



## WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

August 9, 2012

### Regular Board Meeting

Derek Myers opened the meeting at 7:05 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 – no representative

RECOGNITION OF GUESTS: Ron Tague, Chad Klimack, Amber Fulmer and a guest.

OPEN DISCUSSION: None

#### EXECUTIVE SESSION

Mr. Fox motioned to go into executive session for conference with an attorney for the public body to consider appointment, employment, dismissal, and review negotiations of the bargaining sessions with public employees at 7:05 p.m. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Mr. Denton motioned to come out of executive session at 9:02 p.m. Mr. Van Buren seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

#### APPROVAL OF MINUTES

Mr. Fox motioned to approve the minutes of the July 12, 2012 Regular Board meeting minutes. Mr. Van Buren seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

#### APPROVAL OF FINANCIAL STATEMENTS

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

## APPROVAL OF VOUCHERS

Mr. Van Buren questioned if anyone is attending the Rotary meetings. Ms. Krugh stated that we do not have anyone attending. Mr. Van Buren recommended we not renew our membership.

Mr. Fox questioned why Licking County Chamber of Commerce is listed twice. Ms. Krugh stated one was for Safety Council training and the other was HR training.

Mr. Fox questioned warrant 27453, in the amount of \$1,043. Mr. Fox stated the Pataskala City Council voted Monday evening to increase water rates. Ms. Krugh stated the bill included two months of usage for Station 1, as well as usage at the Shop. Mr. Fox wanted to make all aware the water charges will be increasing substantially, \$4.50 p/1000 gallons used on water and sewer.

Mr. Foor questioned the Across the Street Productions, warrant 27407 = Ms. Krugh stated for full-time firefighter, Joe Krouse Blue Card online training.

Mr. Fox motioned to approve Warrants 27404 to 27489. Mr. Denton seconded. Vote: Fox - yes; Myers - yes; Foor - yes; Van Buren - yes; Denton - yes. **Motion carried.**

## NEW BUSINESS

### A. Approval of Purchases

- 1) AC Mathews requested the purchase of 28 new EMS winter coats. Winter parkas with removable liners, bloodborne pathogen barriers and high visibility colors and can be seen at night. Purchased a few last year to try out and decided it is a good coat - requesting to continue the purchase for remaining members to receive a coat - a total of 28 coats - totaling \$7,420 or \$265 each.

Mr. Myers questioned how many years of use do we get out of a coat. AC Mathews stated we should get several years of use out of the coat. This is a high quality coat.

Mr. Foor asked if this was the only outlet we have to purchase the items. AC Mathews stated Lt. Treinish shopped and got the best price for the same quality of coat.

Mr. Fox asked what criteria does an employee have to have to get a coat. AC Mathews - replacing old squad coats with new ones. They are only for full-time firefighters, no part-timers qualify.

Mr. Van Buren motioned to purchase 28 EMS winter coats at \$265 each totaling \$7,420. Mr. Foor seconded. Vote: Myers - yes; Foor - yes; Van Buren - yes; Denton - yes; Fox - yes. **Motion carried.**

Mr. Van Buren recommended that any and all pricing information Lt. Treinish collected during his research be forwarded to Ms. Krugh for audit purposes.

- 2) Fire Prevention Week Supplies - use to distribute during the two weeks we visit all elementary schools with the Fire Safety House. Items include 3,000 of each: plastic fire helmets, coloring books and wristbands for a total of \$4,530. Visit approximately 2,500 children during the 2 weeks - request a few extra to last for a year.

Mr. Fox motioned to approve the purchase of the Fire Prevention Week Supplies totaling \$4,530. Mr. Van Buren seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

- 3) AC Mathews requested the purchase of a replacement window at Station 2 located in the bunk room. The window was broken from the outside, a double paned window only outside pane is broken- unsure of how or who. Window is old and rotting. Total replacement for two reasons – broken and make a safety egress out of the bunkroom in case of fire in the apparatus bay. Received three prices – range anywhere from \$4,170 down to \$665.97. This is not an apples-to-apples comparison. The item priced at \$4,170 is commercial grade whereas the \$665 item is more residential. The remaining item came in at the price of \$1,748.

