

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

February 19, 2009 Regular Meeting

Paul George opened the meeting at 7:00 p.m., and Pat Sagar led the Pledge of Allegiance.

ROLL CALL:

Etna – Paul George; Harrison – Larry Kretzmann; Jersey – Derek Myers; Reynoldsburg – Douglas Joseph; Erika Mudd, absent; Pataskala – Pat Sagar.

OPEN DISCUSSION: None.

Mr. Myers motioned to go into executive session at 7:05 p.m. for the purpose of a 2006/2007 post-audit conference with the State of Ohio Auditors. Mr. Kretzmann seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 9:00 p.m. Mr. Joseph seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Frank Harmon, Ohio Insurance Services, presented the major medical insurance renewal information to the Board. The renewal effective date is March 1, 2009. If the District stays with the same Medical Mutual PPO plan, there will be a 9% premium increase. Mr. Harmon discussed an alternative plan, Medical Mutual self-funded HRA, with the Board. The plan benefits would remain identical to the current plan, but the District would self-fund higher deductibles, which would result in significant premium cost savings. Mr. Myers also proposed offering a cash incentive to an employee or their spouse for not enrolling in the District's health insurance plan. Both the alternative self-funded HRA and a cash incentive for waiving health insurance would be discussed further with the Union.

Mr. Myers motioned to renew the current Medical Mutual of Ohio PPO plan with a 9% increase effective March 1, 2009, and to approve the alternative Medical Mutual self-funded HRA plan dependent on the outcome of the Labor-Management Committee meeting. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the January 8, 2009 organizational meeting minutes as presented. Mr. Myers seconded. Vote: Jersey – Mr. Meyers, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, abstain. **Motion carried.**

APPROVAL OF BANK RECONCILIATION AND STAR OHIO INVESTMENT STATEMENTS:

Mr. Myers motioned to approve the January 2009 Bank Reconciliation and STAR Ohio Investments Statements. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Myers motioned to approve warrants 23917 - 23946. Mr. Kretzmann seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

FISCAL OFFICER'S REPORT:

All Fiscal Year 2008 reports have been completed and advertised as required. Copies of year-end reports are available upon request.

Resolution 2009-07: Authorize Fiscal officer to request Licking County Auditor for Tax Advances as they are available in 2009. Mr. Kretzmann motioned to approve Resolution 2009-07. Mr. Myers seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Resolution 2009-08: Approve 2008 Amended Certificate of Estimated Resources. Mr. Myers motioned to approve Resolution 2009-08. Mr. Kretzmann seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Resolution 2009-09: Appropriate \$250 for miscellaneous food purchases to provide food for firefighters and/or FPOs at fire scenes, by presiding officer's decision. Mr. Myers motioned to approve Resolution 2009-09. Mr. Kretzmann seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

The 2008 Manufactured Homes Homestead Exemption was received from the County Auditor = \$3,907.93.

The 2008 Values and Tax Estimates to be collected in 2009 was received from the County Auditor.

Ms. Krugh stated she was also notified by the County Auditor that two of the District's current levies expire in 2009:

1) 2 Mill	Election Date 11-2-2004	Replacement Levy
2) 1 Mill	Election Date 5-3-2005	New Levy

Resolution 2009-10: To request that the County Auditor certify valuation and revenue information pursuant to R.C. 5705.03(B); 2 Mill levy expiration. Mr. Myers motioned to approve Resolution 2009-10. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Etna – Mr. George, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Resolution 2009-11: To request that the County Auditor certify valuation and revenue information pursuant to R.C. 5705.03(B); 1 Mill levy expiration. Mr. Myers motioned to approve Resolution 2009-11. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Etna – Mr. George, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Ms. Krugh requested contracting with Paychex to host the Preview (payroll) program. Currently, the payroll software is downloaded onto the District's one server, and updated periodically by CDs. Payroll can only be prepared and transmitted from a District on-site computer. For \$25 per month, Paychex will host the Preview (payroll) program, update it regularly, and provide backup with multiple servers across the U.S., in case their main server goes down. Payroll can be prepared and transmitted from any location via Paychex's secure web access. Mr. Kretzmann motioned to approve the Paychex Preview Hosting Service for \$25 per month. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

