



WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

January 12, 2012

Organizational 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 – Douglas Joseph

ELECTION OF OFFICERS:

Mr. Myers asked for nominations from the floor for President. Mr. Foor nominated Derek Myers for President. Mr. Van Buren seconded.

Mr. Van Buren motioned to close the nominations for President. Mr. Fox seconded. Vote to close nomination: Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Myers – yes; Fox – yes. **Motion carried.**

Vote to elect Mr. Myers as President: Joseph – yes; Van Buren – yes; Denton – yes; Myers – abstain; Fox – yes; Foor – yes. **Motion carried.**

Mr. Myers asked for nominations from the floor for Vice President. Mr. Fox nominated Douglas Joseph for Vice President. No second.

Mr. Van Buren nominated Randy Foor for Vice President. Mr. Joseph seconded.

Mr. Van Buren motioned to close the nominations for Vice President. Mr. Fox seconded. Vote to close nominations: Denton – yes; Myers – yes; Fox – yes; Foor – yes; Joseph – yes; Van Buren – yes. **Nominations closed.**

Vote to elect Randy Foor as Vice President: Myers – yes; Fox – yes; Foor – abstain; Joseph – yes; Van Buren – yes; Denton – yes. **Motion carried.**

Mr. Myers presented the 2012 Committee Members list. The Committees' members are as follows:

Labor/Management:	Randy Foor – Lead Douglas Joseph Mark Van Buren
Budget/Finance:	Brian Denton - Lead Mike Fox Derek Myers
Building/Land Acquisition:	Mark Van Buren - Lead Randy Foor Mike Fox
Personnel (Policies, Job Descriptions, HR, Insurance)	Mike Fox - Lead Derek Myers Douglas Joseph
Audit:	Douglas Joseph - Lead Derek Myers Mark Van Buren
Records:	Elisabeth Krugh - Lead Brian Denton
VFF:	Derek Myers - Lead Brian Denton Mark Van Buren

RECOGNITION OF GUESTS:
Mike Valentine and Mark Fishel

OPEN DISCUSSION: None

APPROVAL OF MINUTES:

Mr. Foor motioned to approve the December 8, 2011 regular meeting minutes. Mr. Joseph seconded. Vote: Fox – abstain; Myers – yes; Foor – yes; Van Buren – abstain; Joseph – yes; Denton – abstain. **Motion carried.**

EXECUTIVE SESSION

Mr. Fox motioned to go into executive session to consider the compensation of a public employee and pending litigation at 7:06 p.m. Mr. Foor seconded. Vote: Myers – yes; Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Mr. Fox motioned to come out of executive session at 8:07 p.m. Mr. Foor seconded. Vote: Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Foor motioned to approve the December, 2011 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Fox seconded. Vote: Joseph – yes; Van Buren – yes; Denton – yes; Myers – yes; Fox – yes; Foor – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Fox questioned Chief Fulmer's \$1,047.45 Visa card expenditure for challenge coins. Chief Fulmer stated that historically, in the Fire service, these challenge coins are given for employee recognition, and/or to dignitaries. Mr. Fox stated that he did not feel this expenditure was necessary for District operations, nor did it serve a public purpose. Mr. Van Buren concurred. Chief Fulmer gave a challenge coin to each of the Board members. Messrs. Fox and Van Buren declined accepting challenge coins.

Mr. Joseph motioned to approve warrants 26849 - 26974. Mr. Denton seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Joseph – yes. **Motion carried.**

NEW BUSINESS:

A. Approval of Purchases

1. There were no purchases.

B. Discuss Draft Policies/Procedures

1. HR Technician Terra Metzger submitted two policies to the Board for their review and approval. Mr. Van Buren and Mr. Fox both stated that they would like legal counsel to review all draft policies.

Mr. Van Buren motioned that all District policies be reviewed by legal counsel in the most cost effective way. Mr. Fox seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes. **Motion carried.**

CHIEFS' REPORT:

- A. Chief Fulmer had nothing to report other than January birthdays and anniversaries.
- B. AC Mathews reported that the ladder truck and Medics 405 and 402 were all being repaired. The new Medics are on order; the second Medic will not be built until the end of February. The new radios have been received.
- C. AC Williams welcomed the new Board members. He stated that the new reporting system was effective January 1, and since that date, we have only had a few small issues with it. The firefighters are happy, and the hospitals are receiving more information than before. Extra EMS supplies will be needed due to the new EMS billing. The firefighters are going through Paramedic refresher class at this time.

FISCAL OFFICER'S REPORT:

- A. Ms. Krugh stated for the record that the WLJFD Board of Trustees will hold their regular monthly meetings at 7:00 p.m. on the second Thursday of each month, and as required, this will be legally advertised.
- B. The FY2011 Year-End Reports have been completed. Copies were provided to all Board members in their meeting packets. Legal notice has been transmitted to The Pataskala Standard for publishing.

