

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

June 11, 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; Kirkersville – Debi Seymour.

OPEN DISCUSSION: None.

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the May 14, 2009 regular meeting minutes as presented. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, abstain; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

APPROVAL OF BANK RECONCILIATION AND STAR OHIO INVESTMENT STATEMENTS:

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

APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 24232 – 24317. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

NEW BUSINESS:

A. Approval of Purchases

- 1) Chief Fulmer proposed the need to paint the Station 1 Administrative and Living Quarters areas. Funds were included in the FY2009 Budget to complete this project. AC Mathews secured three (3) quotes from area vendors.

Mr. Kretzmann motioned to authorize Modern Painting & Coating Co. Inc. to paint the Station 1 Administrative and Living Quarters areas as per their quotation, at a cost not to exceed \$4,568. Mrs. Seymour seconded. Vote: Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

- 2) Chief Fulmer requested proceeding with repairs to the shower facilities at Station 3. The dilapidated state of the shower facilities has affected the drywall and other areas of the restroom facilities. Funds were included in the FY2009 1 Mill Budget to complete this project. AC Mathews secured three (3) quotes from area vendors.

Mr. Kretzmann motioned to authorize Gutridge Plumbing Inc. to perform shower repairs at Station 3 as per their quotation, at a cost not to exceed \$6,070. Mrs. Sagar seconded. Vote: Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, abstain. **Motion carried.**

- 3) Chief Fulmer requested the purchase of an EMS supply cabinet to replace a smaller unit that is rusted and obsolete. Funds were included in the FY2009 1 Mill Budget to purchase a replacement cabinet.

Mr. Kretzmann motioned to purchase an EMS supply cabinet from www.shelving-direct.com at an estimated cost of \$925. Mrs. Sagar seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes. **Motion carried.**

- 4) Chief Fulmer requested the purchase of six (6) portable radios. Funds were included in the FY2009 1 Mill Budget to purchase these items.

Mr. Myers motioned to purchase six (6) Motorola HT-1250 portable radios and six (6) additional Impress batteries from B&C Communications as per their quotation, at a delivered cost not to exceed \$4,424.16. Mr. Kretzmann seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

B. Discuss Draft Policies/Procedures

Chief Fulmer provided the Board with several Policies that were modified and/or developed for continuity of operations within the District. He asked that the Board review the Policies, and if there were no modifications requested by the Board, that they then approve and authorize the implementation of said Policies as listed herein:

- 1) Family Medical Leave Act (FMLA) Policy
- 2) Part-Time Firefighter Work Period Policy
- 3) Credit Card Use Policy
- 4) Mileage Reimbursement Policy
- 5) Ride-Along/Observer/Job Shadow Guidelines Policy

Mrs. Sagar motioned to approve and implement the *Family Medical Leave Act Policy* as submitted herein. Mrs. Seymour seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Mr. Kretzmann motioned to approve and implement the *Part-Time Firefighter Work Period Policy* as submitted herein. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

Mr. Kretzmann motioned to approve and implement the *Credit Card Use Policy* as submitted herein. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

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

Mr. Kretzmann motioned to approve and implement the *Ride-Along/Observer/Job Shadow Guidelines Policy* as submitted herein. Mrs. Seymour seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes. **Motion carried.**

C. Records Retention/Destruction Policy

At the May 14th Board meeting, Chief Fulmer recommended entering into an agreement with Robert W. Schultz and Associates to evaluate our current records, develop a Records Retention Policy, make recommendations, and train District staff on required procedures. Mr. Schultz attended this evening's Board meeting, and provided a brief presentation of his background and experience with records retention. He stated that he works closely with the District's legal counsel, and will assess what the District has in the way of records, in addition to telecommunications, e-mail, voice mail, network, technology, etc. Recent court decisions will impact what the District is required to do for records retention. If anything (law) changes during the next year, Mr. Schultz will update our records retention policy accordingly.

Mr. Kretzmann motioned to authorize Chief Fulmer to execute the Professional Service Contract with Robert W. Schultz and Associates for development of the following: Records Retention and Destruction Policy; Records Retention Schedule; and training for all employees at a cost not to exceed \$2,000. Mrs. Sagar seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

D. Discuss the Vacant Fire Prevention Officer Position

Chief Fulmer requested the District move forward with the recruitment and selection process for the vacant Fire Prevention Officer's position. The Senior Staff has made a recommendation to fill the vacancy as a result of the current and future workload in Fire Prevention. Chief Fulmer stated that in the future he will assign each Fire Prevention Officer a specialty outside of their regular duties, develop a year-long schedule, and expectations of what the FPOs are required to do. A comprehensive job description was also prepared by Chief Fulmer for this position and presented to the Board for their review. The Senior Staff will work through the Labor/Management process to define and finalize the selection process. In the event that current personnel choose not to apply or there are no qualified internal candidates, external recruitment will have to be considered.

Mrs. Sagar motioned approval to post the Fire Prevention Officer position internally for 30 days, and approved the Fire Prevention Officer Position Description as submitted herein. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, abstain; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

E. Discuss Bid Specifications and RFP for Powered Rescue Tools

During the FY2009 1 Mill Budget process, funds were allocated for the replacement of powered rescue tools for vehicular accidents. A WLJFD Rescue Tool Committee researched and evaluated powered rescue tools to compile the required bid specifications. Chief Fulmer stated that the District would be replacing a "package" as described within the bid specifications. There would

be a trade-in to offset purchase price, and financing is an option. Currently, the District has one (1) primary set with multiple tools in inventory.

