

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

May 14, 2009

Regular Meeting

Paul George opened the meeting at 7:01 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.

OPEN DISCUSSION: None.

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the April 9, 2009 Regular Meeting and April 16, 2009 Special Meeting minutes as presented. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; 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 April 2009 Bank Reconciliation and STAR Ohio Investment Statements. Mrs. Sagar seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Mr. Joseph motioned to approve the April 2009 STAR Ohio Investment Statement. Mr. Kretzmann seconded. Vote: Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 24156 – 24231. Mr. Joseph seconded. Vote: Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

NEW BUSINESS:

A. Approval of Purchases

- 1) Chief Fulmer proposed the purchase of six (6) each Knox® MedVault™ (High Security Narcotics Lockers) to secure controlled substances on the Medic Units and at the District's fire stations. This system will enable us to track and identify whoever has accessed the controlled substances, providing a higher level of accountability and security currently being utilized by the District. Federal and State regulations mandate that these controlled substances be kept secured. These items were included and approved as part of the FY2009 1 Mill Budget. Mrs. Sagar motioned to purchase six (6) each Knox® MedVault™ units at a total cost of \$5,775 including shipping/handling charges. Mrs. Seymour seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes. **Motion carried.**

- 2) Chief Fulmer proposed the purchase of a UniMac[®] Commercial Dryer for use at Station 1. In the past, non-commercial dryers have been utilized. However, due to increased manpower and the resulting increase in turnout gear (80 sets), there is need for a commercial dryer. This item was also included and approved as part of the FY2009 1 Mill Budget. Mrs. Sagar motioned to purchase one (1) Unimac[®] UT055NOM Commercial Dryer at a cost of \$3,200 including delivery and installation. 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.**
- 3) Chief Fulmer requested the purchase of a laptop computer, which will enable him to better function both at and away from the office. After obtaining a price from Dell's State & Local Government site, which contains the Ohio contract, he advised the Board that by shopping local Dell vendors, the District should be able to procure a better price. Mr. Kretzmann motioned to purchase a Dell Latitude E6500, not to exceed the State term contract price of \$2,760. 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.**

B. Draft Policies/Procedures

Chief Fulmer provided the Board with draft Policies/Procedures for their review as follows:

- 1) Performance Evaluation
- 2) Ride-Along/Observer Guidelines
- 3) Part-Time Firefighter Work Period
- 4) HIPAA Policy
- 5) FMLA Policy
- 6) Overtime Policy

He advised the Board that District policies need to be updated and/or created. Without these policies, organizational changes can not be made. The employees also need to know what guidelines there will be. Mr. Kretzmann stated that if policies are needed, then we need to implement them. Chief Fulmer reiterated that the draft policies as presented to the Board at this meeting are for review purposes. The Board concurred that they will review the policies noted herein, and discuss them further at their next meeting.

C. Records Retention/Destruction Policy

Chief Fulmer recommended entering into an agreement with Robert W. Schultz and Associates to evaluate our current records, develop a Records Retention Policy/Procedures, make recommendations, and train District staff on required procedures. Mr. Kretzmann requested that the Chief get an estimate, along with scope of work, and bring it to the next meeting.

D. Donation – Physio-Control 12-Lead Heart Monitor

Chief John Benson of the Muskingum TWP Volunteer Fire Department has requested the donation of one of the District's spare LifePak 12-Lead Heart Monitors. He is trying to establish a Squad in their community Fire Department, which is staffed by volunteers. Chief Fulmer advised the Board that this spare monitor is not vital to District operations and/or training, and would be instrumental in advancing MTVFD's implementation of ACLS service to their community. The District was the beneficiary of \$30,000 assistance from Licking Memorial Hospital to replace our units with newer technology in 2008. The Board concurred that it would be appropriate and helpful to assist Chief Benson with his request, since with Licking Memorial's generous assistance – we were able to update our technology at a much-reduced cost. Mrs. Sagar motioned to donate a spare Physio-Control 12-Lead Heart Monitor to the Muskingum TWP Volunteer Fire Department.

Mrs. Seymour seconded. Vote: Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes.
Motion carried.

Following the donation, Chief Fulmer advised the Board that an inventory of all District equipment would be performed. He will review the ORC to determine if there is a statutory amount for what equipment will need to be tagged.

