



West Licking Joint Fire District
851 East Broad Street
Pataskala, Ohio 43062

Board of Trustees

February 9, 2012
Regular Meeting

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

ROLL CALL:

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

Kirkersville – Brian Denton
Pataskala – Mike Fox
Reynoldsburg – absent

RECOGNITION OF GUESTS:

Frank Harmon
Peggy Davis
John Davis

Wes Fortune
Kara Fortune

OPEN DISCUSSION:

Mrs. Peggy Davis voiced concerns to the treatment and timing of her disciplinary actions. She then presented a document containing an Employee Log Note pertaining to her which was dated December 27, 2010 (Exhibit 1), the time she was placed on administrative leave pending an investigation regarding the release of records to her personal email account.

Mrs. Davis also presented a draft Personal Evaluation of Chief David Fulmer. She is concerned about his spending habits and the treatment she received following her on-the-job accident.

HUMAN RESOURCES REPORT:

Chief Fulmer requested to visit *Agenda Item 13A. FY2012-2013 Insurance Renewal*. The additional HR Report items will be visited later in the meeting.

Mr. Frank Harmon, Ohio Insurance Services Agency Inc., stated after much work, there are no changes in insurance coverage for 2012 and with only an increase of 4.9% in premiums from 2011. Mrs. Terra Metzger, HR Technician, was asked how the insurance benefits are going. Mrs. Metzger stated it is better, but some confusion remains with the processing of medical reimbursement documents. She continues working with employees.

Mr. Fox motioned to approve the 2012 health insurance renewal as presented. Mr. Foor seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes.
Motion carried.

Discussion regarding a new Dictaphone/recording device occurred. The previous device involved an amplifier with a couple of microphones hooked to a recorder. It did not record on a consistent level. Elisabeth Krugh, Fiscal Officer, experienced recording mishaps during the January Board Meeting. Chief Fulmer stated the current recording devices are just little \$30 digital recorders and the District is currently researching conference/meeting space recording devices. Mr. Fox stated it is important to get a good audio recording. Mr. Van Buren inquired about quotes and stated to get as many options as possible.

Discussion regarding purchases occurred. Mr. Van Buren stated the importance of getting quotes. Chief Fulmer stated it is District practice to attain three (3) quotes. It was recommended for any items over \$100 to attain local and internet quotes for.

APPROVAL OF MINUTES:

Mr. Fox motioned to amend the January 12, 2012 meeting minutes to read *Mr. Van Buren questioned Chief Fulmer's \$1,047.45 Visa card expenditure for challenge coins and Mr. Fox concurred.* Mr. Foor seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

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

APPROVAL of VOUCHERS:

Mr. Fox motioned to approve vouchers 26975 – 26995. Mr. Van Buren seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

NEW BUSINESS:

Chief presented policies and procedures regarding EMS Billing Rate and Hardship Waiver. Discussion over who will approve the annual billing rate and the hardship waivers commenced. The Board established they will be the ones who will annually approve the Billing Rate and the Hardship Waiver requests as they come in.

Mr. Fox motioned to approve the draft EMS Billing Rate policy and procedure amended to state the Fire Board will approve the established annual rate. Mr. Van Buren seconded. Vote: Fox – yes; Myers – yes; Foor – no; Van Buren – yes; Denton – yes. **Motion carried.**

Mr. Fox motioned to approve the draft Hardship Waiver policy and procedure amended to state the Fire Board will approve all requests. Mr. Van Buren seconded. Vote: Myers – yes; Foor – no; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

The Social Media and Disqualifying Criteria policies and procedures will be presented at the March Board meeting.

CHIEF'S REPORT:

Chief Fulmer announced Marcy Design will be releasing a new live version of the website soon.

Chief Fulmer and Terra Metzger attended the OHPELRA conference earlier this week. Many legal updates were presented at the conference.

Chief Fulmer announced the February birthdays and anniversaries.

ASSISTANT CHIEFS REPORTS:

AC Mathews announced the news of a \$500 donation that was received today from Grand Temple Pythian Sisters of Ohio, Hiawatha Temple #278. The non-profit organization selects one organization a year to donate to. WLJFD was selected this year. They would like to see the funds go toward supplies and equipment. A formal thank you and press release will be handled.

AC Mathews announced it is about time to begin the process to replace the Engine. A Committee will be established to develop specific criteria necessary for the Engine. This is just a communication note to the Board. More information will follow.

AC Mathews announced as of 4:30 p.m. today, all trucks are in service.

AC Williams announced OSU conducted a study regarding MERSA issues on EMS vehicles.

AC Williams will share the report when completed.

AC Williams announced 3 Unit is in process of completing the Paramedic Refresher training. Arson Detection in Fire Response training session is scheduled for tomorrow.

