

WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

September 10, 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.

OPEN DISCUSSION:

John Rinard of the Firefighters' Association thanked the District for their assistance and cooperation during the Street Fair, and providing an on-duty crew of firefighters was very helpful during the event. Mr. Rinard stated that the Street Fair was successful, and that Chief Fulmer was great to work with. He has already discussed possible fundraisers for next year with the Chief. Mr. Rinard also informed the Board that the Association has purchased some surplus tactical toilets that will be made available to the firefighters at fire scenes, etc.

Mr. George also expressed his thanks to the Firefighters' Association for all of the good things they do for the Fire District.

APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the August 13, 2009 regular meeting minutes as presented. Mrs. Seymour seconded. Vote: Etna – Mr. George, abstain; 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 August 2009 Bank Reconciliation and STAR Ohio Investment Statements. Mr. Joseph seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mrs. Seymour motioned to approve warrants 24504 – 24570. 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.**

NEW BUSINESS:

A. Approval of Purchases

- 1) Ohio Plan – Chief Fulmer presented a property and liability insurance proposal submitted by Rinehart-Walters-Danner Insurance for coverage through the Ohio Risk Management Plan, effective 9/12/09 through 9/12/10. The District has been insured through the Ohio Plan for a number of years, and claims have been low for the last few years. Chief Fulmer advised the Board that insurance coverage was increased on certain vehicles and types of equipment; they had been underinsured in the past. The Senior Staff was also evaluated, and major changes

were made. A safety audit was performed as part of the proposal process, and any safety issues will be corrected as soon as possible. Another safety audit will be performed post-corrections.

Mr. Kretzmann motioned to approve the property and liability insurance through the Ohio Risk Management Plan, effective 9/12/09 through 9/12/10, at an annual cost of \$34,952. 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.**

- 2) Chief Fulmer recommended re-enrolling in the Ohio Rural Water Association 2010 Workers' Compensation Group Rating Program administered by CompManagement. By participating in this program, the District would receive an estimated BWC group discount of 60% on our 2010 payroll reports; premium payable in May, 2011.

Mr. Kretzmann motioned to approve a re-enrollment fee of \$5,665 for the Ohio Rural Water Association 2010 Workers' Compensation Group Rating Program administered by CompManagement. 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.**

- 3) Chief Fulmer advised the Board that a 35-ft. tall pine tree at Station 2 is dying, and a hazard to not only the Station, but neighboring property as well. Chief Mathews has contacted a bonded, insured, certified arborist to remove the tree at a cost of \$504. Chief Fulmer wanted to advise the Board that this was being done.
- 4) Chief Fulmer informed the Board that Station 1's asphalt areas have not been treated since it was installed. He is in the process of getting quotes to re-seal and re-stripe the Station's asphalt areas.

B. Discuss Draft Policies/Procedures

- 1) Mr. Kretzmann motioned to table approving the Separation/Retirement Award Policy until the next meeting. Mr. Joseph seconded. Vote: Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, *no*. **Motion carried.** Mrs. Sagar expressed her frustration that this policy was being tabled once again, without a decision being made.
- 2) Chief Fulmer presented a draft Recruitment Policy to the Board for their review. He stated that we owe it to the public to ensure employees are deserving of public service positions. The proposed recruitment process will be an 11-step process. The same process will be utilized for both full-time and part-time firefighters; the recruitment process should be identical. In October of this year, we will be testing approximately 57 individuals for the position of part-time firefighter. The Board requested additional time to review the proposed recruitment process. Mr. Kretzmann also requested that the recruitment process be put in order of action. Chief Fulmer concurred that this would be done.
- 3) Chief Fulmer informed the Board that he has been in contact with the District's legal counsel regarding the legal liabilities of the Fire District Photographer position. He reviewed the contents of his memo to the Board dated 9/3/09, in which he advised them of legal counsel's position with regard to BWC coverage, disability, and the necessity of a job description for this position. Chief Fulmer requested the philosophy of the Board regarding non-operational roles for the District. Mr. Kretzmann stated that this is today, not 10 years ago, and in the interim there needs to be an understanding with unpaid employee(s). Mrs. Seymour questioned the

difference between a total disability and BWC disability. Chief Fulmer stated that he would contact legal counsel for clarification. Mrs. Seymour also suggested that other individuals might be interested in this position. Chief Fulmer informed the Board that job descriptions have not been done since 1997, and these are critical because they cover expectations between the District and the employee. He recommended suspending use of the District photographer until we develop a policy and job description for that position. The Board concurred with his recommendation.

CHIEF'S REPORT:

Chief Fulmer reported that the Records Retention policy is still being reviewed at this time, and has not been finalized.

Preparations for the 2010 Budget are underway; funds are being reviewed at this time. The Senior Staff will be working on this project. A draft should be ready by the end of October.