Mr. Fox questioned if it is Kirkersville location or not. AC Mathews stated there was a typo – listed at Station 1, but it is located at Station 2 – Kirkersville.

Mr. Fox motioned to approve the purchase of replacement window for \$622.40 from the Granville Lumber Company. Mr. Van Buren seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

## ASSISTANT CHIEFS' REPORTS

### A. Assistant Chief Mathews

#### 1. Old Business

- a. Jefferson Street AC Unit update – AC Mathews stated we need to thank the Firefighters Association for replacing the air conditioning unit at the Jefferson Street facility. They took it upon themselves to repair and paid for it. No cost to the District.
- b. The West Licking Firefighter Association finished the landscaping on the north side of the Shop. The old railroad ties were replaced with wall blocks to increase the appearance of the flower bed area. The railroad ties were disintegrating and rotting. They took it upon themselves to purchase the items and conducted the work.

2. AC Mathews stated Tower 401 is currently out of service and will need repairs. The shaft that runs through the pump transmission broke causing the drive shaft to drop out. It is out of service until the parts are received and put back together.

Mr. Van Buren questioned if a timeframe was given from the vendor. AC Mathews stated no timeframe was given. AC Mathews spoke with gentleman today and is still waiting on some of the parts and is unsure of an expected delivery date. AC Mathews stated the repair will be expensive. AC Mathews gave a guesstimate of \$2,000 for the repairs.

3. The Training Room area at Station 1 continues to leak. The room has had a leak since building was brand new. AC Mathews stated it only leaks when we experience high winds that blow in from the west and when it rains very had. Last month we experienced another storm with heavy rain and strong winds. The water just poured in through the ceiling in the Training Room. AC Mathews asked the Board how they would like to proceed with repairs. The roof has leaked from day 1. The original contractor attempted to repair the roof about a year after the building was completed,

but had no success. An additional three companies made repairs to the roof attempting to repair it but following each large storm that passed through, a leak would result in the Training Room.

4. AC Mathews updated the Board regarding the old out-of-service Medic that was presented and discussed at the July Board meeting that Millersport Fire was possibly interested in, he announced they are not interested in purchasing the old Medic. AC Mathews stated no other local departments or organizations are interested. AC Mathews requested to place the Medic on GovDeals to see what we can get out of it.

Mr. Fox motioned to place the recent out of service Medic that was approved as surplus at the July Board Meeting be placed on GovDeals for sale. Mr. Van Buren seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

5. AC Mathews shared with the Board, he received a Thank you from the Licking County Sheriff's office for our assistance during the recent severe storm. We loaned them a large fan that was used to cool jail during massive power outage.
6. AC Mathews announced he will be attending the County EMA After Action meeting on August 14<sup>th</sup>. AC Mathews along with other organizations and entities will put together an after action report in the hopes of attaining some federal money to assist the County with the cost. AC Mathews stated we are to provide an action report of how many runs we had and so forth.

Mr. Van Buren stated the Township also had to provide a report. They provided the amount of overtime it cost the Township and hopes to be reimbursed. Mr. Van Buren questioned if additional firefighters were called in costing the District overtime resulted by the storm. If we had any costs above our normal operation costs we may be reimbursed. AC Mathews stated he will ask that question at the meeting on August 14<sup>th</sup>.

7. August Birthdays and Anniversaries were recognized.
8. AC Mathews announced a mock school shooting training exercise is scheduled for August 16<sup>th</sup>. The training session will be held at Watkins Memorial High School. It includes staff and some students with WMHS, Licking County Sheriff, Air Evac, area SWAT teams along with many of the local and surrounding fire departments are involved for mutual aid training. We are involved to administer EMS services. We anticipate the training session will be approximately four hours and involves about 20 victims.

