manufactured Homes Rollback was received from the State of Ohio = \$1,535.58.
- B. Ms. Krugh informed the Board that the \$1,000,000 Public Fund CD invested with the Park National Bank CDARS Program matures on November 18, and asked whether the Board wished to reinvest the principal. After discussion, the Board concurred that the \$1,000,000 principal should be resubmitted for deposit. Ms. Krugh stated that she would do this.
- C. **Resolution 2010-11: Reduce Appropriation Account 1000-110-323-0310 Repairs & Maintenance – Labor by \$30,000; Increase Appropriation Account 1000-323-0309 Repairs & Maintenance – Parts by \$20,000; and Increase Appropriation Account 1000-110-323-0311 Repairs & Maintenance – Fuel by \$10,000.** Mr. Kretzmann motioned to approve Resolution 2010-11 as stated herein. Mr. Foor seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

Mr. Myers stated that prior to building a new Fire Station, the Board should ascertain whether there will be sufficient revenue to operate it.

**Resolution 2010-12: To Request That the County Auditor Certify Valuation and Revenue Information Pursuant to R.C. 5705.03(B).**

*Derek Myers moved adoption of the following resolution:*

A RESOLUTION DETERMINING THAT IT IS NECESSARY TO LEVY A TAX OUTSIDE THE TEN-MILL LIMITATION FOR FIRE PROTECTION AND EMERGENCY SERVICES AND REQUESTING THE LICKING COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE WEST LICKING JOINT FIRE DISTRICT AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A 2.5 (two.five) MILL RENEWAL LEVY.

WHEREAS, this Board finds that the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of West Licking Joint Fire District and it is necessary to levy a tax outside the ten-mill limitation; and

WHEREAS, pursuant to Division (B) of Section 5705.03 of the Revised Code, this Board must request certified information from the Licking County Auditor before submitting the question of a tax to the electors.

NOW THEREFORE BE IT RESOLVED by the Board of Fire District Trustees of West Licking Joint Fire District:

Section 1. This Board declares that it is necessary to levy a fire and emergency services property tax outside of the ten-mill limitation for the purpose of providing and maintaining fire apparatus, appliances, buildings, or sites therefore, or sources of water supply and materials therefore, or the establishment and maintenance of lines of fire alarm telegraph, or the payment of permanent, part-time or volunteer firefighters of fire-fighting companies to operate the same, including the payment of the firefighters employer's contribution required under Section 742.34 of the Ohio Revised Code, or to purchase ambulance equipment, or to provide ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting

company, as authorized by Section 5705.19(I) of the Ohio Revised Code, and that it intends to submit the question of the addition of that levy to the electors at an election on *May 3, 2011*.

Section 2. This Board requests the Licking County Auditor to certify to it both (1) the total current tax valuation of the West Licking Joint Fire District, and (2) the dollar amount of revenue that would be generated by a 2.5 (two.five) mill renewal levy.

Section 3. The Fiscal Officer is authorized and directed to deliver promptly to the Licking County Auditor a certified copy of this resolution.

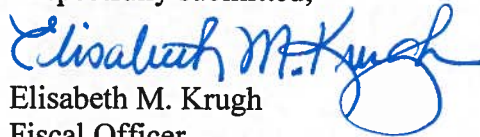
Section 4. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 5. This resolution shall be in full force and effect from and immediately upon its adoption.

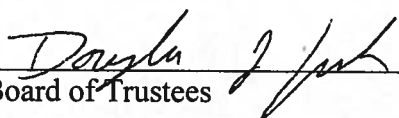
**Larry Kretzmann seconded the motion** and the roll being called upon its adoption, the vote resulted as follows: Jersey – Mr. Myers, yes; Etna – Mr. Foor, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

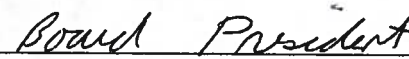
There being no further business, Mr. Joseph adjourned the meeting at 10:22 p.m.

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: Terra Woolard, on-duty Unit 2 firefighters