

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

July 9, 2009

Regular Meeting

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

ROLL CALL:

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

OPEN DISCUSSION: None.

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the June 11, 2009 regular meeting minutes as presented. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

APPROVAL OF BANK RECONCILIATION AND STAR OHIO INVESTMENT STATEMENTS:

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

APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 24318 – 24401. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

NEW BUSINESS:

A. Approval of Purchases

- 1) Chief Fulmer requested the purchase of a refrigerator for use by the Administrative staff and guests utilizing the Station 1 training/meeting room. Currently, they are using two small refrigerators in the server/copier room, not only taking up necessary workspace but adding to the heat output from all of the electronics contained in that space. Three quotes were submitted from area vendors. Mr. Kretzmann stated that employee-owned electrical appliances should not be used in the Station(s). Chief Fulmer reiterated that the refrigerator would be a standard model refrigerator/freezer, i.e. no in-the-door icemaker or water dispenser.

Mrs. Sagar motioned to authorize the purchase of a refrigerator for the Station 1 training/meeting room at a cost not to exceed \$1,100. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

- 2) Chief Fulmer requested conducting PRADCO 360° Evaluations on the three (3) current Battalion Chiefs to obtain an unbiased assessment of their strengths and weaknesses as members of the District's leadership team. Sample evaluations were provided to the Board for their review. Chief Fulmer stressed that the assessments would not be punitive in nature, and

he would not be included in the evaluation process. All feedback data would be confidential and provided anonymously by randomly chosen District employees.

Mrs. Sagar motioned to authorize 360° Evaluations by PRADCO for the three (3) Battalion Chiefs at a cost not to exceed \$2,500. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, *no*; Pataskala – Mrs. Sagar, yes. **Motion carried.**

- 3) Chief Fulmer requested the purchase of a 2009 GMC Yukon XL to be utilized as an incident command vehicle. The current vehicle being utilized by the Battalion Chiefs is not adequately equipped or sized to function as a primary incident command vehicle. Since the third Fire Prevention vehicle was sold at auction earlier this year, the new Fire Prevention Officer will no longer have a vehicle. Chief Fulmer recommended that his current vehicle (Crown Vic) be transferred to the new FPO, the Battalion Chiefs' current vehicle (Tahoe) be transferred to Chief Fulmer, and the new GMC Yukon XL will go to the Battalion Chiefs for incident command. The current State purchasing contract expires on July 17th, with no indication that GMC Yukon or Chevrolet Suburbans will be available for purchase or whether price increases may be attached to future contracts. Chief Fulmer also advised the Board that the new vehicle would need to be equipped with emergency warning equipment, striping, and an incident command console.

Mr. Kretzmann motioned to purchase a 2009 GMC Yukon XL through the State of Ohio purchasing contract via Bob Ross Buick, Inc. at a cost not to exceed \$33,285. Mrs. Sagar seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

- 4) Chief Fulmer requested upgrading the Records Management System from Firehouse Standard Software® to the Enterprise Edition. The District has utilized the Firehouse Standard Software® as the primary records management system since 1999. It is no longer adequate for the current and future needs of the District. This upgrade would correct existing hardware and software deficiencies plus provide more functionality, and enable the District to fully integrate the Toughbook® technology (laptops in Medic Units and Battalion Chiefs' vehicle) that is not being utilized currently. A new server would also be required to host the upgraded software and provide additional security for the data.

Mr. Kretzmann motioned to approve the Records Management System upgrade at a cost not to exceed \$19,500, which includes hardware, software, and annual maintenance contract. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

B. Discuss Draft Policies/Procedures

- 1) Chief Fulmer provided the Board with a draft Purchasing Policy for their review.

Mr. Kretzmann motioned to approve and implement the *Purchasing Policy* as submitted herein. Mrs. Sagar seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

C. Resignation of a Part-time Employee

- 1) Chief Fulmer reported to the Board that part-time FF/Medic Dustin Breece resigned effective June 30, 2009 to take a position with the City of Newark.

Mr. Kretzmann motioned to accept the resignation of FF/Medic Dustin Breece. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

CHIEF'S REPORT:

Chief Fulmer reported that Station 1's two hot water tanks had to be replaced due to failure caused by severe corrosion and condensation. Several valves were also found to be leaking and/or broken. Both tanks were replaced at an estimated cost of \$6,600. On June 24th one of the Station's HVAC units also malfunctioned. The service company found that the compressor was bad and had to be replaced. Fortunately, the compressor was under warranty, but there was approximately \$600 in labor costs incurred for the repairs.

Chief Fulmer advised the Board that the vacant Fire Prevention Officer's position was internally posted on June 13, 2009. Two responses were received from FF/Medic Harold Wolford and FF/Medic James Kincaid. The candidates will proceed through the evaluation process, and Chief Fulmer should have a recommendation for the Board at their August 13th regular meeting.

Chief Fulmer informed the Board that the Station 3 shower repairs were completed with good results.

Chief Fulmer stated that a draft Records Retention Policy would be ready for their review at the next meeting.

The results from the Powered Rescue Tools Bid opening would also be presented to the Board at the next meeting.

Chief Fulmer provided the Board with copies of thank you letters in their meeting packets. He also informed the Board that the car seat safety check organized by FF/Medic Ginger Miller for June 6th as part of her college requirements was well received by the community.

FISCAL OFFICER'S REPORT:

Ms. Krugh reported that the following taxes were received in June: Phased Out Personal Property Tax = \$33,194.65 and 1st Half 2009 Manufactured Homes Rollback = \$1,490.80.

COMMITTEES' REPORTS:

Labor Management Committee (Myers, George, Kretzmann)

Draft language would be presented to the Union regarding an Overtime Policy. The Management side would meet again on July 21st for additional dialogue.

Mrs. Sagar inquired whether the badge issued to retired FPO Richard Sellers could be mounted in a clock as recognition for his service to the District. Mr. Kretzmann stated that there is no precedent to do this. Mr. Joseph stated that there needs to be a written policy; badges could be used improperly. Chief Fulmer advised the Board that historically some Departments set a time frame for when the badge can be made part of an item of recognition; some token is typically taken upon retirement. Chief Fulmer concurred that there needs to be a written policy, and he would draft one for the Board's future review.

Mrs. Sagar motioned to turn over retired FPO Richard Sellers' badge to Peggy Davis and have the badge permanently installed in a plaque of service recognition. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, *no*; Reynoldsburg – Mr. Joseph, *no*; Harrison – Mr. Kretzmann, *no*. **Motion not carried.**

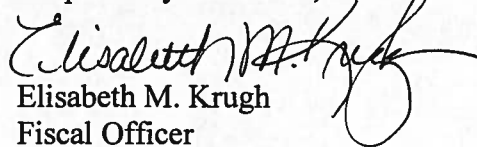
Mr. Kretzmann motioned to have a policy in place for the awarding of badges and/or awards for service/retirement. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, *no*. **Motion carried.**

Mr. Kretzmann motioned to go into executive session at 8:03 p.m. to discuss the employment, compensation, or discipline of a public employee. Mr. Joseph seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann – yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Mr. Joseph motioned to come out of executive session at 8:25 p.m. Mr. Kretzmann seconded. Vote: Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

There being no further business, Mr. George adjourned the meeting at 8:30 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: AC Harold Williams, AC Ken Mathews, Lt. Bruce Amspaugh, Jim Kincaid, Larry Moon, on-duty Unit 1 FF/Medics