#### B. Assistant Chief Williams

##### 1. Old Business

- a. AC Williams stated the FEMA Grant was submitted. No information and/or response was received to date.
- b. State Training Site Recertification – Still awaiting a response from the State. All information was submitted.

2. AC Williams stated Part-Time Employee, Eric Grady completed the paramedic course and has his card in-hand.
3. AC Williams reminded everyone that in June he talked about a CPR Device the MECC Center was testing. We were one of the two Departments testing the Lucas Tool Device set up by Physio Control, they do all of our heart monitors. AC Williams stated he has conducted informal discussions with several members, many very receptive and find the device to be a valuable tool. We have about 30 arrests a year. One concern we are looking through the MECC with Dr. Zeeb and the Committee is in regards to when paramedics are traveling down the road. Many members are concerned the paramedic may be placed in an awkward position while trying to administer CPR and other things while driving through traffic. The device is placed on the protocol that rolls out at the end of the month. AC Williams stated it is understandable due to the high cost and all of the devices we need, that any and/or all may not be purchased right away. AC Williams is trying to negotiate a mass purchase discount.

Mr. Myers asked what the approximate price is. AC Williams responded with \$13,514.

AC Williams stated it is a proprietary item, therefore, not a lot of room for a price discount. The pricing was not received until August 7<sup>th</sup>.

AC Williams stated he would like to purchase an accessory that utilizes house current. AC Williams does not recommend the point of sale agreement due to the one-year warranty, so items would be covered without spending the additional \$1,400.

Mr. Van Buren confirmed that a total of four devices will need to be purchased for a total cost of about \$52k. AC Williams confirmed that amount would be the full end result. The test unit is currently in Battalion Truck and responding to all of the arrest runs. AC Williams recommended to purchase one for Station 1 and possibly another for Station 3.

Mr. Fox asked if we have a Budget line that it would draw from and if it would affect anything else in the Budget. Ms. Krugh answered it will not be coming from the General Fund.

Mr. Van Buren motioned to proceed with the purchase of four Lucas 2 CPR devices. Mr. Fox seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

AC Williams, on behalf of the firefighters, thanked the Board for their assistance and support.

AC Williams reminded everyone of the upcoming Street Fair festivities.

## HUMAN RESOURCES REPORT

- A. AC Mathews stated four total employees are involved, with one in particular, bringing the item to his attention many times, and would like a resolution regarding the Part-Time Tuition Reimbursement. AC Mathews presented meeting minutes to Mr. Myers regarding the reimbursement program that was voted on and passed. At the June 14<sup>th</sup> Board meeting, appropriations for that line item were moved and placed in another line item, resulting in no

money left for reimbursements. The questioning employee received only the first payment. Ms. Krugh stated the appropriations were reduced per the gutted budget proposed by Chief Fulmer. Mr. Van Buren questioned how much is remaining in reimbursement. Ms. Krugh stated a little over \$1,000 for the second payment and then there is the following payment after that. Mr. Fox questioned the policy if there is any guarantee that the District will provide the reimbursement to each and every individual who asks for it?