E. Vacant Fire Prevention Officer Position

Chief Fulmer advised the Board that with 109 sq. mi. in the District, new development, and five school districts, there is a workload to support three Fire Prevention Officers. He stated that we need to be out in the District in a preventative fashion. There will be more work to come, and three FPOs can help to reduce injuries and fires in the community as well. Chief Fulmer stated that per the contract, he felt the position would have to be filled from within the Department. He advised the Board that he would write up the process and bring it to the Board at a later date.

Mr. George commented he felt laptop computers in the FPO vehicles would help them to be more productive, i.e. the capability to print permits/citations at inspection sites, etc.

CHIEF'S REPORT:

Chief Fulmer inquired what the Board would like to see as a formal report each month. Their responses were as follows:

- 1) Highlights of the previous month
- 2) Verbal report on current projects
- 3) Continue sending out info packet prior to meeting.
- 4) If there is a major incident in a Board member's respective entity, someone will call the Board member.
- 5) E-mails notifying Board members of significant events in the District
- 6) Weekly update via e-mail: Chief Fulmer will develop a "full-Board" e-mail including six (6) key areas of the Department.

Chief Fulmer advised the Board that Lt. Greg Reese was given an award by the Columbus Metro Park System for providing emergency medical assistance (CPR) to a park visitor. Lt. Reese's immediate response helped save the man's life. Mt. Carmel East determined the man had a congenital heart defect, and with an implanted defibrillator, is once again enjoying life. The Board was very pleased to learn of Lt. Reese's award, and commended him for his actions. Chief Fulmer attended the award presentation on the District's behalf, and concurred that Lt. Reese represented the District well.

The Board inquired whether the District issues press releases. Chief Fulmer stated not at present; that this will be done in the future – news, radio, print, and the website also. The Board concurred that Fire District news should be provided to the public.

The recent GovDeals.com auction to sell two surplus vehicles was successful. The 1998 Ford Econoline van and 2002 Chevrolet Malibu brought in a gross total of \$7,400 less \$555 commission, for a net profit of \$6,845.

Chief Fulmer informed the Board that the Fiscal Officer is in the process of recreating all 2006 OP&F pension reports per the Pension Fund's request. Per the Fiscal Officer, numerous significant discrepancies have been found, and as a result, Chief Fulmer asked the Board how far back they would like to go. Mr. Kretzmann questioned whether there is a statute of limitations, both legally – and morally, as an employee. Chief Fulmer will address this, and find out how many years are required.

FISCAL OFFICER'S REPORT:

Ms. Krugh informed the Board the 1st Half Real and Mfd. Homes Tax Settlement was received from the Licking County Auditor = \$667,452.17 net. The SB3 & 287 Utility Reimbursement from the State was also received = \$29,784.49.

With the recent purchase of the new 2009 Medic Unit, it was necessary to establish an Appropriation Account for that piece of equipment. The Fiscal Officer requested approval of the following:

Resolution 2009-16: Reduce Account 1000-110-230-0000, Workers' Compensation by \$2,500 and increase Account 1000-220-323-4038, Repairs & Maintenance – 2009 Chevy McCoy-Miller by that same amount. Mr. Kretzmann motioned to approve Resolution 2009-16. Mrs. Sagar seconded. Vote: Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

Ms. Krugh informed the Board that the Ohio Bureau of Workers' Compensation has notified her they will audit FY2007 income.

COMMITTEES' REPORTS:

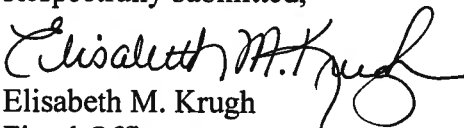
Regarding the Kirkersville Fire Station (Station 2) bad well/water issue – Mrs. Seymour followed up on the Board's request last month to discuss the District's concerns with the Village Mayor. She reported that the previous Fire Chief had not talked to the "well man" since 2006. The "well man" says nothing is wrong with the water at Station 2.

Mr. Kretzmann motioned to go into Executive Session at 8:40 p.m. to discuss employee's benefits. Mr. Joseph seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes. **Motion carried.**

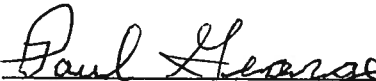
Mr. Joseph motioned to come out of Executive Session at 8:54 p.m. Mr. Kretzmann seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

There being no further business, Mr. George adjourned the meeting at 8:55 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: Assistant Chief Ken Mathews, Assistant Chief Harold Williams, Battalion Chief Rick Conaway, On-Duty Unit 2 Firefighters