

# WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

December 10, 2009

## Regular Meeting

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

### ROLL CALL:

Etna – John Carlisle (new appointee); Reynoldsburg – Douglas Joseph; Harrison – Larry Kretzmann; Jersey – Derek Myers (late arrival); Kirkersville – Debi Seymour; Pataskala – Pat Sagar.

RECOGNITION OF GUESTS: None

OPEN DISCUSSION: None

### APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the November 12, 2009 regular meeting minutes as presented. Mr. Joseph seconded. Vote: Etna – Mr. Carlisle, *abstain*; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, *abstain*; Pataskala – Mrs. Sagar, *abstain*. **Motion not carried.** Quorum not available; minutes would be voted on at a later date.

### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Kretzmann motioned to approve the November 2009 Bank Reconciliation, STAR Ohio, and Park National Bank (CDARS Program) Investment Statements. Mrs. Seymour seconded. Vote: Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. Carlisle, *abstain*; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

### APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 24711 - 24810. Mrs. Seymour seconded. Vote: Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. Carlisle, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

### NEW BUSINESS:

#### A. Approval of Purchases

- 1) Chief Fulmer informed the Board that the personnel are currently wearing a poly-cotton blend uniform, which does not wear well. An example of the proposed station wear was available for inspection. The proposed uniform consists of a Nomex® IIIA fabric that is fire resistive. The garment is also durable, has better longevity and is more professional in appearance. Chief Fulmer suggested replacing half of the personnel's uniforms this year, and the remainder in 2010. There was discussion regarding transferring available funds in the turnout gear appropriations to wearing apparel, and thereby outfitting all of the personnel with the new Nomex uniforms this year. The Fiscal Officer informed the Board that a formal resolution would be required to transfer funds between the line items.

Mrs. Seymour motioned to move funds from the turnout gear appropriations line item to wearing apparel so all employees can be outfitted appropriately. Mr. Carlisle seconded. Vote: Pataskala – Mrs. Sagar, *no*; Etna – Mr. Carlisle, yes; Reynoldsburg – Mr. Joseph, *no*; Harrison –

Mr. Kretzmann, *no*; Jersey – Mr. Myers, *abstain*; Kirkersville – Mrs. Seymour, *yes*. **Motion not carried.**

Mr. Kretzmann motioned to proceed with Chief Fulmer's proposal to outfit 45 personnel with station wear uniform replacements consisting of Nomex® fabric at a cost not to exceed \$27,000. Mrs. Sagar seconded. Vote: Etna – Mr. Carlisle, *yes*; Reynoldsburg – Mr. Joseph, *yes*; Harrison – Mr. Kretzmann, *yes*; Jersey – Mr. Myers, *yes*; Kirkersville – Mrs. Seymour, *yes*; Pataskala – Mrs. Sagar, *yes*. **Motion carried.**

- 2) Funds are remaining in the turnout gear appropriations. Per Chief Fulmer, the District typically replaces ten (10) sets each year. Approximately 15 new personnel will be hired at the end of FY2009, and it would be advantageous to replace additional sets with funds that have already been appropriated, but not yet encumbered.

Mr. Kretzmann motioned to proceed with Chief Fulmer's proposal to encumber not more than \$25,000 with a purchase order for the purchase of personal protective clothing sets (turnout gear) from funds approved in the FY2009 Budget. Mrs. Sagar seconded. Vote: Reynoldsburg – Mr. Joseph, *yes*; Harrison – Mr. Kretzmann, *yes*; Jersey – Mr. Myers, *yes*; Kirkersville – Mrs. Seymour, *yes*; Pataskala – Mrs. Sagar, *yes*; Etna – Mr. Carlisle, *yes*. **Motion carried.**

- 3) Chief Fulmer informed the Board that the previous Fire Prevention office in Station 1 will now become a conference room that will be utilized for interviews, staff meetings, executive sessions, etc. Office chairs currently being utilized in Administration offices will be replaced with more durable chairs. Funds are available in the FY2009 Budget for this purpose.

