



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

**April 12, 2012**

### **Regular Board Meeting**

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

#### **ROLL CALL:**

Jersey – Derek Myers  
Harrison – Mark Van Buren  
Etna – Randy Foor

Kirkersville – Brian Denton  
Pataskala – Mike Fox  
Reynoldsburg – Doug Joseph

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

Mark Fishel  
Mike Valentine  
Lynnae McGuinn

#### **OPEN DISCUSSION:**

Peggy Davis stated that her attorney intends to issue subpoenas to the Fire Board to request all e-mail transmissions regarding the District.

Ron Tague of the West Licking Firefighters' Association requested the District's assistance in purchasing new pagers. Their current pagers will no longer be serviceable with the narrow banding that will take place sometime during May. He stated they need 15 pagers to continue functioning as a support unit for the District. The approximate cost would be \$6,000, which would take away half of their operating budget. Mr. Van Buren asked what is the least amount of pagers they require to provide support. Mr. Tague responded that they would need at least three pagers per unit. Mr. Myers asked Mark Fishel whether the Board would be allowed to purchase the pagers, and Mr. Fishel replied that he wasn't sure, but that we probably can as long as it was a valid expenditure. The Board concurred that they would purchase nine pagers for the Firefighters' Association to be appropriated out of the Capital Budget. Mr. Fox stated that perhaps some other entities such as the Chamber of

Commerce or Rotary Club could also help with this expenditure. The pagers would be owned and insured by the District.

Mr. Van Buren motioned to approve the purchase of nine (9) pagers out of the Capital Budget. Mr. Fox seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Joseph – yes; Denton – yes; Fox – yes. **Motion carried.**

Mr. Tague expressed his thanks to the District for their support of the Association's request to keep them functioning as a support unit to the District's firefighters. He stated that perhaps after Street Fair, they should be able to purchase the remainder of the required pagers on their own.

#### EXECUTIVE SESSION

Mr. Fox motioned to go into executive session for conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action; and, to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official at 7:15 p.m. Mr. Foor seconded. Vote: Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mr. Fox motioned to come out of executive session at 10:19 p.m. Mr. Denton seconded. Vote: Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

#### APPROVAL OF MINUTES

Mr. Fox motioned to approve the minutes of the March 8, 2012 meeting. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Joseph – abstain; Denton – yes; Fox – yes. **Motion carried.**

Mr. Fox motioned to approve the minutes of the March 15, 2012 meeting. Mr. Van Buren seconded. Vote: Foor – yes; Van Buren – yes; Joseph – abstain; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mr. Fox motioned to approve the minutes of the March 26, 2012 meeting. Mr. Van Buren seconded. Vote: Van Buren – yes; Joseph – abstain; Denton – yes; Fox – yes. Myers – yes; Foor – yes. **Motion carried.**

#### APPROVAL OF FINANCIAL STATEMENTS

Mr. Foor motioned to approve the March, 2012 Bank Reconciliation, STAR Ohio and CDARS investment statements. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Joseph – yes; Denton – yes; Fox – yes. **Motion carried.**

#### APPROVAL OF WARRANTS

Mr. Fox motioned to approve Warrants 27077 to 27212. Mr. Van Buren seconded. Vote: Van Buren – yes; Joseph – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

## NEW BUSINESS

### A. Approval of Purchases

- 1) Radio for New Medic – AC Mathews requested the purchase of a new dual-head radio for the new Medic. This would eliminate the need for installing two radios in the unit. This is a time-sensitive purchase so we will have the radio here when the new Medic is delivered. Mr. Myers reminded Chief Fulmer that the Board requires three quotes. Chief Fulmer responded that only two quotes were available, because there are only two authorized vendors for Motorola in this area. Motorola is proprietary with their vendor areas, and Chief Mathews procured the two quotes that he could get, otherwise he would have had three quotes.