Mr. Kretzmann motioned to authorize the Fire Chief to advertise the Notice to Bid for the Powered Rescue Tools Project and release bid specifications for the purchase of powered rescue tools. Mr. Myers seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

F. Discuss Declaration of Surplus/Disposal of Paramedic Vehicle

Chief Fulmer reported that the new 2009 McCoy-Miller Medic Unit was recently delivered and is now in service. The District currently has a 2000 Ford E450XL McCoy-Miller Medic Unit with 128,088 miles and is of no current use to the District. Chief Fulmer recommended declaring the 2000 Ford Medic Unit as surplus, and dispose by selling it via on-line auction at www.GovDeals.com.

Mr. Kretzmann motioned to declare the 2000Ford E450XL McCoy-Miller Medic Unit as surplus, and authorize disposal by selling on-line with www.GovDeals.com. Mr. Joseph seconded. Vote: Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

CHIEF'S REPORT:

Chief Fulmer provided the Board with copies of two *Pataskala Standard* articles regarding Lt. Greg Reese and Chief Fulmer.

Chief Fulmer advised the Board that five (5) probationary full-time firefighters recently completed their first year of service successfully. They are as follows: FF/Medic Joseph Krouse, FF/Medic Barrett Piper, FF/Medic Kyle Haertling, FF/Medic Timothy Daniel, FF/Medic Stephen Watling. On April 5th, FF/Medic Jeremy Ridgway also completed his first year of service successfully. All aforementioned firefighters have been released from probation, and their performance evaluations are on file.

Chief Fulmer reported to the Board that a \$3,150 donation was bequeathed to the District from the Herriott estate in 2008. The bequest was specified for use at Station 3. Chief Fulmer requested that this donation be used towards the completion of the Station 3 shower repairs.

Mrs. Sagar motioned to use the Herriott estate donation of \$3,150 for Station 3 shower repairs. Mr. Joseph seconded. Vote: Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Chief Fulmer advised the Board that they will have to use District e-mail addresses due to records retention.

Chief Fulmer informed the Board that due to the size of their meeting packets, this information will be posted on the District's website, and available to them via a link.

Chief Fulmer stated that there would be a Senior Staff Meeting with Robert W. Schultz at 8:30 a.m. on June 15th to discuss records retention.

FISCAL OFFICER'S REPORT:

Ms. Krugh provided the Board with alternative investment information from Park National Bank's CDARS Program. Funds are invested in increments less than \$250,000 and placed into CDs issued by other members in Park National's network. All of the funds would be FDIC-insured, and provide the District with a higher rate of return than what is currently being earned. Ms. Krugh advised the Board that if the District chooses to diversify its investments outside of STAR Ohio, Ohio law requires her to receive continuing training in the investment and management of the District's finances. Ms. Krugh has registered with the State Treasurer to attend CPIM Certification training on August 27th. Once this training has been completed, Ms. Krugh will work with the Board on establishing alternative investments for the District.

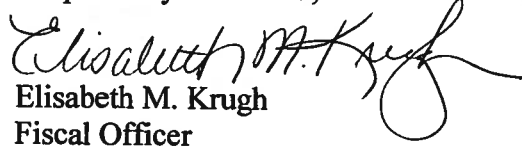
Ms. Krugh reported that she had completed the OP&F audit from November 2005 through October 2006. This audit period was for firefighters' pensions reported during the previous Clerk's tenure. Ms. Krugh was hired mid-October 2006 and she began reporting pensions with the November 2006 report(s). In order to complete the OP&F pension audit, it was first necessary to ensure that the payrolls and wages were corrected to the best extent possible, inclusive of the Auditor's Findings during the 2006/2007 State Audit, and then the respective pension reports were recreated in entirety. Ms. Krugh's audit subsequently revealed approximately \$87,000 in pension contributions that were not paid to the OP&F Pension Fund. That finding equates to approximately \$260,000 in wages that were incorrect and/or not reported, and therefore, incorrectly pensioned. The Board discussed this at length, and it was determined that Ms. Krugh would go back and audit one more year. The Board concurred that the audit could be done as Ms. Krugh's work schedule allowed; no completion deadline was issued. Ms. Krugh stated that a great deal of time was spent on the OP&F audit, at the expense of her own duties.

Mr. Joseph motioned to authorize the Fiscal Officer to go back and audit one more year (October 2004 through October 2005) of OP&F pension reports. Mrs. Seymour seconded. Vote: Pataskala – Mrs. Sagar, no; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Kirkersville – Mrs. Seymour, yes. **Motion carried.**

COMMITTEES' REPORTS: None.

There being no further business, Mr. George adjourned the meeting at 9:02 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: Robert W. Schultz, Miranda Wade, Chief Timothy Spradlin, Assistant Chief Harold Williams, Battalion Chief Tom Bingham, On-Duty Unit 3 Firefighters, Joe Krouse, Larry Moon