



## WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

December 8, 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, absent  
Reynoldsburg – Douglas Joseph

RECOGNITION OF GUESTS: None

OPEN DISCUSSION: None

#### APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the October 13, 2011 meeting minutes. Mr. Foor seconded. Vote: Myers – abstain; Kretzmann – yes; Foor – yes; Temple – yes; Joseph, yes. **Motion carried.**

Mr. Kretzmann motioned to approve the cancelled November 10, 2011 meeting minutes. Mr. Foor seconded. Vote: Myers – yes; Kretzmann – abstain; Foor – yes; Temple – yes; Joseph – abstain. **Motion carried.**

#### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Foor motioned to approve the October and November, 2011 Bank Reconciliations and STAR Ohio Investment Statements, and the September, October, and November, 2011 CDARS Investment Statements. Mr. Kretzmann seconded. Vote: Kretzmann – yes; Foor – yes; Temple – yes; Joseph – yes; Myers – yes. **Motion carried.**

#### APPROVAL OF WARRANTS:

Mr. Kretzmann motioned to approve warrants 26718 – 26848. Mr. Joseph seconded. Vote: Foor – yes; Temple – yes; Joseph – yes; Myers – yes; Kretzmann – yes. **Motion carried.**

## NEW BUSINESS:

### A. Approval of Purchases

1. AC Mathews requested clarification of the motion approved at the October 13<sup>th</sup> Board Meeting to purchase a new Medic.

Mr. Foor motioned to approve the purchase of a new Medic with a large chassis through State contract, and appropriate in the FY2012 Budget. Mr. Joseph seconded. Vote: Temple – yes; Joseph – yes; Myers – yes; Kretzmann – yes; Foor – yes. **Motion carried.**

2. Mr. Kretzmann motioned to authorize the replacement of the Ladder's swivel by Finley Fire at a cost of \$15,857. Mr. Joseph seconded. Vote: Myers – yes; Kretzmann – yes; Foor – yes; Temple – yes; Joseph – yes. **Motion carried.**

### B. Discuss Draft Policies/Procedures

1. Mr. Kretzmann motioned to approve the Sick Leave Abuse, Use of Apparatus and Vehicles, Authorized Driver, and Technology Policies as presented herein. Mr. Joseph seconded. Vote: Joseph – yes; Myers – yes; Foor – yes; Temple – yes; Joseph – yes. **Motion carried.**

## CHIEF'S REPORT:

- A. November and December birthdays and anniversaries were recognized.
- B. Server update will be performed this coming Friday or Monday at the latest.
- C. A tentative date for the holiday lunch has been scheduled during the week of the 19<sup>th</sup>. Chief Fulmer will advise everyone once the final date has been set.

## ASSISTANT CHIEFS' REPORTS:

- A. AC Ken Mathews stated that it is requiring much more maintenance to keep the fleet afloat than in the past.
- B. AC Harold Williams informed the Board that Med3000 training has been scheduled for the staff on December 19, 20 and 21. An educational article regarding the implementation of the District's EMS billing has been published in the newspaper. Med3000 has contacted Emergidata with the authorization to move forward with the implementation of the electronic patient care reporting (ePcr) software, Rescue Medic. The annual cost of the ePcr software is part of the services provided by Med3000. They will also be covering the cost of the air cards, which will be used for connecting to Emergidata's system.

Training for the new laryngoscopes has been scheduled for all Units.

The West Licking Firefighters' Association purchased coolers to store drugs on the Medics.

## FISCAL OFFICER'S REPORT:

- A. Tax Revenue received: 2<sup>nd</sup> Half 2011 Real Property Rollback = \$483,014.31; 1<sup>st</sup> and 2<sup>nd</sup> Half 2011 Mfd. Homes Rollback = \$3,096.48.
- B. **Resolution 2011-13 Account Resolution Certificate for Treasury Management Services by Fifth Third Bank. Mr. Foor motioned to approve Resolution 2011-13 as presented herein. Mrs. Temple seconded. Vote: Myers – yes; Kretzmann – yes; Foor – yes; Temple – yes; Joseph – yes. Motion carried.**
- C. Ms. Krugh advised the Board she had received a Certificate of Completion for required Public Investment training through the State Treasurer.
- D. Ms. Krugh reported that she had closed the District's Visa account due to fraudulent activity. She was contacted by Visa's Fraud Division and advised that several transactions for Microsoft XboxLive were charged to our account on November 29<sup>th</sup>. This fraudulent activity remains under investigation.