Mr. Kretzmann motioned to purchase office furniture for Administration offices at an amount not to exceed \$12,000. Mr. Myers seconded. Vote: Harrison – Mr. Kretzmann, *yes*; Jersey – Mr. Myers, *yes*; Kirkersville – Mrs. Seymour, *yes*; Pataskala – Mrs. Sagar, *yes*; Etna – Mr. Carlisle, *yes*; Reynoldsburg – Mr. Joseph, *yes*. **Motion carried.**

- 4) Due to tax constraints, the City of Pataskala's Police Department has a 2008 F250 super-duty, extended-cab pickup truck available for purchase. The current mileage is approximately 25,000 with an asking price of \$18,000. Chief Fulmer advised the Board that he was going to budget for an extended cab pickup truck in FY2010 to haul the Fire Prevention Smoke House, etc. Some of the emergency warning equipment required by WLJFD has already been installed, but it would still need a light bar, striping, etc. Chief Fulmer stated that he and AC Mathews would inspect the truck to see if it meets our needs. There are sufficient funds available in the FY2009 Budget for this purchase.

Mr. Kretzmann motioned that if the 2008 F250 super-duty, extended cab pickup truck is inspected by Chief Fulmer and AC Mathews, and is found to meet our needs, we generate a Purchase Order in FY2009, and then officially appropriate this item at the January, 2010 meeting. Mr. Myers seconded. Vote: Jersey – Mr. Myers, *yes*; Kirkersville – Mrs. Seymour, *abstain*; Pataskala – Mrs. Sagar, *yes*; Etna – Mr. Carlisle, *yes*; Reynoldsburg – Mr. Joseph, *yes*; Harrison – Mr. Kretzmann, *yes*. **Motion carried.**

**B. Discuss Draft Policies/Procedures**

- 1) Chief Fulmer presented two policies to the Board for discussion: District Photographer Policy and Digital Photographic Documentation Policy. The first policy is for the actual position, and the latter policy dictates what to do with the District's photographs after they are taken.

There was considerable discussion regarding the District Photographer Policy. Mr. Kretzmann stated that after reviewing both documents, he was in favor of the policies; they are better than having nothing at all (in writing). Chief Fulmer stated that the District Photographer Policy was the final draft.

Mrs. Seymour voiced her concerns with the District Photographer Policy, and that there is a provision to exclude the current incumbent from having to undergo a medical evaluation. She stated that she is waiting for legal counsel to speak with her regarding this issue, and is also awaiting literature from the disability agency. Mrs. Seymour stated that the current incumbent has a disability, permanent/total and with that type of disability, you are not supposed to do anything. Chief Fulmer responded that an individual can be totally disabled, and still work and receive payment. Mrs. Seymour responded that that is for a totally different (type of) disability. She finds it difficult explaining to the people in her Village (Kirkersville) who are complaining about this issue – “our tax dollars are paying him.” She stated that she is tired of this issue, but wouldn't be doing her job if she didn't follow up on it. She further informed the Board that a year or so ago, 12 complaints were filed with the disability agency regarding the current incumbent and if he can run around and take pictures, then he can work a regular job. According to Mrs. Seymour, the past Administration allowed this to happen, and if we're going to change, then we need to adhere to the new policies.

Mr. Kretzmann and Chief Fulmer both reiterated that the current incumbent is not doing anything for the District right now; he has been temporarily suspended until this issue is resolved. Chief Fulmer informed the Board that legal counsel has no concerns with the current incumbent – anyone acting on the District's behalf is our liability (insurance). Chief Fulmer also confirmed with the insurance carrier that the current incumbent would not be covered under BWC. Mrs. Seymour once again stated that if the current incumbent is collecting disability and gets hurt – tax dollars pay for the insurance liability. She agreed that we need a policy, but this issue hasn't been answered properly. A medical evaluation should be required for the current incumbent too. Mr. Kretzmann stated that he felt Mrs. Seymour has determined the level of disability.

Mr. Carlisle inquired who the current incumbent was, and Mrs. Seymour stated that it was Mike Cloud. Mr. Carlisle informed the current Board that Mike Cloud is his cousin, and that 20 years ago this same issue came up with the Board (of which he was a member) in existence at that time, and per the Prosecuting Attorney, it was “not an issue; he's a volunteer with no pay, and under Fire District liability insurance.” Per Mr. Carlisle, this was no different than if he were to ride along in a District vehicle and be injured, he would also be covered under the District's liability policy.

Mr. Kretzmann stressed that the current incumbent will have to adhere to the District Photographer Policy, and can not do anything else – he/she will be under the Chief's control. Chief Fulmer stated that he will get in contact with the liability agent, and requested that

Mrs. Seymour contact the Chief when she receives her information from the disability agency, and he would provide all of their information to the Board via e-mail.

