

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

April 14, 2011

Regular Meeting

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

ROLL CALL:

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

RECOGNITION OF GUESTS: None

OPEN DISCUSSION: None

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the March 10, 2011 meeting minutes. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, *abstain*; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Kretzmann motioned to approve the March, 2011 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Foor seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 26100 – 26163. Mr. Foor seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

NEW BUSINESS:

A. Approval of Purchases

1. None.

B. Discuss Draft Policies/Procedures

1. HR Technician Terra Metzger stated that the policies have been sent to the Bargaining Unit for approval, and as of this date, she had not received any feedback. At the next meeting, she will bring back any policies that don't affect the bargaining unit for the Board's approval. The remaining policies will be brought back after the bargaining unit approves them. Mr. Kretzmann inquired whether a time limit should be instated for the bargaining unit's response regarding this matter. FF/Medic Tom Barnhill stated that the bargaining unit is working on them at present.

CHIEF'S REPORT:

Chief Fulmer reported the following:

- A. Chief Fulmer informed the Board that no mention was made at the March meeting of when the new reimbursement policy for program/certification courses of part-time personnel would take effect. The following motion corrects that oversight.

Mr. Kretzmann motioned to amend the reimbursement policy for program/certification courses relating to Fire, EMS, and Rescue for part-time personnel as approved at the March 10, 2011 Board meeting, to be effective retroactive to January 1, 2010. Mrs. Sagar seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, *abstain*. **Motion carried.**

- B. Chief Fulmer provided an update regarding the FY2011 Capital Budget. The Budget Committee will meet prior to the May 12 Board meeting. Should the Capital Budget be approved by the Budget Committee, then it will be presented at the May 12 meeting for final Board approval.

- C. Mrs. Sagar motioned to declare the itemized list of Surplus Goods as of April 14, 2011 as presented herein, and authorize disposal of same by selling it via GOVDeals online auction. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**

- D. April birthdays and anniversaries were recognized.

ASSISTANT CHIEF'S REPORTS:

- A. AC Ken Mathews reported a Hazmat incident that took place at Flying J – a freight box with drums and containers containing hazardous waste materials was being driven to a disposal company. The driver reported that some were leaking, and the County Hazmat team responded. A minimal leak was contained in the trailer. The incident response went well; no one was hurt and there was no environmental impact.
- B. AC Mathews reported that Medic 402 was involved in an accident with a deer. There was approximately \$6,000 damage to the vehicle. The insurance company will take care of all damages; there will be no deductible.
- C. AC Harold Williams informed the Board that the EMS Open House will take place at Station 1 on May 21 from 11 a.m. to 4 p.m. The is invited and encouraged to attend.

FISCAL OFFICER'S REPORT:

Ms. Krugh reported that the 1st Half 2011 Tax Advance in the amount of \$2,776,100 and the SB3 & 287 Utility Reimbursement for \$28,649.50 was received. The 1st Half Tax Settlement was received in the amount \$677,216.55 net.

Ms. Krugh advised the Board that the FY2011 Permanent Budget is now in effect.

The District received additional tax revenue from the Licking County Auditor due to an audit of the Pataskala Town Center TIF in the amount of \$147,133.91. This is additional revenue that was not projected for FY2011.

Ms. Krugh provided a response to the Board's query regarding the purchase price of the Jersey lot – it was purchased in March, 2000 for \$34,900.

HUMAN RESOURCES REPORT:

A. Mrs. Metzger updated the Board on the Administrative Assistant recruitment process. The Interview Committee recommended three (3) candidates with the highest combined preliminary interview scores for a second interview with Chief Fulmer. Based on the outcome of the second interviews, Chief Fulmer and the Committee are recommending Leanne Lesko for the position of Administrative Assistant/Secretary. Mr. Joseph requested copies of the top three candidates before voting on the Committee's final recommendation.