Mr. Van Buren motioned to approve the purchase of a dual-head radio for the new Medic unit. Mr. Fox seconded. Vote: Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

- 2) Lawn Care Service – Chief Mathews procured quotes for weed control and fertilizer for the whole year. Mr. Fox questioned whether we need to do weed control out of house. Chief Mathews informed the Board that the cost is about the same as in past years. He believes that since this is a public building, it has to be done by a licensed applicator. He has not researched that, so he isn't sure. Terra Metzger expressed her concern regarding PPE and potential for BWC claims. Mr. Van Buren questioned whether this service was really needed. AC Mathews replied that this service keeps the Station looking nice. There was no motion to proceed.
- 3) IT Support – Chief Fulmer presented a proposal to continue IT support with Affiliated Resource Group on a month-to-month basis utilizing the Advantage program, which is what we currently utilize. Staff will develop a Request for Qualification and Proposals for IT support to ensure that we are getting the best service for the best price. Mr. Foor requested that Chief Fulmer ensure that we have the Request for Qualification at the next Board meeting. Chief Fulmer stated that he would let the Board know ahead of time if they are not available.

Mr. Fox motioned to go with the Affiliated Resource Group Advantage Program, unlimited remote at \$115 per hour for \$1,050 monthly. Mr. Van Buren seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes; Joseph – yes. **Motion carried.**

- 4) Mr. Fox motioned to purchase and install the external camera and DVR hard drive as proposed. Mr. Joseph seconded. Discussion – AC Mathews obtained a quote from Williams Electron Inc. for \$1,612 to install an external camera and necessary ancillary equipment at Station 2. Per Terra Metzger, the rear of Station 2 has no camera. This camera would be a deterrent for unsafe activities in that area. In the past, there has also been damage to the firefighters' cars. Mr. Fox questioned the quote to replace DVR at Station 1. Mr. Fox stated he installed the original DVR and IEI systems at Station 1, and he would like to see some more quotes on the DVR. Based on the price quoted, he felt this

would not be a high-quality system. Mr. Foor informed AC Mathews that he would send him contact information for a number of different companies in this area to get pricing from them. Mr. Fox withdrew his motion.

- 5) The Bargaining Unit approached Chief Fulmer regarding the grills at Stations 1 and 2. In the past, the Union has purchased them. Everyone uses them, not just the Union. Chief Fulmer requested approval to replace those two grills, at a cost not to exceed \$500 per grill, and the Union will maintain them.

Mr. Foor motioned to replace one of the Station grills, and the Bargaining Unit purchase the other. Mr. Fox seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Joseph – yes; Van Buren – no; Denton – yes. **Motion carried.**

#### B. Discuss Draft Policies/Procedures

Chief Fulmer stated that items 4 and 5 were struck because he is still waiting on legal review. He also presented a proposed Leave Use Policy, which was not included on the Agenda. He stated that it has been reviewed by legal counsel. Mr. Fox stated that he would like more time to review the Leave Use Policy. With just his preliminary review this evening, he already had questions regarding the proposed Leave Use Policy. Mrs. Metzger informed the Board that the ADA, Affirmative Action, and EEO Policies were reviewed by legal counsel, and there were only minor grammatical changes – no changes of intent.

Mr. Foor motioned to approve the ADA, Affirmative Action, and EEO Policies as presented to the Board. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Chief Fulmer stated that the Cell Phone Stipend and Hiring Practices Policies should be on the May Agenda.

#### CHIEF'S REPORT

- A. Part-Time Wage Increase – Chief Fulmer requested, based on the approved Budget, to implement the part-time wage increase, and have it effective to January 1. Mr. Van Buren asked if when Chief Fulmer prepared the Budget, if this increase was included in it. Mr. Fox stated he is not in favor of a wage increase for part-time firefighters right now. Mrs. Metzger informed the Board that we currently have just under 40 part-time firefighters, who are required to work a minimum of 24 hours, but some of them work basically full-time hours. Chief Fulmer stated that the Budget contains the appropriated funds for four slots per day. Their hourly rates start at \$10 per hour, and go to \$12 or \$13 per hour depending on whether they are an EMT-B or Paramedic. They have not had an increase since 2010, and prior to that, they have not had one for eight to nine years. A 3% increase is approximately \$14,070 which is already included in this Budget. Mr. Fox stated he is not in favor of that, specifically because of the Budget that we have right now. We are spending about \$1.2 million extra. Mr. Van Buren commented that the part-time firefighters save us money. Mr. Joseph inquired how Chief Fulmer determined a 3% increase. Chief Fulmer stated this was based on the

collective bargaining agreement and what the Federal COLA was at that point in time last January, and a wage survey of surrounding departments. Their 2010 increase was also 3%.

