

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

February 10, 2011

Regular Meeting

Derek Myers opened the meeting at 7:02 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:

Stacy Pollock, Legal Counsel - Downes, Fishel, Haas & Kim, LLP

OPEN DISCUSSION:

None

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the December 9, 2010 regular meeting minutes. Mr. Foor seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, abstain; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

Mr. Kretzmann motioned to approve the January 13, 2011 organizational meeting minutes. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, abstain; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Mr. Kretzmann motioned to approve the January 15, 2011 special meeting minutes. Mr. Foor seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mrs. Sagar motioned to approve the January, 2011 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Kretzmann 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, yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Foor motioned to approve warrants 25954 - 26006. 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.**

NEW BUSINESS:

A. Approval of Purchases

1. Mr. Kretzmann motioned to authorize FLEX System Plan enrollment for career employees in 2011. Mr. Foor 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.**
2. Mr. Foor motioned to approve the Affiliated Ambassador month-to-month agreement for IT support. Mr. Kretzmann 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.**

B. Discuss Draft Policies/Procedures

1. Chief Fulmer requested feedback from the Board as soon as possible on the draft policies presented to them at the November. Mrs. Sagar stated that she had reviewed all of the policies and was in favor of them being approved as submitted. The Board tabled approving the policies until a later date.

CHIEF'S REPORT:

Chief Fulmer reported the following:

- A. Chief Fulmer presented the FY2011 Draft Budget to the Board for their approval. The Board concurred that they would further review the Budget and approve at a later date.
- B. Chief Fulmer requested a retro 3% wage increase for part-time and non-uniformed employees. Mr. Kretzmann stated that he would like to have more discussion on this item. The Budget Committee will review this item further.

ASSISTANT CHIEF'S REPORTS:

- A. AC Ken Mathews had nothing to report at this meeting.
- B. AC Harold Williams recommended beginning the process to transfer medical direction responsibility for the District to the MECC Center. He requested the Board's approval to sever association with OSU effective June 30th.

Mrs. Sagar motioned to approve the MECC Medical Direction Contract. Mr. Kretzmann 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.**

FISCAL OFFICER'S REPORT:

- A. The Fiscal Officer has requested tax advances from the Licking County Auditor as they are available in 2011.
- B. The proposed 2.5 mill renewal levy was filed with the Licking County Board of Elections prior to the filing deadline.

- C. Ms. Krugh presented FY2011 Blanket Certificates and FY2010 Carry-Over POs for the Board's signatures.

HUMAN RESOURCES REPORT:

- A. Mr. Kretzmann motioned to accept part-time FF/Medic Benjamin Machado's resignation effective immediately. Mr. Foor seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**
- B. Mr. Foor motioned to accept Fire Prevention Officer Bruce Ashcraft's letter of retirement effective February 28, 2011. Mr. Kretzmann seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes. **Motion carried.**

Chief Fulmer and the Board expressed their thanks for FPO Ashcraft's many years of dedicated service to the District.

Mr. Kretzmann motioned to approve awards for recognition of Bruce Ashcraft's retirement. Mr. Foor seconded. Vote: Pataskala – Mrs. Sagar; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**

- C. Administrative Secretary recruitment item was postponed until after the executive session.
- D. Mr. Kretzmann motioned approval to post the Fire Prevention Officer vacancy internally for a period of 30 days. Mr. Joseph 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.**
- E. Mr. Foor motioned approval to hire two (2) part-time FF/Medic candidates, Patrick Redd and Nathan Scarbury. 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.**

Ms. Woolard stated that these part-time firefighters would be required to take shift rotations; we have two openings.

- F. Mr. Kretzmann motioned to approve the Onsite Therapy Resources LLC proposal for job analyses at a cost of \$1,614. 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.**

Per Ms. Woolard, this will be used as a benchmark to determine what essential job duties will be, and will be discussed with the Union. She also stated that the current job descriptions do not have weight metrics. Onsite is an independent third party to determine validity.

COMMITTEE'S REPORTS

A. Budget Committee reported that they had met recently.

B. Building Committee Report

The Building Committee is scheduled to meet at 6 p.m. on Thursday, March 3, 2011.

C. Insurance Committee Report

The Committee recommended approval of the major medical/prescription insurance plan renewal as presented to the Board. The original renewal figures reflected an increase of 38%. The FY2011 Draft Budget includes a projected 15% increase for major medical insurance. The District must approve the proposed renewal by March 1st or we will be charged the higher rate.

Mrs. Sagar motioned to approve the major medical/prescription insurance plan renewal at or less 7% increase with approval of the Bargaining Unit. Mr. Joseph 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.**

The Board also agreed that the Job Description Committee will consist of the following individuals: Pat Sagar, Lead; Larry Kretzmann; Derek Myers; and Terra Woolard.

EXECUTIVE SESSIONS:

Mr. Myers motioned to go into executive session at 8:03 p.m. to discuss employee discipline. 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, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 8:53 p.m. 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 go into executive session at 8:54 p.m. to consider the employment of a public employee. Mr. Foor seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, *no*; Reynoldsburg – Mr. Joseph, *no*; Jersey – Mr. Myers, yes. **Motion carried.**

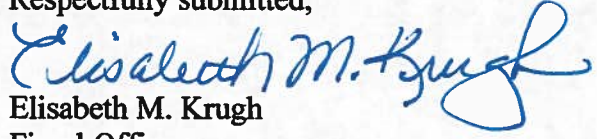
Mr. Kretzmann motioned to come out of executive session at 9:20 p.m. Mr. Foor seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

Mr. Foor motioned to proceed with the posting of the Administrative Assistant/Secretary position. 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.**

The Board advised Ms. Woolard to use the draft Administrative Assistant/Secretary Position Description as a guideline until it is formally approved.

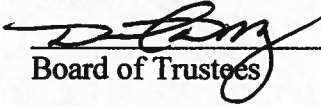
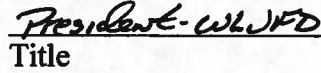
There being no further business, Mr. Myers adjourned the meeting at 9:24 p.m.

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, Stacy Pollock, Peggy Davis, John Davis, Nick Watling, Chad Harrison, Rex Johnson, Mike Cloud II, on-duty Unit 3 firefighters.