

# WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

October 8, 2009

## Regular Meeting

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

### ROLL CALL:

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

### RECOGNITION OF GUESTS:

Chief Fulmer introduced his family to the Board; his wife, Amber and children, Kendal and Ian.

OPEN DISCUSSION: None

### APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the September 10, 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; Pataskala – Mrs. Sagar, yes. **Motion carried.**

### APPROVAL OF BANK RECONCILIATION AND STAR OHIO INVESTMENT STATEMENTS:

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

### APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 24571 – 24656. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

### NEW BUSINESS:

#### A. Approval of Purchases

##### 1) 2009 GMC Yukon – Battalion Chiefs' Vehicle Project

Chief Fulmer advised the Board that additional equipment purchases are necessary prior to placing the new Battalion Chiefs' vehicle in service. Purchase and install a radio, emergency warning equipment, a command/slide-out unit, and vehicle striping have been estimated to cost \$20,713. These expenditures were not anticipated in the 2009 Budget, but staff members identified the necessary funds within the approved budget to complete this project.

Mrs. Sagar motioned to approve the purchase of the additional equipment for the 2009 GMC Yukon as noted herein at an estimated cost of \$20,713. Mr. Kretzmann seconded. Vote: Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

##### 2) Chief Fulmer requested approval to contract with a third-party vendor to conduct a 24-hour Hazardous Materials Technician Refresher course. The District was contacted by Licking County's HazMat Response Team to assist them in performing tasks of primary entry and

research. Chief Fulmer advised that 14 staff members are certified at the Tech level, but the majority of them have not functioned with the County team, nor have utilized those skills. The requested training will update the members' HazMat skills and serve as an evaluation for whatever additional training would be needed in the future. Chief Fulmer stated that a staff member must already be certified in order to attend this training. He will try to secure an empty ProLogis warehouse for the refresher course. The refresher class would take place on three (3) eight-hour (8 hour) days.

Mr. Kretzmann motioned to approve contracting with a third-party vendor to provide a HazMat Tech Refresher 24-hour course for 14 staff members at an estimated cost of \$10,100. Mrs. Sagar seconded. Vote: Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes. **Motion carried.**

#### B. Discuss Draft Policies/Procedures

- 1) Mr. Joseph motioned to amend the proposed Separation/Retirement Award Policy (Version 1.0; August, 2009) as submitted to the Board to include the Fire Board members in Section 4, Years of Service and Recognition, and the Board shall formally vote on awarding recognition on the individual – not the policy. Mr. Kretzmann seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, *no*. **Motion carried.**

Mr. Kretzmann motioned to adopt the Separation/Retirement Award Policy as amended. Mr. Joseph seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, *no*; Etna – Mr. George, yes. **Motion carried.**

- 2) Chief Fulmer presented the draft Recruitment Policy once again to the Board for further review. The Board discussed the Structured Interview Panel portion of the Recruitment Process, and that it *could* consist of external people, but (is) not required. Mr. Myers motioned to change Item 6 of the draft Recruitment Policy, and Mr. Kretzmann seconded. Upon further discussion, Mr. Kretzmann withdrew his second. Chief Fulmer will go to the Personnel Committee to see if we should do this or not.
- 3) Update on District Photographer: Legal counsel, Downes Fishel Hass Kim, LPP has provided the District with a written legal opinion (attached herein) regarding Workers' Compensation for a Volunteer photographer for the West Licking Joint Fire District. Per Marc Fishel, "Based on the facts assumed below, it is my conclusion that the Fire District would not have any Workers' Compensation exposure if the volunteer was injured or contracted an occupational disease while performing his volunteer photography services for the District." Chief Fulmer reiterated that with this legal opinion we (District) are able to utilize Mike Cloud I as a volunteer photographer. *Any individual, in uniform or not, is our liability.* For volunteers in non-operational capacities, a policy will be drafted that outlines expectations and constraints. Mr. Joseph inquired whether other Fire Departments have photographers, and if they were paid. Chief Fulmer stated no, he was not aware of any that do so. Regarding this issue, Chief Fulmer wanted a legal ruling and the philosophy of the Board. The Board concurred with the ruling, and requested that Chief Fulmer draft a policy for the next meeting.
- 4) Chief Fulmer presented the updated Records Retention Policy and RC-2, Schedule of Records Retention and Disposition to the Board for their formal approval so the District can be in compliance. The approved documents as noted herein will be forwarded to the Ohio Historical Society and State Auditor's office.

Mr. Kretzmann motioned to approve the Records Retention Policy and RC-2, Schedule of Records Retention and Disposition as presented herein. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

#### CHIEF'S REPORT:

Chief Fulmer reported that part-time FF/EMT Aaron Abdons tendered his resignation. Mr. Myers motioned to accept Aaron Abdons resignation effective today. Mr. Kretzmann seconded. Vote: Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

Chief Fulmer commended the staff for the District's first-ever Fire Prevention Week Open House, which was held on October 3<sup>rd</sup>. He complimented everyone for providing a clean Station and ensuring that the guests in attendance had a good time. He stated that next year's preparations will begin earlier in the year, and other entities and civic groups will be invited to participate.