Mr. Fox asked Chief Fulmer if it is a common practice among departments to give tuition reimbursement. Chief Fulmer stated that organizations do different things; he didn't know. Mr. Fox stated that the Budget calls for \$15,000 for tuition reimbursement, and now for about \$14,000 for a wage increase – that is almost \$30,000 and that's forever. Mr. Fox also questioned why the Tuition Reimbursement Policy says Part-Time and now it reflects Volunteers. Myers asked for a motion to approve the part-time firefighter wage increase. There was no motion given.

- B. Fire Chief Wage Increase – Mr. Fox informed Chief Fulmer that this has been directed to legal counsel.
- C. DOE-OST – Today we hosted, in conjunction with the Fire Academy, one of three regional briefings by the Department of Energy, Office of Secure Transportation covering how their Federal agents interact with local law enforcement and public safety agencies with the transportation of nuclear warheads. Because of the I-70 Corridor, we had about 95 attendees today, 65 tomorrow and 40 on Saturday.
- D. ISO-IAFC: We will also be doing another regional seminar with the ISO insurance service organizations who rate fire depts. This affects the commercial and residential insurance premiums you pay.
- E. FY2012 Revamped Budget
- F. Vehicle Replacement Schedule
- G. Long-Term Financial Planning

Chief Fulmer reported that this is a place holder as we're working on these Budgets. Items E&F should be in a draft format to the Board by May. Item G – I'm not sure you'll see G by May because the other two are a great deal of work. Mr. Fox requested that somewhere in this process, this information be referred to the Budget Committee. Chief Fulmer stated that is our intent, that Staff will work on it and get it to the Budget Committee.

- H. April Birthdays and Anniversaries were recognized.

#### ASSISTANT CHIEFS' REPORTS

- A. AC Mathews – Mr. Van Buren wanted to know the status of the new Medic. AC Mathews reported that it has been completed and is going to the FDIC next week, and following that, it should be delivered to us. Mr. Fox inquired whether it will be available for the Open House. AC Mathews stated it will be here, but he can't guarantee it will be in service. The radio still needs to be installed, internet connection for the recording system, and it will need to be checked out and road tested.
- B. AC Williams – Mr. Van Buren inquired how many runs took place last month. Chief Fulmer stated that there is a breakdown on the spreadsheet in their Board meeting packet.

Mr. Van Buren inquired where the money that is raised from the silent auctions will go. AC Williams stated it will be split 50/50 between Licking Co. Mental Health and the Special Wish Foundation. AC Williams did not contact local businesses for silent auction items because they receive so many requests for donations. AC Williams will not be at the next Board meeting but he will have an update in their May meeting packet on everything that is going on. He also advised that the owner of the gas station at Summit Road is providing sandwiches for the Open House, which will help cut down on expenses.

Mr. Van Buren inquired on the status of EMS billing - are we collecting, sending out invoices, etc. The Fiscal Officer stated that we have started collecting; there is approx. \$19K in the Fifth 3<sup>rd</sup> account as March 30<sup>th</sup>.

Mr. Van Buren inquired about the status of the Hep B shots. AC Williams stated that the Licking Co. rep has been on leave, and when she returns next week, she will give him some firm dates. The tentative dates are May 3, 4, and 5.

## HUMAN RESOURCES REPORT

- A. Safety and Health Policy – Mrs. Metzger stated that this has not been reviewed by legal counsel; she wanted to see if the Board wanted it to be reviewed by legal counsel. It is not really a policy, but more of a statement saying we're committed to the safety of our employees. This will assist us with meeting compliance of BWC standards, it is one of our requirements. Mr. Joseph inquired how much it costs when we send things to be reviewed by legal counsel. Chief Fulmer stated through the County Prosecutor it is \$80/\$90 per hour, and Downes Fishel is more expensive, but oftentimes it depends on turnaround, because the County is slow. A policy such as this would take about ¼ hour. Mr. Fox stated that we should send the policy for legal review.
- B. Flat Rate Life Insurance – Life insurance is provided to all full-time employees. Wages used to be much lower, and the life insurance would begin at an employee's annual salary, and increase to a maximum of \$50,000. Increasing life insurance to a flat rate would ease the administrative process. There would only be a \$4.60 per month total cost for all employees.  
  
