



## **WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES**

**September 8, 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; Kirkersville – Sharon Temple; Pataskala – Pat Sagar; Reynoldsburg – Douglas Joseph.

#### **RECOGNITION OF GUESTS:**

Miss Taylor Priest  
Miss Kylie Trouten

While vacationing in Myrtle Beach on July 22, 2011, Ms. Taylor Priest dove into a swimming pool to rescue three-year old Miss Kylie Trouten from drowning. Her heroic actions to assess an emergency and quick response led to Kylie receiving CPR quickly from Mr. Aaron Combs. This combined effort helped to save Kylie's life. Chief Fulmer thanked Taylor for her heroism and presented a Certificate of Appreciation to her. Additionally, he informed Taylor that he was nominating her for the Carnegie Hero Fund Award. Mrs. Trouten also thanked Taylor for her heroic actions, which helped to save her daughter's life.

#### **OPEN DISCUSSION:**

Brian Beach attended the meeting to urge the Board to consider implementing EMS billing as an additional revenue source. As an example, he stated that Norwich Township had EMS-billed \$1.5 million, and actually received \$715,000 in additional revenue. He presented an Emergency Medical Services Guide that was prepared for Norwich Township residents to provide them with basic information regarding Norwich's EMS Billing Program. He stated that educating the public is very critical so they can understand how EMS billing works and what to expect. Mr. Beach reiterated that, as a firefighter and citizen, he wanted the Board to know "EMS billing costs the taxpayer zero dollars."

Chief Fulmer also expressed his thanks to Mr. Beach for the use of Norwich Township's golf cart during the Pataskala Street Fair.

#### APPROVAL OF MINUTES:

Mr. Kretzmann motioned to approve the August 11, 2011 meeting minutes. Mrs. Sagar seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, abstain; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, abstain. **Motion carried.**

#### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Kretzmann motioned to approve the August, 2011 Bank Reconciliation and STAR Ohio Investment statement. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

#### APPROVAL OF VOUCHERS:

Mr. Kretzmann motioned to approve warrants 26527 - 26617. Mrs. Temple seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

#### NEW BUSINESS:

##### A. Approval of Purchases

1. Mr. Kretzmann motioned to approve the purchase of three (3) each Masimo RAD-57 CO monitoring devices at a cost of \$11,704.80. Mr. Joseph seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes. **Motion carried.**
2. Mr. Foor motioned to approve the purchase of three (3) stair chairs at a cost of \$5,686. Mr. Kretzmann seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**
3. Mrs. Sagar motioned to approve the purchase of three (3) Ram Air Gear Dryers at a cost of \$19,831. Mr. Kretzmann seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**
4. Mr. Kretzmann motioned to approve the retrofit of R-401's PTO generator up to an estimated amount of \$20,207. Mr. Joseph seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes. **Motion carried.**
5. Mr. Kretzmann motioned to approve the purchase of five (5) Motorola Apex7000 Radios at an estimated cost of \$11,994.50. Mrs. Sagar seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**
6. Mr. Kretzmann motioned to authorize upgrades to our current radio system at an estimated cost of \$21,127. Mr. Joseph seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

7. Mrs. Sagar motioned to approve the purchase of the Emergidata EMS Reporting System (hardware only) at a cost of \$7,604. Mr. Kretzmann seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes. **Motion carried.**
8. Mrs. Sagar motioned to approve the purchase of 10 sets of Personal Protective Clothing from the 1 Mill Budget. Mr. Joseph seconded. Vote: Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**
9. Mr. Joseph motioned to approve the purchase of a Braun Ambulance under State contract at an estimated cost of \$226,000. Mrs. Sagar seconded. Vote: Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

B. Discuss Draft Policies/Procedures

1. HR Technician Terra Metzger advised the Board that all job descriptions were submitted to them at the last meeting for their review and feedback. Mrs. Metzger stated that all feedback and changes were integrated into the job descriptions as presented for their approval this evening.

