

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

March 10, 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, absent; Kirkersville – Sharon Temple, absent; Pataskala – Pat Sagar; Reynoldsburg – Douglas Joseph.

RECOGNITION OF GUESTS:

Retired FPO Bruce Ashcraft

OPEN DISCUSSION:

Larry Moon requested that the Union be allowed to be placed on the Agenda each month. The Board agreed that this would be acceptable, and the Union would be placed after the HR Report, and before the Committees Section. This would begin with the April, 2011 Agenda.

Chief Fulmer thanked the District employees who provided off-duty manpower and support to Violet Township following the passing of AC Doug Barr.

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the February 10 and February 23, 2011 meeting minutes. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Kretzmann motioned to approve the February, 2011 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 26007 – 26099. Mrs. Sagar seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

NEW BUSINESS:

A. Approval of Purchases

1. AC Mathews advised the Board of repairs that were recently completed on Tower 401 by Emergency Vehicle Technicians out of Xenia, OH. The vendor determined that the problem was

the outside swivel, which just had to be repaired instead of replaced, as another vendor had previously determined.

B. Discuss Draft Policies/Procedures

1. No discussion.

CHIEF'S REPORT:

Chief Fulmer reported the following:

- A. Chief Fulmer presented a ceremonial axe to retired FPO Bruce Ashcraft and thanked him for his many years of dedicated service to the District. Mr. Myers and the Board members also thanked him for 42 years of service to the District and community.
- B. Chief Fulmer presented the proposed FY2011 Permanent Budget to the Board for their approval.

Resolution 2011-08 Approve FY2011 Permanent Budget as presented herein. Mr. Kretzmann motioned to approve Resolution 2011-08 as presented herein. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

- C. Chief Fulmer presented a proposal for the reimbursement of program/certification courses relating to Fire, EMS, and Rescue for part-time personnel. He stressed that this would be a tiered payback, 0 thru 1 year = 50% reimbursement. A part-time employee would have to successfully complete the program/certification course that results in certification (if applicable). Should the candidate not successfully complete the program, they would be required to reimburse the District (50% reimbursement for that tier). 1 through 2 years = 25% reimbursement. Mr. Kretzmann stressed that we need to find some way of enforcing payback of these funds. He suggested that some type of agreement be signed by the candidate agreeing to the payback. There was no discussion whether this reimbursement would be made retroactive.

Mrs. Sagar motioned to approve the reimbursement of program/certification courses relating to Fire, EMS, and Rescue for part-time personnel as presented herein. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. Jersey – Mr. Myers, yes. **Motion carried.**

- D. Chief Fulmer provided an update on the Sparky Hazard House. Since the beginning of 2011, the Fire Prevention Bureau has conducted 16 different educational sessions at various schools within the District, and over 2,000 students were reached. Mr. Kretzmann commented that this is a commendable use of our assets. Retired FPO Bruce Ashcraft stated that this is a great teaching tool, and has been well received by the teachers and students alike.

- E. March birthdays and anniversaries were recognized.

ASSISTANT CHIEF'S REPORTS:

- A. AC Ken Mathews reported that we have hose that has failed testing. He will contact both local Water Departments to see if they can utilize the hose.

Mr. Kretzmann motioned to surplus hose that did not pass testing. Mrs. Sagar seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

FISCAL OFFICER'S REPORT:

Ms. Krugh reported that the 1st Half 2011 Tax Advance in the amount of \$2,776,100 and the SB3 & 287 Utility Reimbursement for \$28,649.50 was received. This revenue will be reflected in the March 2011 fiscal statements based on March receipt dates.