AC Williams announced the final "Bullying in the Fire Service" training is scheduled for Thursday, February 23, 2012. Anyone interested from any other entities are invited to attend. Contact AC Williams or Terra Metzger for more information and enrollment.

During the month of January, WLJFD serviced 324 EMS calls.

AC Williams reminded the Board of the upcoming EMS Open House event that is scheduled for Saturday, May 19, 2012.

FISCAL OFFICER'S REPORT:

Elisabeth Krugh, Fiscal Officer, was absent, but all reports were presented to the Board. No questions.

HUMAN RESOURCES REPORT (CONT'D):

Terra Metzger continues working with the City of Newark regarding the CPAT partnership. The first CPAT will be administered in June 2012

Mr. Fox motioned to approve the CPAT process to hire all Firefighter and EMS personnel. Mr. Foor seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mrs. Metzger discussed the implementation of an Employee Assistance Program. The cost to cover all full-time and part-time employees is approximately \$1.37 per employee, \$140 per month for the District.

Mrs. Metzger notified the Board the BWC Facility inspection was completed at all three stations. We are still waiting on the arrival report.

Mr. Fox stated he was surprised a program isn't in place for employees. All Board members are in favor.

Mr. Foor motioned to approve the implementation of an Employee Assistance Program as presented. Mr. Fox seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

Mrs. Metzger presented the bargaining unit job descriptions. Mrs. Metzger stated if the proposed job descriptions are approved, the previously approved Part-Time Firefighter job description language will mirror those presented. The part-time job description will be presented at the March meeting.

Mr. Foor motioned to approve the Battalion Chief, Lieutenant, Fire Prevention Officer and Firefighter job descriptions as presented. Mr. Van Buren seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

Mr. Fox requested the presented Affirmative Action Plan go to legal counsel for input and/or feedback. Mr. Van Buren concurred. Mrs. Metzger will take action and present results at the March meeting.

Mr. Fox motioned to hire the two proposed Part-Time Firefighters, Cody Cole and Steve Allbritain, assigned to 3 Unit. Mr. Foor seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Denton – yes. **Motion carried.**

IAFF LOCAL 3025:

Nothing to report.

COMMITTEES' REPORTS:

Mr. Fox visited the topic regarding the possibility of scheduling additional executive Board meetings monthly. Mr. Fox stated occasionally issues arise prior to the next scheduled meeting. It was agreed the Board will be available, if necessary.

Mr. Fox would like legal counsel to review the subject of committee meetings to be considered public meetings, therefor requiring advertisement, meeting minutes, etc.

Chief Fulmer presented the subject regarding mandatory direct deposit for payroll. Chief Fulmer stated there are approximately 5-7 employees who still receive paper checks.

Chief Fulmer stated the District has cut the cell phone cost substantially by revising the rate plan. Discussion regarding the option of permitting District employees to use their personal cell phone, to receive an established stipend and eliminate unnecessary, additionally paid cell phones commenced. Mr. Fox stated he would like to see comments in writing from legal counsel. A follow-up will be presented at the March Board meeting.

EXECUTIVE SESSION:

Mr. Fox motioned to go into executive session to consider the compensation of a public employee, prepare for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment, and discuss pending litigation at 8:20 p.m. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Mr. Fox motioned to come out of executive session at 8:57 p.m. Mr. Foor seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mr. Myers motioned to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 8:57 p.m. Mr. Fox seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

Mr. Fox motioned to come out of executive session at 10:00 p.m. Mr. Denton seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

Mr. Myers motioned to approve the change in the District organization structure for the Fiscal Officer, Elisabeth Krugh, to report directly to the Fire Board. Mr. Van Buren seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Denton – yes. **Motion carried.**

Discussion regarding the cleaning of the Administrative area commenced. Mr. Myers requested quotes for an outside agency to provide cleaning services three days per week be presented at the March Board meeting..

Board of Trustees

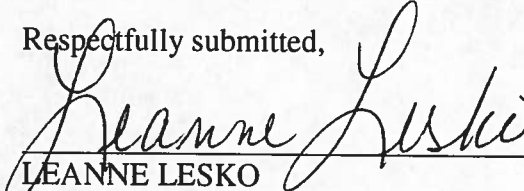
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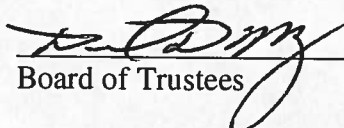
ADJOURNMENT:


There being no further business, Mr. Myers adjourned the meeting at 10:27 p.m.

Respectfully submitted,


LEANNE LESKO
Administrative Assistant/Secretary

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, Leanne Lesko, Ron Tague, and Tom Barnhill.