- C. **Resolution 2012-01 Authorize Fiscal Officer to move money within a Fund on the Object level.** Mr. Foor motioned to approve Resolution 2012-01 as presented herein. Mr. Fox seconded. Vote: Myers – yes; Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**
- D. **Resolution 2012-02 Authorize Fiscal Officer to create Blanket Certificates as needed; with an expiration date not to exceed December 31, 2012.** Mr. Fox motioned to approve Resolution 2012-02 as presented herein. Mr. Foor seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**
- (Note to Minutes: Mr. Joseph left the meeting prior to the vote for Resolution 2012-02).
- E. **Resolution 2012-03 Authorize Fiscal Officer to request Licking County Auditor for Tax Advances as available in 2012.** Mr. Van Buren motioned to approve Resolution 2012-03 as presented herein. Mr. Fox seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**
- E. **Resolution 2012-04 Appropriate \$1,000 for miscellaneous food purchases to provide food for firefighters and/or FPOs at fire scenes, by presiding Officer's decision.** Mr. Fox motioned to approve Resolution 2012-04 as presented herein. Mr. Foor seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**
- F. **Resolution 2012-05 Appropriate \$2,500 for food and/or refreshments for Committees and other meetings in 2012 was not approved.** Mr. Fox stated that these expenditures are not necessary for the operation of the Fire District, and he would like to table this Resolution until a future date.
- G. **Resolution 2012-06 Authorize the Board of Trustees to establish reasonable and customary charges for the use of ambulance or emergency medical services effective January 1, 2012, as per ORC Section 505.371(C)(1).** Mr. Foor motioned to approve Resolution 2012-06 as presented herein. Mr. Denton seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**
- H. **Resolution 2012-07 Create Special Revenue Fund 2281 – Ambulance and Emergency Medical Services, as per ORC Section 505.371(C)(1) and 505.371(C)(3), to be used for the payment of costs of the management, maintenance, and operation of ambulance and emergency medical services in the District.** Mr. Fox motioned to approve Resolution 2012-07 as presented herein. Mr. Foor seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**
- I. Ms. Krugh advised the Board that the 2011 Tax Valuation was received from the County Auditor; copies were distributed to all Board members. She also reminded them that a 2 mill levy expires this year, and that it can be placed on the November ballot in 2012, and twice in 2013. The deadline for the November, 2012 election is early August.
- K. Ms. Krugh informed the Board that Mr. Myers would be bonded as Board President for the time period January 13, 2012 through January 10, 2013.
- L. Ms. Krugh also informed the Board that her bond as Fiscal Officer in the amount of \$250,000 was received, effective January 1, 2012 through January 1, 2013.

HUMAN RESOURCES REPORT

Mrs. Metzger informed the Board that the FY2012 – 2013 health insurance renewal process has begun. Renewal information has been received from our agent, Frank Harmon. There was a 4.9% increase in major medical insurance coverage for all employees. Another plan option will also be offered to employees, with a lower deductible and higher cost per employee through individual payroll deduction. The renewal plan still needs to go the Bargaining Unit for their approval. Mrs. Metzger will come back to the Board at the February meeting to seek their approval.

Mrs. Metzger provided an update regarding CPAT. She will meet again with the other interested Departments on January 20th at CTEC. We would like to set up a consortium; the more we have, the less it costs to administer the test. There is a chance the Fire Academy may absorb most of the cost to administer the test. Peer fitness trainers, a requirement to participate in the process, would be the only cost to the District. Mrs. Metzger provided an orientation training CD for the Board to review. There will be further discussion next month.

Mr. Van Buren motioned to approve the BWC Agreement for 100% EM Cap Discount Program. Mr. Fox seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

There will be a BWC Safety Inspection on January 25th for facility review, and they will make recommendations for safety corrections and/or improvement.

The five new part-time firefighters hired at the December 8 meeting will begin working for the District on January 23rd.

Mrs. Metzger will e-mail the Bargaining Unit job description to the entire Board for further discussion at next month's Board meeting.

Mrs. Metzger is working on an Administrative Wage Survey and will e-mail it to the Board for their review, once it is completed.

Regarding the 2012 Voluntary Affirmative Action Plan, this is a preventive measure and not required. Mrs. Metzger will attend recruiting events as her main goal for this voluntary Plan.

Now that the District has close to 100 employees, we will have to start filing the Public Employer's EEO-100 every odd calendar year.

Mrs. Metzger hopes to have the Risk Management Plan ready for the Board's approval at the February meeting.

IAFF LOCAL 3025:

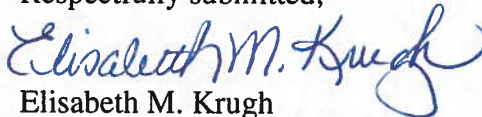
Larry Moon informed the Board that per the Labor/Management Committee's request, the Bargaining Unit has returned their letter stating their concerns relating to the current contract back to Management.

COMMITTEE'S REPORTS:

Mr. Myers reported on the Williams property in Kirkersville; he would bring this up to the Building Committee. Two buildings next to Station 2 will be demolished. Licking County is working on getting stimulus dollars to take the buildings down.

There being no further business, Mr. Myers requested a motion to adjourn. Mr. Fox motioned to adjourn the meeting. Mr. Denton seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. Meeting adjourned at 10:00 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, BC Brad Williams, Dale Williams, Ron Tague, Bobbie Bauer, John Davis, Wesley Fortune, Larry Moon, Doug Hankison