HUMAN RESOURCES REPORT:

- A. HR Technician Terra Metzger informed the Board that the BWC updated the program formerly known as the Drug Free Workplace Program and renamed it the Drug Free Safety Program. Along with the name change, eligibility criteria was also changed. The District previously met all eligibility criteria and received a 3% policy discount. Under the new program, the District would have to offer a second chance program for employees. This would allow employees who have a positive drug test result to maintain their employment as long as they meet certain conditions such as completing a treatment program and negative results on future drug tests. Based on the type of work performed by District employees, the risks associated with retaining an employee after a positive substance abuse test, is outweighed by the benefits of receiving a small policy discount. Mrs. Metzger recommended that the District maintain the current Drug and Alcohol Policy and not pursue the Drug Free Safety Program discount.
- B. Mrs. Metzger advised the Board that over 300 applications for the position of Administrative Assistant have been received to date. The interview process will continue, with final results to be presented during the April Board meeting.
- C. Mrs. Metzger updated the Board on the Fire Prevention Officer Recruitment process. The position was posted from February 11, 2011 through March 4, 2011, as directed by the Board. As of March 4, no internal career employees submitted documentation to express interest in the position. During a regularly scheduled Senior Staff meeting, the majority of the staff felt a simultaneous recruitment process that included internal part-time and external applicants would yield a large enough pool of candidates to ensure the best qualified candidate could be identified for the position. The Board reached a consensus to extend the posting to part-time employees and external candidates.
- D. Mrs. Metzger recommended that the position of Fiscal Officer qualifies as an Administrative Exempt position under FLSA regulations, and requested a classification change for Fiscal Officer Elisabeth Krugh. Based upon the agreed terms of employment at her time of hire, Mrs. Metzger recommended that Ms. Krugh continue to receive a lump sum of vacation leave each year, and continue to accrue sick leave as established, but that any future employees who hold the position of Fiscal Officer accrue vacation and sick leave in accordance with the standards in place for other exempt employees.

Mr. Kretzmann motioned to reclassify Fiscal Officer Elisabeth Krugh from FLSA non-exempt to exempt. Mr. Joseph seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

- E. A part-time FF/Paramedic has requested a leave of absence for no longer than six months to attend a Franklin County training program. The Board concurred that they would vote on this individual request, and work up a policy addressing leave of absence for all other employees in the future.

Mr. Kretzmann motioned to approve a leave of absence for FF/Paramedic Errich Taylor for no longer than six (6) months. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

COMMITTEE'S REPORTS

A. Budget Committee – no report.

B. The Building/Land Acquisition Committee reported they had recently met with Chief Fulmer, AC Mathews, and the architects. They are of the opinion that the District is overextended from what our big picture plan was. There was consensus between the Committee members to focus on the Jersey site at this time. The scale of the proposed building has been reduced to 13,000 SF, but they still feel the proposed dimensions are too big. They agreed that this size is still too excessive for the residents of Jersey TWP, and their needs and wants. Committee members have agreed that the proposed Kirkersville Station should be put on hold for the time being, because logistics still need to be worked out with the residents. The Committee is also uncertain that if the District is focusing on building the Jersey Station, that there will not be time to work on a replacement Station 3. Chief Fulmer asked the Fiscal Officer to find out how much the District paid for the Jersey lot. The Committee asked Chief Fulmer to get in touch with the Kirkersville Mayor and get some input from the residents of the community about their replacement Station. The Committee members stated that they would also like to be a part of that discussion.

EXECUTIVE SESSIONS:

Mr. Kretzmann motioned to go into executive session at 8:03 p.m. to consider the sale of property at competitive bidding, and the purchase of property for public purposes. Mrs. Sagar seconded. Vote: Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Mrs. Sagar motioned to come out of executive session at 8:21 p.m. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

Mrs. Sagar motioned to go into executive session at 8:22 p.m. to prepare for negotiations or bargaining sessions with public employees. Mr. Kretzmann seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 8:44 p.m. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**


Mr. Kretzmann motioned to go into executive session at 8:45 p.m. to consider compensation of a public employee. Mrs. Sagar seconded. Vote: Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 9:07 p.m. Mrs. Sagar seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

Mr. Kretzmann motioned to approve a 3% wage increase for Fiscal Officer Elisabeth Krugh, retroactive to January 1, 2011. Mrs. Sagar seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

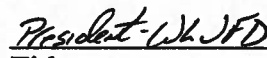
There being no further business, Mr. Myers adjourned the meeting at 9:30 p.m.

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