## HUMAN RESOURCES REPORT:

- A. Mr. Joseph motioned to approve onsite drug testing with USA Mobile Drug Testing, Option A, 100% of average number of total employees to be tested for drugs and 25% of average number of total employees to be tested for alcohol, at an annual cost of \$4,250. Mr. Foor seconded. Vote: Kretzmann – yes; Foor – yes; Temple – yes; Joseph – yes; Myers – yes. **Motion carried.**
- B. Mrs. Metzger updated the Board regarding the Physical Ability Test. Per the Board's previous directive, she has been researching alternative physical ability tests for the District to utilize. After reviewing all options, she determined the best option is for the District to implement the Candidate Physical Agility Test (CPAT), which is endorsed by the IAFF and IAFC. In order to apply for a CPAT license, a Transportability Study is required, which compares the District's Firefighter job tasks and equipment to that provided by the IAFF, to determine if the District's Firefighter job tasks and equipment are similar to the IAFF's, therefore, establishing that the CPAT is appropriate for use by the District. This was done, and both Mrs. Metzger and Chief Fulmer felt that the District's Firefighter job tasks and equipment are similar enough to those provided by the IAFF, and therefore, the CPAT test would be a good fit for the District to utilize as its pre-employment physical ability test. Mrs. Metzger will submit an application to the IAFF to see if the District would be approved.
- C. Mr. Foor motioned to approve hiring the following Part-Time Firefighters: Brandon Scott, Josh Kremmerer, Eric Grady, Brandon Dutton, and Tyler Collins effective December 8, 2011. Mrs. Temple seconded. Vote: Foor – yes; Temple – yes; Joseph – yes; Myers – yes; Kretzmann – abstain. **Motion carried.**
- D. Mrs. Metzger requested a two-month extension to get the Risk Management Plan in place.
- E. Mrs. Metzger advised the Board that to-date, two employees have chosen to opt out of the District's provided health insurance which will result in a cost savings for monthly premiums.
- F. Mrs. Metzger stated that she had passed out job descriptions for the Board's review, and she is currently working on a wage survey to present to the Board.

IAFF LOCAL 3025:

The Annual Toys for Tots Drive is in full swing. The Stewart and Coughlin auto dealerships are assisting with events to help contribute toys.

EXECUTIVE SESSION:

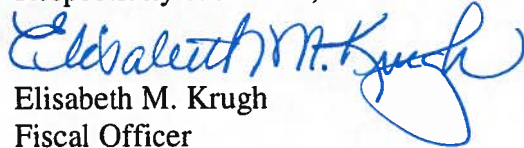
Mr. Foor motioned to go into executive session to consider the compensation of a public employee, prepare for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment, and discuss pending litigation at 7:54 p.m. Mr. Kretzmann seconded. Vote: Temple – yes; Joseph – yes; Myers – yes; Kretzmann – yes; Foor – yes. **Motion carried.**

Mr. Joseph motioned to come out of executive session at 8:36 p.m. Mr. Kretzmann seconded. Vote: Joseph – yes; Myers – yes; Kretzmann – yes; Foor – yes; Temple – yes. **Motion carried.**

Mr. Kretzmann motioned to accept changes to the Bargaining Unit's Contract as presented. Mr. Foor seconded. Vote: Myers – yes; Kretzmann – yes; Foor – yes; Temple – yes; Joseph – yes. **Motion carried.**

**Resolution 2011-14 Approve FY2012 Temporary Appropriations, Utilizing the FY2011 Temporary Budget (\$9.1 million). Mr. Foor motioned to approve FY2012 Temporary Appropriations as stated herein. Mr. Kretzmann seconded. Vote: Kretzmann – yes; Foor – yes; Temple – yes; Joseph – yes; Myers – yes. Motion carried.**

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