Mrs. Sagar motioned to accept the District Photographer Policy as written and presented to the Board. Mr. Kretzmann seconded. Vote: Kirkersville – Mrs. Seymour, *no*; Pataskala – Mrs. Sagar, *yes*; Etna – Mr. Carlisle, *yes*; Reynoldsburg – Mr. Joseph, *yes*; Harrison – Mr. Kretzmann, *yes*; Jersey – Mr. Myers, *yes*. **Motion carried.**

Chief Fulmer informed the Board that the Digital Photographic Documentation Policy was submitted only for the Board's review, and discussion and/or approval at another meeting.

#### CHIEF'S REPORT:

Mr. Kretzmann motioned to accept the resignation of FF/Medic Ronald Crawford effective November 27, 2009. Mrs. Seymour seconded. Vote: Pataskala – Mrs. Sagar, *yes*; Etna – Mr. Carlisle, *yes*; Reynoldsburg – Mr. Joseph, *yes*; Harrison – Mr. Kretzmann, *yes*; Jersey – Mr. Myers, *yes*; Kirkersville – Mrs. Seymour, *yes*. **Motion carried.**

At the November meeting the Board requested the Chief to obtain projected costs to purchase and replace emblems (logo) for uniforms and equipment. They are as follows: Uniform patches approximately \$2.00 each, depending on quantity ordered; alterations for affixing patches to uniforms are approximately \$1.50 each; reflective 14 inch decals are approximately \$35.00 each. The employees voted to stay with the current logo, and the Chief will work on placing reflective decals on District equipment.

Chief Fulmer updated the Board on the current recruitment processes:

**Part-Time Recruitment:** An interview panel interviewed a total of 27 candidates; 14 proceeded to the Firefighters Skills Index, and were scheduled for polygraphs. The remaining candidates will proceed through the same process, once the first 14 candidates have been processed through the remaining steps of the recruitment process.

**Career Recruitment:** AC Williams has worked with C-TEC to establish a written test, which will be conducted on December 28<sup>th</sup>. Cost per candidate is \$40. Those who score a minimum of 70% on the test will be afforded an interview; tentatively scheduled for January 4<sup>th</sup> and 5<sup>th</sup>. The Chief should have hiring recommendations for both Part-Time and Career Recruitment to the Board at the January 14<sup>th</sup> meeting.

**Acting LT Promotional Process:** AC Williams is awaiting an answer from C-TEC regarding the availability of a test bank for the Acting LT promotional process. Once that response is received, the reading list will be posted for the 45 days required by CBA, and the process will proceed.

Chief Fulmer submitted the FY2010 Interim Budget to the Board for their review and/or approval. He stated that this is a first draft, and it will be further refined with the Senior Staff. The Board inquired how the proposed numbers were derived. The Fiscal Officer stated that the numbers were taken from the County Auditor's Estimated Tax Rates for the 2009 Tax Year collected in 2010, which was approved by formal resolution at the September 10, 2009 Board meeting. The interim FY2010 Budget as presented was higher than the estimated tax revenues.

Mr. Kretzmann motioned to approve the revised FY2010 Interim Budget reflecting total revenues of \$8,340,794.88 (County Auditor's Estimated Tax Rates for 2009 Tax Year, Collected in 2010). Mr. Myers seconded. Vote: Etna – Mr. Carlisle, *yes*; Reynoldsburg – Mr. Joseph, *yes*; Harrison –

Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

There was discussion regarding formal recognition of Paul George's service on the Fire Board. Chief Fulmer proposed either having an acid-etched picture with an inscription attached to a wooden plaque for approximately \$285, or a professionally framed photo including years of service and formal proclamation for approximately \$150. Mr. Kretzmann recommended that Chief Fulmer just do the appropriate thing. The Fiscal Officer stated that sufficient funds were donated in Mr. George's memory to do this, with no stipulation as to how those donations should be utilized. The Board authorized Chief Fulmer to proceed, and Chief Fulmer confirmed that whatever is done, recognition of Mr. George's service will be placed in the meeting room.

#### FISCAL OFFICER'S REPORT:

Ms. Krugh read a thank you note received from Paul George's family. She restated that donations totaling \$585 to-date were received in Mr. George's memory, and thank you letters were sent to all donors.