She also informed them that the Job Description Committee reviewed and approved the job descriptions, however, the Bargaining Unit has not done so for the Bargaining Unit positions due to the stated physical ability requirements. Mrs. Metzger further stated that all weights reflected on the submitted job descriptions were based on the independent analysis that was done earlier in the year.

Mr. Kretzmann stated that we've changed our standards, but the Union has not agreed to it. Mr. Myers stated that we can approve the Bargaining Unit job descriptions as Management rights, and the Union can aggrieve and take it to arbitration. Mr. Myers further stated that if we approve the job description, it goes into effect; it is an item that if the Union somewhere in the contract decides to file a grievance or challenge against it, that avenue would be open. If we adopt this as Management rights, then it takes effect. Chief Fulmer advised that per legal counsel, the Board has the right to change job descriptions but not a policy. However, the Union views this as a policy. FF/Medic Larry Moon stated that he would like a Labor Management meeting regarding this matter.

Mr. Kretzmann motioned to approve all job descriptions as submitted to the Board. Mr. Joseph seconded. Vote: Jersey – Mr. Myers, *no*; Harrison – Mr. Kretzmann, *no*; Etna – Mr. Foor, *no*; Kirkersville – Mrs. Temple, *no*; Pataskala – Mrs. Sagar, *no*; Reynoldsburg – Mr. Joseph, *no*. **Motion not carried.**

Mr. Foor motioned to approve all job descriptions as submitted to the Board, except for the Bargaining Unit positions. Mr. Kretzmann seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Reynoldsburg – Mr. Joseph, yes; Jersey – Mr. Myers, yes. **Motion carried.**

Mr. Myers stated that the Board's Labor Management Committee should meet with our legal counsel to get an opinion on this matter. Then, there would be a meeting with the Union's Labor

Management team. The Job Description Committee would meet next to review the attorney's recommendation and make a recommendation to the Labor Management team.

2. Mrs. Metzger updated the Board on Physical Ability testing – the District may potentially partner with CTEC or the Fire Academy, whichever is more cost effective. She stated that the Bargaining Unit has completed the equipment survey, but it has already been accepted by the IAFF as the pre-employment applicant test that they certify.

#### CHIEF'S REPORT:

- A. Chief Fulmer informed the Board that we are going to be putting together a Strategic Planning Committee to prepare a Vision Statement to look at goals to plan out the District's future.
- B. Chief Fulmer reported that BC Tom Bingham's Unit will be several commemorative ceremonies in observance of September 11. Mr. Kretzmann requested that the Stations be prepared in case the public wanted to come by to pay their respects.
- C. September anniversaries and birthdays were recognized.

#### ASSISTANT CHIEF'S REPORTS:

- A. AC Ken Mathews – Annual aerial apparatus inspections were completed, and four items were found that require testing.
- B. AC Harold Williams reported that the required sexual harassment training has been completed by all District employees.

#### FISCAL OFFICER'S REPORT:

- A. The Fiscal Officer reported that tax revenue was received as follows: Tangible Personal Property Tax = \$421.92; 2<sup>nd</sup> Half 2011 Property Tax Advance and Settlement = \$2,734,890 and \$639,301.81, respectively.
- B. **Resolution 2011-09 Accept Amounts and Rates as Determined by the Budget Commission and Authorize Necessary Tax Levies and Certify to County Auditor. Mr. Kretzmann motioned to approve Resolution 2011-09 as stated herein. Mr. Foor seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. Motion carried.**
- C. Ms. Krugh reported that the Investment Committee met last week. The new CDARS interest rates being offered to the District are low, with the highest being .56% and low is .45%. The Investment Committee concurred that we should continue investing with the CDARS program, and that Ms. Krugh should determine how much cash flow will be required, and the maximum amount we can invest. STAR Ohio investments will be maintained to ensure liquidity of operating funds.