Mr. Myers read a document regarding the proposal for reimbursement program certification courses related to Fire, EMS and Rescue for part-time personnel. A tiered payback, 0 to 1 year: 50% reimbursement after successfully complete course results in certification. If not successful, they would be required to reimburse the District. 1 to 2 years: 25% reimbursement. Former Board member, Mr. Larry Kretzmann stressed we need to find a way for enforcing the payback of the funds. It was agreed and suggested that some type of agreement be designed and signed by the candidate agreeing to the payback. This was passed at the March 2011 meeting. In April 2011, the Board was informed that no mention was made at the March meeting of when the new reimbursement policy for part-time program would take effect. The following was made: Motion to amend reimbursement program certification courses related to Fire, EMS and Rescue for part-time personnel as approved at the March 2011 meeting to be effective and retroactive to January 1, 2010. That was passed. In June 2012: A total of \$10,000 was moved from the tuition reimbursement account reducing it to zero. Mr. Fox asked for confirmation that the \$5,000 has been expended for the year. Ms. Krugh stated yes the \$5k was expended and the tuition reimbursement line item as stated before was to be gutted and wiped out. Mr. Van Buren asked how many people are in the program. Ms. Krugh stated the program was created for six people. AC Williams confirmed six employees have turned in paperwork. Mrs. Metzger stated the current policy is so open ended now, more people can apply. Mr. Van Buren feels the program should stop but honor those who are currently in it. Nobody else should be able to enroll. That we need to take a good look at it and bring back before the Board. Ms. Krugh stated at the last Fire Board meeting the direction was for the Budget Committee to look at it at their next meeting. They will discuss the tuition reimbursement and if a policy or not. Mr. Myers stated we adopted a program, a reimbursement policy for program certification courses with Fire, EMS and Rescue for Part-Time personnel. Mr. Van Buren asked if we had an actual policy written out or not. Ms. Krugh stated there is only a memorandum that was approved by the Fire Board, there was no written policy. A policy was created after the fact by Chief Fulmer and never brought before the Board or approved. Mr. Fox asked Mr. Myers for all Board members to receive a copy of the documents to review and discuss at another meeting.

Mr. Fox motioned to cease the part-time tuition reimbursement program policy for Fire, EMS and Rescue immediately. Mrs. Metzger questioned if that pertains to part-time Medics also. They submit for training reimbursement on other stuff and there is currently no cap on this portion of the program. Mr. Fox questioned if we have a policy on that also? Ms. Krugh stated no, it all needs to be discussed. Mrs. Metzger stated all full-time employees have a \$500 limit regarding training. Mr. Fox stated he would like to see all items related to training be frozen at the time in order to give the Budget Committee some time to review and discuss. AC Williams stated we have a deal with the Ohio Fire Academy. Our training with the OFA is at no charge because they are within the District.

Mr. Fox motioned to cease the part-time tuition reimbursement policy for EMS, Rescue and training for any new requests. Mr. Van Buren seconded. Discussion: Mr. Van Buren questioned if someone is in the middle of training are we telling them we aren't paying them?



Mr. Fox confirmed that this is for 6 people. AC Williams answered that is the amount of eligible firefighters who have completed the training and Firefighter Grady is now eligible. AC Williams reminded everyone that once again, he did not approve any of the 6 completed or newly eligible firefighters. He approves or denies all requests from the full-time field. Why is there a different scale? Mr. Van Buren agreed with AC Williams. Mr. Van Buren believes reimbursement should be granted or denied prior to enrollment. Mr. Fox questioned when was the policy drafted and by who? Ms. Krugh answered that it was drafted by Chief Fulmer originally as a memorandum with the assistance of part-time Firefighter Scott Hatten. Mr. Van Buren wanted to confirm that the item came before the Board in memorandum format, and the Board approved the direction of the memorandum. Chief Fulmer then created a policy, which was never brought before the Board, finalized and never presented to legal counsel, and just did it. Ms. Krugh answered yes, correct. Mr. Van Buren confirmed the Board never saw or approved the final version of the policy, the Board only saw the original memorandum. Mr. Myers stated the commitment was there and was done in good faith. We should reimburse the 6 individuals. AC Williams confirmed the 6 employees are certified. Their paperwork was submitted and all 6 received 1 payment. Each firefighter should receive two more payments. Mr. Fox confirmed there were no funds left in the line item of the budget. Ms. Krugh answered that Mr. Fox was correct. She further stated, the entire program was created for six individuals, with no effective date when originally approved by the Board. It was brought back to the Board to establish and approve an effective date. The date that was selected shorted part-time firefighter, Dale Williams. He never received the full reimbursement amount. This issue was never brought before the Board. Vote: Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Denton – yes. **Motion carried.**

Mr. Myers stated the Budget Committee will review the material and the requests regarding the reimbursement program.