Mr. Van Buren motioned to approve increasing life insurance coverage to \$50,000. Mr. Fox seconded. Vote: Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**
- C. Joint Recruitment Update – CPAT is scheduled to take place the last Saturday in July. We hit a lite snag in moving forward because Newark is actually changing their civil service rules to work with us, so to abide by their civil service procedure to change their rules, there was a delay in having a couple meetings.
- D. The union still has not officially approved job descriptions for their positions, however, the Board approved them in January. At that time, the job descriptions reflected a 53-hour workweek for Lieutenant, Battalion Chief, and Full-Time Firefighter. Due to the recent



changes, Mrs. Metzger requested changing those three job descriptions to reflect a 56-hour workweek.

Mr. Van Buren motioned to approve changing the Lieutenant, Battalion Chief, and Full-Time Firefighter job descriptions to reflect a 56-hour workweek. Mr. Denton seconded. Vote: Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

The Risk Management Plan was distributed several months ago for the Board's review. Mrs. Metzger inquired whether the Personnel Committee wanted to meet to review the wage survey regarding the Administrative staff. Mr. Fox requested that Mrs. Metzger send him an e-mail, contact Chief Fulmer and set up a meeting for that purpose.

## DISCUSSION

Mr. Fox was contacted by an employee of his, who experienced chest pains early one morning and came to the Station 1 for assistance. After several minutes of trying to figure out how to get somebody to answer upstairs, he left and went to the hospital. At that time, there were no posted directions. Mr. Fox spoke to Leanne Lesko, who since that time has taken care of this problem. Mr. Fox, however, would like to have something more permanent be installed in a frame and mounted. He requested that this be done at all Stations.

## FISCAL OFFICER'S REPORT

The FY2012 First Half Settlement was received in the amount of \$714,237.38. MVB asked if the tax monies that we receive this year will be less than last year, and he would like to know how much less.

The Permanent FY2012 Operating Budget is now in effect. The fiscal data as presented and approved at the March 15<sup>th</sup> Board meeting was entered into the UAN System prior to April 1<sup>st</sup>.

The FY2011-2010 Audit is nearing completion. The Auditors contacted Ms. Krugh regarding setting up a date and time for a formal post audit, any time after April 18<sup>th</sup>. The Audit Committee members are Doug Joseph, Derek Myers, and Mark Van Buren. At the February Board meeting, I informed the Board that the Auditors recommended that we have an individual who is not involved at all with the Fire District operations, and has an accounting background to also be a member of the Audit Committee.

Mr. Fox stated there was a discussion by the Board that when e-mails are sent to individual Board members, they are sent to all the Board members.

## COMMITTEE REPORTS

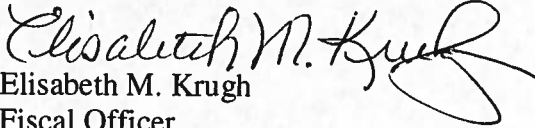
Labor/Management Committee – Mr. Foor stated it is his understanding that the Union agreed at their meeting to return to the 28-day cycle. The Board had a hard time figuring out how to word our motion at our last meeting to give the Labor Management Committee the ability to go back to the Union and tell them that that's what we'd like to do, but the Union approved that. So as a Board we need to make a motion to approve that to go back to a 28-day cycle effective March 31.

Mr. Fox motioned to approve the 28-day cycle as agreed to by Bargaining Unit members effective March 31, 2012, in addition Bargaining Unit members will still receive seven EDOs to be used before October 31<sup>st</sup>, 2012. Mr. Foor seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes; Joseph – yes. **Motion carried.** Mr. Fox expressed his thanks to the Bargaining Unit for meeting us at that point, and the Labor/Management Committee members for working hard to get that corrected for us.

LOCAL 3025  
No comments.

There being no further business, Mr. Myers adjourned the meeting at 11:20 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 Harold Williams, AC Ken Mathews, Peggy Davis, John Davis, on-duty Unit 3 Firefighters