**Resolution 2011-10 Authorize Fiscal Officer to increase CDARS investments to a \$6,000,000 maximum. Mr. Kretzmann motioned to approve Resolution 2011-10 as stated herein. Mr. Foor seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes. Motion carried.**

- D. **Resolution 2011-11 Approve Amended and/or Restated Ohio Police & Fire Pension Fund Wage Reduction Pick-Up Plan for Pension Contributions effective October 29, 2011.** Mr. Kretzmann motioned to approve Resolution 2011-11 as stated herein. Mrs. Sagar seconded. Vote: Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**

#### HUMAN RESOURCES REPORT:

- A. Mr. Kretzmann motioned to approve CompManagement as the District's third-party administrator for BWC claims, and the 2012 annual premium in the amount of \$6,100. Mr. Foor seconded. Vote: Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**
- C. Mrs. Metzger advised the Board that the 2012 BWC annual premium will increase from the 2011 premium of \$58,753 to \$147,000 in 2012. Two discount programs we are eligible for will lower our premium by approximately \$17,880 resulting in an estimated premium of \$129,120. This is an increase of \$70,367 over 2011. No Board action is required at this time.
- D. Mrs. Metzger advised the Board that there was a slight increase in the District's Ohio Plan Risk Management premium. Most of the increase was due to the adjusted insurance coverage amounts on the buildings and apparatus that resulted after a thorough review of the coverage limits by the Senior Staff. The 2012 premium is \$37,643, an increase of \$3,600 over the 2011 premium.

Mrs. Temple motioned to approve the Ohio Plan Risk Management renewal in the amount of \$37,643. Mr. Myers seconded. Vote: Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes. **Motion carried.**

- E. Mr. Kretzmann motioned to add an amendment to the Sexual Harassment/Hostile Work Environment Policy as stated herein, "A member of the IAFF Local 3025 who is accused of harassment has the right to union representation during the investigation process." Mrs. Temple seconded. Vote: Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes. **Motion carried.**

#### IAFF LOCAL 3025:

Larry Moon reported that firefighters sold the green fluorescent house ID signs at the Pataskala Street Fair. They also "passed the boot" during the MDA Labor Day Telethon and raised \$7,200 that was then donated to the Muscular Dystrophy Association.

#### COMMITTEE'S REPORTS:

- A. Budget Committee – reviewed RFPs for EMS billing pros and cons, and will further review all RFPs and come back to the Board with their recommendations.
- B. Building/Land Acquisition Committee – Connie Klema provided an update regarding land acquisition to the Committee.

EXECUTIVE SESSION:

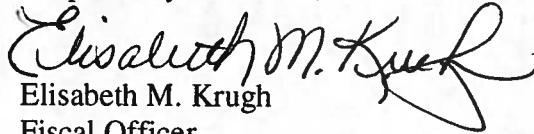
Mr. Foor motioned to go into executive session at 8:48 p.m. to consider the compensation of a public employee and land acquisition. Mr. Kretzmann seconded. Vote: Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes. **Motion carried.**

Mr. Kretzmann motioned to come out of executive session at 10:35 p.m. Mr. Foor seconded. Vote: Kirkersville – Mrs. Temple, yes; Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes. **Motion carried.**

Mr. Kretzmann motioned to approve a 3% wage increase for HR Technician Terra Metzger effective the pay period prior to her anniversary date. Mrs. Sagar seconded. Pataskala – Mrs. Sagar, yes; Jersey – Mr. Myers, yes; Harrison – Mr. Kretzmann, yes; Etna – Mr. Foor, yes; Kirkersville – Mrs. Temple, yes. **Motion carried.**

There being no further business, Mr. Myers adjourned the meeting at 10:30 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, AC Harold Williams, Terra Metzger, on-duty Unit 3 Firefighters, Brian Beach, Ron Tague, Kelly and Brad Trouten, Dale Helton, John Priest, Rita Priest, Bettinee Priest, Christine Priest, Donald Keever