AC Mathews asked for confirmation of what to tell FF Scott Hatten. Mr. Myers stated it will be reviewed and discussed by the Budget Committee. Mr. Van Buren stated that all employees be aware any training expenses may be at the employee expense with no reimbursement.

- B. Mrs. Metzger stated she retrieved all of the driving records for every employee. This is conducted annually and all employees are in good status.
- C. Mrs. Metzger requested to remove part-time firefighters Phil Pack and Daniel Rice from probation. They have successfully completed their one-year probationary period. FF Rice has no issues and was late once during the past 12 months, while FF Pack is struggling to meet the monthly minimum hour requirement. Mrs. Metzger had a conversation with FF Pack regarding this and he has assured her he will meet the minimum requirements.

Mr. Fox motioned to remove part-time firefighters, Dan Rice and Phil Pack from probation. Mr. Foor seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Mrs. Metzger presented four employees who will reach their anniversary date during the month of August. They are all currently in good standings with no disciplinary actions, The employees are: Fire Prevention Officer, Kate Earley, part-time Firefighters, Josh Payne, Jon Sforza and John Cannon.

Mr. Foor motioned to remove Fire Prevention Officer, Kate Earley and part-time firefighters, Josh Payne, Jon Sforza and John Cannon from probation. Mr. Fox seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

- D. Mrs. Metzger stated the CPAT testing was conducted on July 28<sup>th</sup>. A total of 51 candidates participated in testing for the District. There were 40 candidates who passed both the written and physical testing. Mrs. Metzger is still waiting on remarks from Downes & Fishel regarding the Hiring Policy. As soon as it is received, it will be presented to the Board and hopes to move forward with the process.

Mr. Van Buren confirmed the candidates from the CPAT are for part-time. Mrs. Metzger answered yes, we and have exhausted our eligible part-time pool.

Mrs. Metzger stated on a side note, the West Licking Firefighter Association brought their rehab vehicle for the candidates who completed the physical agility test. It was greatly appreciated and Mrs. Metzger has sent a thank you to them. Newark was impressed with the support and that we have an organization like that.

- E. Mrs. Metzger announced we are in the middle of a 2 year renewal regarding Delta Dental premiums. They will not increase if there are no changes. Mrs. Metzger does recommend one change. For an additional \$83 per year we can increase coverage from \$1k to \$1,500 per year. This is a benefit for full-time employees only.

Mr. Van Buren motioned to approve the \$83 annual increase coverage of Delta Dental Insurance contingent upon the Union/Bargaining Unit approval. Mr. Foor seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

- F. Mrs. Metzger stated there has been some confusion recently regarding Medical Mutual Billing.
- G. Mrs. Metzger met with the Union Committee as well as AC Mathews, and everyone is in agreement regarding the promotional process. There are no intent changes, only wording changes. We all want a process that is consistent and fair and allows to the employees what to know and expect. The Union still has to present the program to the full body for approval. Mrs. Metzger warned the Board there will be a cost for the process and Mrs. Metzger recommends using the same vendor the District uses for their pre-employment written testing, Ergometrics. This vendor has a validated Lieutenant test established and it would be administer thru CTEC. Mrs. Metzger and AC Mathews suggest using the budget line item, Recruitment and Retention. Mrs. Metzger believes the line item has enough money to cover the test cost, and her goal is to stay under \$5,000 per testing cycle. Per the Bargaining Unit Contract, a test will be administered immediately following when the Board approves. It is due immediately because we are a 1½ years behind. The contract states testing is conducted once during a Bargaining unit cycle which is every three years. Mr. Fox questioned do we have any Lieutenant positions coming open? Mrs. Metzger answered it only depends on if someone retires. Mr. Fox feels it is unnecessary to spend \$5,000 for a test on a possibility of someone retiring and will expire in a 1½ years. AC Mathews stated we are committed in the Union contract to establish and have a program in place. It has been in limbo for too long. Mrs. Metzger reminded the Board it is a legally validated test and is consistent and fair. Mr. Myers questioned how often do we replace a Lieutenant? Mrs. Metzger answered only if one retires and at the moment we have Acting Lieutenants that were established from the last testing process. An Acting Lieutenant is qualified to fill-in when a Lieutenant is off. FF Barnhill