An update was provided on the current part-time recruitment process. 36 out of 38 applicants passed the agility portion, and 5 out of 38 were not recommended to proceed after the video testing. Chief Fulmer stated we should have some well-qualified individuals as a result of this process.

There was discussion regarding the benefits of mandating direct deposit for all employees' wages. The Fiscal Officer presented payroll processing costs per our current Paychex fee schedule. Additional charges are being incurred by the District due to separate manual paychecks. An average billing invoice more than triples in cost when separate annual lump sum payments are processed as manual checks for each employee. By mandating 100% participation in direct deposit, there is a potential cost savings to the District of approximately \$3,000 per year. The Board concurred that there would be further discussion regarding this issue with the bargaining unit.

Chief Fulmer provided the Board with a sample Request for Proposals for Architectural Services. The Board concurred that there should be a Master Plan for the District, whether renovation or building is determined to be the best choice. Mrs. Sagar stated that the entire Board should be included in the beginning discussions. Mr. Myers stated that he would be willing to serve on the Building Committee, if allowed to do so. Mr. Kretzmann suggested that the Building Committee hold a couple of meetings before the end of the year, and Chief Fulmer stated he would e-mail them some potential dates.

Approximately 22 uniformed members of the Fire District participated on different days and locations to raise almost \$2,000 in donations for the Jerry Lewis MDA Fund Drive and Telethon. Chief Fulmer commended the efforts of everyone, both union and non, who donated their time for this worthy cause. All participants received a Certificate of Appreciation, copies of which would be placed in their personnel files.

Chief Fulmer informed the Board that staff members now receive service and birthday recognition by means of mailed congratulatory cards. Several employees received cards during the month of October.

A training class called "50 Ways to Kill a Firefighter" was recently provided to District firefighters by Dr. Rich Gassaway. External attendees from outside the District were also invited to attend, which helped to offset overall training costs at a substantial discount to the District.

Chief Fulmer advised the Board that he and AC Harold Williams would be attending the IAFC Symposium in the Sun in November. Chief Fulmer also stated that he would be traveling to

Washington D.C. to meet with legislators regarding federal grants. His travel costs would be paid by IAFC, since he is a current IAFC Board member.

The State Farm® Fire Safety Fund is generously donating 36 smoke alarms and five (5) CO detectors to the Fire District, which will in turn, be given to area residents who are in need of assistance.

**FISCAL OFFICER'S REPORT:**

The following tax revenues were received during the month of September: SB3 & 287 Utility Reimbursement = \$43,421.70; 2<sup>nd</sup> Half Real Estate and Mfd. Homes Settlement = \$618,586.03; Personal Property Tax Reimbursement = \$99,583.98.

The State Auditors have begun preliminary work of testing policies, accounting, and payroll for the 2008-2009 Audit.

The Fiscal Officer has contacted Park National Bank regarding the enrollment process for the CDARS Program.

Ms. Krugh informed the Board that their requested audit of the 2005 OP&F pension reports has not begun as of this date. She declined certifying pension reports to the Ohio Police & Fire Pension Fund, if the previous Clerk's payroll data necessary to comprise them is incorrect. The recently completed 2006-2007 State Audit, and internal audit and recreation of the 2006 OP&F pension reports by the Fiscal Officer reflected the inaccuracies of past payrolls. Ms. Krugh does not anticipate being able to begin this project until the beginning of 2010, due to the recent change in Administration, an increased workload, time constraints with various projects that are currently underway, such as the 2008-2009 State Audit, coordination of Paychex configurations with Firehouse software, 2010 Budget preparations, contract increases, year-end preparations in the UAN system, ongoing training with the State Auditor, and day-to-day fiscal responsibilities such as payroll, accounts payable, investments, etc.

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

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

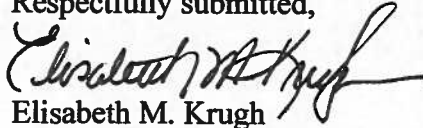
Mr. Kretzmann motioned to post an opening for a FF/Medic position. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

Mrs. Sagar motioned to post a promotional list for Acting Lieutenants. Mr. Kretzmann seconded. Vote: Jersey – Mr. Myers, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

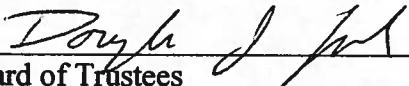
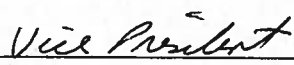
**COMMITTEES' REPORTS:** None

There being no further business, Mr. George adjourned the meeting at 9:09 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: Amber Fulmer, Kendal Fulmer, Ian Fulmer, John Davis, Peggy Davis, AC Harold Williams, AC Ken Mathews, on-duty Unit 2 Firefighters