Ms. Krugh informed the Board that the State Auditors have recommended the Fire Chief's position be bonded. The Fire District has a \$10,000 blanket employee dishonesty bond. This covers anyone that is not required to carry a specific bond, excluding Public Officials and employees who require individual bonds, such as the Fiscal Officer. Shelly Pfeiderer (Rinehart, Walters, Danner) quoted an annual premium of \$50 for either a \$5,000 or \$10,000 bond. The effective date would be 1/1/09, and the new Fire Chief's bond would be effective 4/18/09 and expire a year from Chief Weber's effective date. Mrs. Sagar motioned to bond the position of Fire Chief in the amount of \$10,000 at a cost of \$50 per year. Mr. Kretzmann seconded. Vote: Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

CHIEF'S REPORT:

Mr. Myers motioned to approve the donation of \$300 to the West Licking Firefighters' Association for the canteen. Mr. Joseph seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Resolution 2009-12: To retain Licking County Prosecutor to represent West Licking Joint Fire District; 20 hours provided free, no personnel issues allowed. Mr. Kretzmann motioned to approve Resolution 2009-12. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

Chief Weber discussed having an Annual Awards Dinner. Ms. Krugh informed him that the District needs a written policy. A written policy will be prepared for the Board's approval at their next regular meeting.

Chief Weber requested that two (2) vehicles be declared as surplus and auctioned. Mr. Myers motioned to declare Vehicle 4018, 1998 Ford Econoline and Vehicle 4025, 2002 Chevrolet Malibu as surplus and auctioned on the GOV Deals auction website. Mr. Joseph seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Chief Weber requested that two desktop printers be disposed. Mr. Joseph motioned to dispose of an HP Photosmart 2610 and Brother MFC-5440GN. Mr. Kretzmann seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

Chief Weber reported that an office door at a S.W. Licking Elementary School was damaged recently by forced entry on a fire run. The School District received a repair estimate (\$820 installed), and Chief Weber recommended paying 50% (\$410). Assistant Chief Williams stated that there would be training for forced entries in the near future. Mr. Kretzmann motioned to approve paying 50% of the repair estimate (\$820 installed) for a S.W. Licking Elementary School office door damaged by WLJFD firefighters during a forced entry. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

Chief Weber informed the Board that he was advised by the State Auditors to review all cell phone bills. He has contacted other entities regarding their cell phone policies for employees who are required to carry cell phones. Their employees are typically paid a monthly stipend and the employees are responsible for contracting their own cell phone service. The Board's consensus was that this issue would be discussed further with the Union.

Chief Weber stated that he had prepared a Travel Policy for the Board's approval, but after meeting with the State Auditors, he had some additional items he would like to add. The Travel Policy will be ready for the Board's approval at their next regular meeting.

COMMITTEE REPORTS:

Budget Committee (Myers, George, Sagar) – Chief Weber does not want to replace the Fire Prevention Officer position this year; however, he budgeted for a full-time mechanic. EMS Training increased significantly, and the District budgeted the full amount per the contract.

Resolution 2009-13: Approve the 2009 Budget and Permanent Appropriations as submitted to the Board. Mr. Myers motioned to approve Resolution 2009-13. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Mr. Myers motioned to go into executive session at 11:15 p.m. to discuss employees' compensation and discipline. Mr. Kretzmann seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

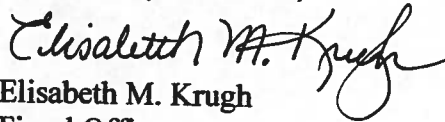
Mr. Myers motioned to come out of executive session at 11:43 p.m. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Mr. Myers motioned to approve a 3% pay increase for the Fiscal Officer and Administrative Secretary, plus the Statement of Benefits. Mr. Kretzmann seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

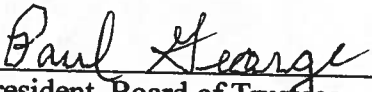
Mr. Kretzmann motioned to hold a special Board meeting at 7:00 p.m. on February 25, 2009, to conduct interviews for the position of Fire Chief. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

There being no further business, Mr. George adjourned the meeting at 11:46 p.m.

Respectfully submitted,


Elisabeth M. Krugh
Fiscal Officer

APPROVED:



President, Board of Trustees

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

Guests present: Douglas Ferguson, Madison Ratliff, Scott Hundley, Frank Harmon, Assistant Chief Harold Williams, Assistant Chief Ken Mathews, Jim Kincaid, Chad Harrison, Brian Palmer, Dan Alward, Larry Moon, Josh Flegle, Greg Haynes, John Davis, Peggy Davis, Gordon Bynorth, Rick Conaway