stated per the contract, every three years we have a test for the Officer's list. Currently, the top 3 individuals are considered Acting and fill-in on shift, receive differential pay, and it gives each BC along with the other Officers a chance to see how the acting employee handles the position. FF Barnhill stated that it also allows uninterrupted coverage if someone walks in tomorrow and announces they are going to retire. FF Barnhill stated an immediate fill-in was established, instead of dragging the process out for a couple of months. FF Barnhill stated that is the intent of the contract. Mr. Van Buren wanted to verify FF Barnhill's statements that there is a possibility, every three years three new Acting Lieutenants could be established. Mr. Van Buren proceeded to state that it all depends on the testing process that is conducted per contract and that once they are in there, they may not be in the Acting position forever, someone could test higher. FF Barnhill answered yes but it is change from what it was before and that a couple contracts ago the Acting Lieutenant position was debated if it is a position or not, but in the end, it was not technically a position. FF Barnhill stated that is why we have to test every three years. Mrs. Metzger recommends whatever test is used that we to ensure the test is validated, otherwise the employees can challenge it. Mr. Fox questioned if the recommended vendor is the most cost effective. Mrs. Metzger stated there are several national vendors that have developed tests, and this is the most cost efficient. Mrs. Metzger proceeded to state originally, the employees expressed an interest in the Ohio Fire Chief Assessment Center which costs an estimated \$10,000 to \$18,000. Mrs. Metzger stated she informed the workforce that it is not very cost effective option so more research needs be conducted. Mrs. Metzger stated the Union needs to approve the process first, she wanted to give the Board a heads up and will bring it back next month.

- H. Mr. Van Buren inquired about the job descriptions. Mrs. Metzger stated she has not received anything to date.
- I. Mrs. Metzger informed the Board of the Transitional Work Grant. The BWC has implemented a grant to help employers establish a program to return employees to work sooner when they are injured on the job. This has been on Mrs. Metzger's radar since she started. The grant will pay for 75% of the cost to bring a professional in to write a plan for the organization. Our size of organization qualifies for \$5,200 max reimbursement. The savings are received up front and we will owe 25%. Anytime an employee returns early, it helps our premium. It is the amount of off-days that kill our rating. Also, through the program we qualify for a \$6k rebate annually on our Workers' Compensation premium. Mrs. Metzger spoke with Union President, FF Moon who said the Union is open to get one in place. Mrs. Metzger filled out the application online and is waiting to see if we are approved.
- J. Mrs. Metzger stated part-time FF William Greenwalt has not worked since February 2012. A certified letter was sent on June 18<sup>th</sup>. FF Greenwalt did not respond, so Mrs. Metzger was about to send a follow-up letter when FF Greenwalt called and apologized. He said he would pick-up additional hours and would meet the monthly minimum hour requirement. Mrs. Metzger stated he did not request time for the month of August, so she sent letter informing him of possible termination. It was upon receipt of that letter that we received a letter from FF Greenwalt requesting not to be terminated.

Mr. Van Buren motioned to approve the termination of part-time firefighter, William Greenwalt. Mr. Foor seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

K. Mrs. Metzger stated she received a response from FF Moon regarding the Social Media Policy and they are okay with it. It was presented to the Board a couple of months ago, waiting on remarks from union. Mrs. Metzger stated the policy has gone before legal counsel and the Union.