Ms. Krugh reported that tax revenue received in November was as follows: Real and Manufactured Homes Rollback = \$478,017.02; Manufactured Homestead Exemption = \$3,948.21; HB 66 Personal Property 10/09 Reimbursement = \$99,584.01.

The Public Official Bond for Douglas Joseph as Acting Board President was received from the surety agent, and requires Mr. Joseph's signatures. Mr. Joseph inquired about the interim period between December 31<sup>st</sup> and the first Board meeting in 2010. Ms. Krugh would contact the surety agent regarding bonding for the interim period.

Ms. Krugh updated the Board regarding the CDARS Program investments at Park National Bank. The \$4,000,000 wire transfer was completed on November 16<sup>th</sup> from STAR Ohio to Park National. Documentation of the new investments was provided within the November 2009 fiscal monthly reports.

Ms. Krugh provided the Board with quotes from various accounting firms to conduct an audit of the FY2005 wages. The average rate was \$70 per hour. Mr. Joseph inquired how many hours would be required for the audit. Ms. Krugh stated a minimum of two (2) hours per payroll, 26 pay periods total; the time could be more, it could be less. The basis of the audit would be comparing the payrolls, handwritten ledger, bank statements and cancelled checks. Mr. Kretzmann inquired whether the Fiscal Officer had provided the accounting firms with an overview of what would be required, and she stated that she had. Mr. Kretzmann advised that the Audit Committee will work on this issue further.

Ms. Krugh asked the Board's approval to contract with Hartford Life for the employees' life and AD&D insurance plans. The previous provider was Standard Life. Contracting with Hartford Life will provide the District with a 15% discount on life, and 10% discount on AD&D, and the rates are guaranteed for three (3) years. The maximum amount of life and AD&D coverage provided by the District to its employees is \$50,000. Hartford Life also provides the group with the option of providing Group Dependent Life. Several Board members inquired whether participation would be required as a group (100% of the employees' dependents), or if an employee can participate individually to cover his/her dependents. Ms. Krugh stated that group participation would be required, because the District's employees are considered a group, and if individual employees wanted to cover their dependents, the District would then be responsible for collecting those funds from the employees. The Board instructed Ms. Krugh to contact the District's agent to see if employees could participate in the Group Dependent Life coverage on an individual basis.



Mrs. Seymour motioned to accept the Hartford Life contract for life and AD&D coverage, with a three-year rate guarantee until January 1, 2013. Mr. Kretzmann seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. Carlisle, yes. **Motion carried.**

**COMMITTEES' REPORTS:**

Mr. Kretzmann reported that the Building Committee had a meeting recently regarding land acquisition; they are pursuing land possibilities, but had nothing for public comment yet. Mr. Joseph stated that they had recently met with Senator Timothy Schaffer. The Senator will have discussions with other State officials regarding land options. Chief Fulmer stated that if there is any land, perhaps we can leverage existing State properties and do a long-term lease with no expense (to the District). Mrs. Seymour inquired whether this is just for proposed Station 4, and Mr. Joseph stated that these discussions pertain to all existing Stations, and the proposed new Station 4.

Mrs. Seymour motioned to go into executive session at 8:37 p.m. to consider the appointment, employment, promotion or compensation of a public employee per ORC 121.22, G(1). Mr. Kretzmann seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. Carlisle, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

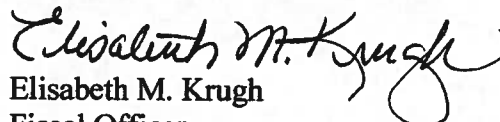
Mr. Kretzmann motioned to come out of executive session at 9:05 p.m. Mr. Myers seconded. Vote: Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. Carlisle, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

Mrs. Sagar motioned to approve a 3% wage increase for Elisabeth Krugh and Peggy Davis effective the 1<sup>st</sup> payroll of 2010. Mrs. Seymour seconded. Vote: Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. Carlisle, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

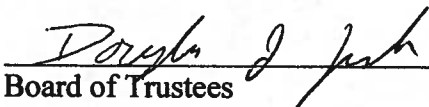
Chief Fulmer invited the Board members to a potluck luncheon to be held at noon on December 23<sup>rd</sup>. He wished all of the Board members Happy Holidays.


There being no further business, Mr. Joseph adjourned the meeting at 9:12 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, on-duty Unit 2 Firefighters.