Mrs. Sagar motioned to extend a conditional offer for the position of Administrative Assistant to Leanne Lesko contingent upon background checks, and in the event Mrs. Lesko does not accept the conditional offer or successfully complete the requirements contained in the conditional offer, the same conditional offer would then be extended to Leslie Moriarty. Mr. Kretzmann seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

B. Mrs. Metzger updated the Board on the Fire Prevention Officer Recruitment process. As directed by the Board during the March 10 meeting, the District externally posted the position for the Fire Prevention Officer on March 14, 2011. The posting will officially close on April 12. Interviews are scheduled for all candidates who met the requirements on April 21 or April 22 with a selection panel that is yet to be determined. A more comprehensive update will be provided at the May 12 meeting.

Chief Fulmer advised the Board that if they would like to see resumes for the top applicants, to please contact either himself or Mrs. Metzger, and this information would be provided to them individually.

C. Mrs. Metzger advised the Board that an informational meeting hosted by Downes, Fishel, Haas, and Kim LLP regarding Senate Bill 5 will take place at the Aladdin Shrine Temple, regarding the application and effect of SB5 on the operations of public employers. Following this meeting, the Board's Labor/Management Committee will need to meet to begin the process of developing a negotiating strategy and plan for the upcoming contract renewal.

D. Mrs. Metzger updated the Board regarding Peggy Davis' resignation. Bob Schultz was contacted after the last Board meeting to wipe Mrs. Davis computer disk. She told him that she would not let him do it until she contacted the Board. Mr. Joseph stated that this *should* have been done before her final payout; there is no incentive for her to do it now. Chief Fulmer stated the only incentive for us (District) is some kind of legal action. Mr. Myers stated that he would contact her regarding resolution of this matter.

Mrs. Metzger reported that she had recently met with the Union Safety Committee. They will meet every other month for a couple of months, and then quarterly thereafter, so any concerns about safety can be relayed to management in a timely manner.

Mrs. Metzger reported that the two new firefighters approved at the last Board meeting, have begun working and completed the orientation process. The next group of 10 part-time candidates has been sent for polygraphs, and she should have recommendations for the next group of part-time new hires at the May 12 Board meeting.

An Internal Investigation training has been scheduled so the officers understand the process and requirements of the Ohio Revised Code. Pat Sagar will attend to relay information back to the Board.

IAFF LOCAL 3025

FF/Medic Tom Barnhill reported that Local 3025 is hosting a wellness 5K Walk/Run at Watkins High School on April 30, with all proceeds being donated to autism. The Union is donating \$1,000 for food, etc., and hope to make this an annual event.

COMMITTEE'S REPORTS

- A. Chief Fulmer stated that he needs to see the members of the Building/Land Acquisition Committee immediately after tonight's meeting to schedule a future meeting to discuss an issue. He further stated that the Building/Land Acquisition Committee members have been working with MSA and Attorney Connie Klema to identify and contact landowners of potential sites for future facilities. Chief Fulmer and Ms. Klema will meet with landowners of two potential sites on April 12. An executive session will be scheduled for the April 14 Board meeting to provide an update on those discussions. An additional meeting will need to be schedule so we can move forward with land acquisition and the building process.
- B. The Job Description Committee reviewed the original job descriptions and onsite analyses provided by Heather Wendell. They will now be provided to the bargaining unit for feedback. There should be a more thorough discussion by the next Board meeting.

Chief Fulmer invited the Board to attend the Licking County Leadership Lunch on May 20. All six Chiefs will be graduating from the Leadership training program at that time.

EXECUTIVE SESSIONS:

Mr. Kretzmann motioned to go into executive session at 8:07 p.m. to consider the sale of property at competitive bidding, and the purchase of property for public purposes. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 8:22 p.m. Mrs. Temple seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**


Mr. Kretzmann motioned to go into executive session at 8:23 p.m. to prepare for negotiations or bargaining sessions with public employees. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 8:28 p.m. Mrs. Temple seconded. Vote:

Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

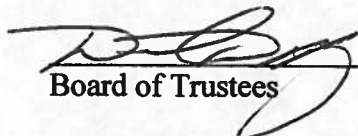
There being no further business, Mr. Myers adjourned the meeting at 8:29 p.m.

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, HR Technician Terra Metzger, BC Tom Bingham, Larry Moon, Tom Barnhill