Mr. Van Buren motioned to approve the Social Media Policy as presented. Mr. Fox seconded. Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Denton – yes. **Motion carried.**

## DISCUSSION

Mrs. Metzger gave the Board another heads up regarding lifters for the oxygen bottles on the trucks. AC Williams submitted a request a couple of years ago to get lifters in the station for oxygen bottles. The lifters lift the bottles on and off the truck. Each bottle weighs approximately 85 pounds each. The original request was denied. Recently an employee injured his shoulder and has been off work since mid to late July due to lifting an oxygen bottle onto the truck. Please be aware this may ban us from getting back into group rating. Mrs. Metzger is working with AC Williams to come up with an alternative to the lifters or something to assist with getting the bottles onto the trucks but there will be some cost associated with it.

Mr. Fox would like some additional information regarding the Vehicle Policy addressing vehicles being taken out of the District to a personal residence. He suggested at the next Budget Committee meeting, be presented a report showing who takes the District vehicles out of the District, why, the distance the vehicle travels, etc. Mr. Fox was informed that we do not have a written policy. Mr. Van Buren suggested a committee should look at it and bring it back to the Board. Mr. Fox said the Budget Committee would start it and go from there.

Mr. Van Buren suggested maybe a committee should be established regarding the part-time program and how the District would like it to look, possibly to include a Board member.

## FISCAL OFFICER'S REPORT

- A. Ms. Krugh stated all required documentation was delivered to the Board of Elections prior to the August 6 deadline. The levy will be on the November ballot. Ms. Krugh reminded everyone it is the \$2.0 mil renewal that was decreased to a \$1.5 mil levy.
- B. Ms. Krugh presented the EMS Billing Report for July. She spoke with Jennifer Stafford, our representative regarding our reports. Ms. Krugh stated residents do not receive a bill, but when the firefighters complete the EMS run report, they must check the box that states the individual/patient is resident of the District. If this is not done, then yes, the patient will receive something. This was discussed at a Sr. Staff meeting. Ms. Krugh questioned BCs. They are going to ensure that box is checked in the future.

Mr. Fox confirmed if the patient is not a resident, they will receive a Request for Information form, the document a non-resident will receive. Ms. Krugh advised that Ms. Stafford stated if there is no patient signature on the report, the patient will receive a Request for Information form. Mr. Fox questioned if that is the only document they send out. Ms. Krugh stated yes, it is the only document, then after that, a bill is generated. There is some confusion regarding the self-pay category on the report. It also reflects insurance information not received yet from the insurance company. It is not just individuals paying out of pocket. Mr. Van Buren requested a MED3000 representative attend our next Board meeting to answer questions, such as why are there so many write-offs? FF Barnhill questioned if we transport one of our own employees, is it marked as a resident or non-resident? Ms. Krugh stated discussion she heard in

Administration was the individual should be marked as a resident. Mr. Fox would like to see an actual bill. Ms. Krugh advised she brought up at a Sr. Staff meeting, are the medics still handing out the EMS brochures? Ms. Krugh will arrange for Ms. Stafford to attend the September Board meeting to address our EMS Billing questions and/or concerns.

- C. Ms. Krugh stated a need to establish Supplemental Appropriations so EMS expenditures that have been paid out of the General Fund can be paid back to the General Fund and legally charged to the EMS Fund. Ms. Krugh asked the Board for permission to approve Resolution 2012-12 Supplemental Appropriations EMS Special Revenue Fund.

Mr. Van Buren motioned to approve Resolution 2012-12 Supplemental Appropriations EMS Special Revenue Fund as presented. Mr. Fox seconded. Vote: Myers – yes; Foor – yes; Van Buren –yes; Denton – yes; Fox – yes. **Motion carried.**

EMS Fund blanket certificates were given to Mr. Myers for Board signatures.