Chief Fulmer attended the International Association of Fire Chiefs' Conference in Texas earlier in the month. He stated approximately 20,000 Fire Chiefs were in attendance. In future years, other District Chiefs will be able to go and see the newest technology, etc. Chief Fulmer's trip costs were almost entirely paid for by the IAFC, as he is a current IAFC Board member.

An Open House has been planned for Saturday, October 3rd at Station 1 during Fire Prevention Week. Tentative time has been set for 9 a.m. until noon. There will be a mock auto extrication, Smoke House, and other non-profits will also be providing activities. Chief Fulmer stated that it is his goal to have an Open House during Fire Prevention Week on an annual basis.

Frank Harmon of Ohio Insurance Services has contacted Chief Fulmer regarding health care renewal. The review process will begin in October.

Chief Fulmer reiterated to the Board that District Policies must be updated by the end of the year; we can't make any major changes without new Policies.

The new Battalion Chiefs' vehicle (2009 Yukon) has been delivered and is being outfitted for service.

The new Medic unit (2009 McCoy Miller) has also been delivered, and is being outfitted for service.

Regarding the new FMLA Policy, a few employees are now eligible for FMLA, and we will be able to see how the new policy works.

There was discussion regarding a Master Plan and new Station 4 Project. Chief Fulmer stated that land is available for a new station in Jersey Township, along the 161 Corridor. Two of the three existing Stations are aging. Station 3 was built in 1983, and Mrs. Seymour commented that Station 2 was outdated. Chief Fulmer would prefer to design a new Station's facilities just once; there are cost savings utilizing a Master Plan. He advised looking at all of our current facilities, and determining whether they meet the industry standards. Demographics, staffing, land, planning and forecasting need to be discussed. Mr. George suggested that the Buildings and Land Committee, along with the Chief, visit each Station and listen to his recommendations on what needs to be done. Mrs. Sagar requested being allowed to participate in this process, and not just the Buildings and Land Committee. Mrs. Seymour agreed and stated that a non-Committee member would miss out on input regarding this issue. Mr. Joseph stated that at each regular Board meeting, there is a section devoted to Committees' Reports, and those findings are relayed to the Board in entirety for their discussion and review. Mr. George offered to step down from the Buildings and Land Committee so another Board member would have an opportunity to participate in the Master Plan and new Station 4 Project.

Chief Fulmer informed the Board that on Friday, September 11, he and the Assistant Fire Chiefs would attend the Heroism Awards Ceremony at the Fire Academy. He requested that everyone be mindful of the significance of 9/11, and take a moment to remember.

Chief Fulmer reminded the Board that their Agenda and Board Meeting packets are now available on the website; they are no longer e-mailed to the Board.

FISCAL OFFICER'S REPORT:

Ms. Krugh reported that she had completed the State Treasurer's required CPIM Training. She contacted the Board members earlier in the week regarding a tentative investments meeting with the Fire Chief and herself, but there were no responses.

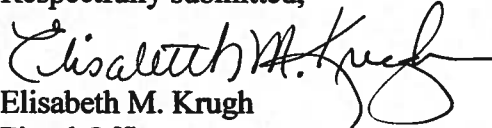
Mr. Kretzmann motioned to allow a majority of the Budget Committee, Fire Chief or his designee, and the Fiscal Officer to invest up to \$4,000,000 of available District funds in the Park National Bank CDARS Program. Mr. Joseph seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes. **Motion carried.**

Resolution 2009-18: 2009 Tax Year Collected in 2010 – Accepting Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor per ORC Sections 5705.34 – 5705.35. Mr. Kretzmann motioned to approve Resolution 2009-18. Mr. Joseph seconded. Vote: Harrison – Mr. Kretzmann, yes; Kirkersville – Mrs. Seymour, yes; Pataskala – Mrs. Sagar, yes; Etna – Mr. George, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**

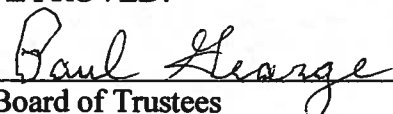
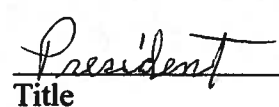
COMMITTEES' REPORTS: None

There being no further business, Mr. Joseph adjourned the meeting at 8:28 p.m.

Respectfully submitted,


Elisabeth M. Krugh
Fiscal Officer

APPROVED:

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Board of Trustees Title

Note: These minutes are unofficial, subject to amendment, until approved by the Fire Board Members.

Guests present: John Rinard, Ron Tague, AC Harold Williams, AC Ken Mathews, BC Brad Williams, Tom Barnhill, Adam Gottfried, Dan Alward, on-duty Unit 1 Firefighters