- D. Ms. Krugh stated the FY2012 Budget and 3-year Projection is about 99% complete. She requested the Budget Committee meet late next week or beginning of the following week. Mr. Fox stated next week is the Street Fair. Maybe look at the beginning of the following week. The meeting was set for August 20 at 6:30 p.m.

- E. Ms. Krugh met with a STAR Plus representative regarding the new investment program rolled out by the State Treasurer, information presented at the last Board meeting. Yields are competitive. Investments are channeled to local banks so public funds can be used by our communities. The investments will be secure with true liquidity and weekly access to our funds, which is important.

Mr. Van Buren motioned to approve **Resolution 2012-13** Authorizing Fiscal Officer to enroll WLJFD in STAR Plus and execute account opening documents. Mr. Fox seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

#### COMMITTEE REPORTS

Labor Management – Mr. Foor announced his understanding the Union approved and voted to remove the current Earned Days Off for the remaining 2 years of the contract with a one-time \$4,000 buyout. FF Moon concurred.

Mr. Fox asked for an overview. Mr. Van Buren stated the current contract provides 7 Earned Days Off and the earned days off can be taken at any time, not just during their 19-day cycle. If they take their 7 days off during the next two years, the overtime could accumulate to over \$600k which was not figured into the initial contract. Mr. Foor stated when we changed from the 28-day cycle to the 19-day cycle that is what created it. Mr. Van Buren stated he doesn't have the exact figures, but each time a firefighter is brought in for overtime it is well over \$1k. Mr. Van Buren figured the math; 7 EDOs x \$1k x50 some firefighters is over \$350k x the years is over \$700k in overtime alone! Not every day is overtime, but statistics show over 60 to 70% is overtime. So that contract put us at risk, at probably \$500k over the next two years realistically.

Mr. Fox asked how it got into the contract. Mr. Myers stated it was part of the negotiations and was recommended by Chief Fulmer at the time. Chief Fulmer strongly recommended it; i.e. thought it would save money, questions were asked, and we went with his recommendation.

Mr. Van Buren stated by spending \$4,000 on each of the 56 firefighters, the cost is \$216k compared to putting us at-risk for over \$550k. Ms. Krugh stated that still does not include 24 pension.

Mr. Van Buren motioned to approve the one-time \$4,000 EDO buyout in the timeframe requested. If a firefighter gets into the third year of the contract, no payback but if they retire, leave, resign during the second year of the contract, \$2,000 will be reimbursed to the District. Mr. Foor seconded. Mr. Fox commented he appreciated the give and take between the Union and the Board. This could have been a lot worse. He was disappointed we were even in this situation, that we have to do this at all. It is bothersome, but we have to approve \$200k. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

**LOCAL 3025**

FF Moon – only thing was the EDOs – that was rectified – nothing else.

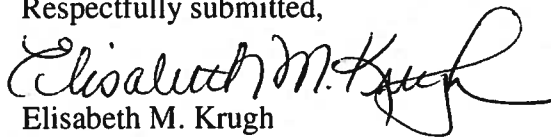
**DISCUSSION**

Mrs. Metzger – Leanne Lesko met her anniversary date in May. No annual raise, no action was taken in June and forgot during July, but we can discuss it next month. Her position was included in the wage survey conducted. Mrs. Metzger will forward the document on to all Board members to review and discuss at the September Board meeting.

**ADJOURNMENT**

There being no further business, Mr. Fox motioned to adjourn the meeting at 10:43 p.m. Mr. Denton seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Respectfully submitted,



Elisabeth M. Krugh  
Fiscal Officer

**APPROVED:**

  
Board of Trustees

*Pres WLJFD*  
Title

Note: Minutes were transcribed by Administrative Assistant, Leanne Lesko. The minutes are unofficial, subject to amendment, until approved by the Fire Board Members.

Guests present: AC Ken Mathews, AC Harold Williams, Chad Klimack, Ron Tague, Amber Fulmer, Linda Corniola, Larry Moon and Tom Barnhill.