



WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

July 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 – no representative

RECOGNITION OF GUESTS: None

OPEN DISCUSSION: None

APPROVAL OF MINUTES

Mr. Fox motioned to approve the minutes of the June 4, 2012 Emergency meeting. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Mr. Fox motioned to approve the minutes of the June 7, 2012 Special meeting. Mr. Van Buren seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mr. Fox motioned to approve the minutes of the June 14, 2012 Regular meeting. Mr. Van Buren seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – abstain; Foor – yes. **Motion carried.**

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

APPROVAL OF FINANCIAL STATEMENTS

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

APPROVAL OF VOUCHERS

Mr. Foor motioned to approve Vouchers 27376 to 27403. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

NEW BUSINESS

A. Approval of Purchases

- 1) AC Mathews reported there are no purchase requests this month.

ASSISTANT CHIEFS' REPORTS

A. Old Business

- 1) AC Mathews asked for the Board's input, approval or denial regarding the paving and sealing of the parking areas at Stations 1 and 3. Mr. Van Buren stated all of the bids are good and are qualified. Mr. Fox asked for AC Mathews' opinion on who he may recommend. AC Mathews stated Armour Sealing was the least expensive, and has done work for us in the past.

Mr. Van Buren motioned to accept the proposal from Armour Sealing to do the pavement repairs and hot sealing of the cracks at Stations 1 and 3. Mr. Fox seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

- 2) AC Mathews brought back to the Board the proposal regarding the security camera system. Mr. Fox stated after research, Viper Protection is the most complete and is doing all three stations – getting new DVRs, replacing cameras and upgrading access control system. The other bids did not include all of the services mentioned. Mr. Foor stated that Viper is located in Reynoldsburg and a resident of the District.

Mr. Fox motioned to approve Viper Protection to upgrade equipment to DVRs and access control software at all three stations. Mr. Van Buren seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

- 3) AC Mathews reminded the Board the washer extractor was approved at \$3,160 during the last regular meeting. Upon request from the Board, AC Mathews acquired two additional quotes. Hildreth Commercial Laundry Equipment at \$4,840; H-M Company at \$4,725; Super Laundry at \$3,130. Due to the amount approved at the last meeting, AC Mathews ordered the machine from Super Laundry and is expected to be delivered at the end of the month. The machine was currently out of stock.

- 4) AC Mathews stated the roof project at Jefferson Street is complete. The job was finished yesterday; all sealed and should no longer leak.

- B. The second Medic we purchased is now in service at Station 3.

DISCUSSION

AC Mathew requested that the two replaced Medic Units be surplus, the 2005 Ford E450 McCoy Miller and 1997 Ford E450. The Association uses the 1997 vehicle as a support truck. Trade out with a newer unit currently removed from service.

Mr. Fox questioned how this has been handled in the past. AC Mathews stated the last surplus vehicles were donated to Licking Co. Sheriff and County CERT Team. One of the aforementioned vehicles had been donated to the District, so nothing was lost.

AC Mathews stated the Millersport Fire Department came and looked at the 2005 vehicle and may be interested in purchasing it. A price will need to be established. AC Mathews stated the

Chief from Millersport inspected it, but AC Mathews hasn't received an update of interest or not.

Mr. Van Buren would like to know the value. If another fire department nearby is in need of a truck, he would prefer to sell to them instead of putting it on GovDeals and pay GovDeals a portion. AC Mathews stated the 1997 vehicle is old and wouldn't sell as a Medic unless a dealer bought it, and attempted to refurbish it. The 2005 can go back into service. AC Mathews will make other entities aware of the vehicles and will work with those who are interested, before selling on GovDeals or scrapping.

Mr. Fox motioned to permit AC Mathews to surplus the 1997 Ford E450 and 2005 Ford E450 McCoy Miller vehicles. Mr. Denton seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

AC unit at Jefferson Street has seized up. The Firefighter Association uses this location for their meetings. The Association is conducting their meeting tonight and plans to discuss if they can assist with the repairs not. AC Mathews verified the air handler is located inside and the compressor is outside. We can replace outside unit and use the current inside unit. Mr. Van Buren questioned the age of the unit and recommended to acquire quotes for a new system. AC Mathews estimates the unit is about 25 years old. AC Mathews contacted a company to give an estimate on replacing the compressor, and an additional price to replace the air handler inside. He expects to have a quote early next week. The Association may decide to repair the system. Mr. Van Buren questioned how the building is heated. AC Mathews stated the furnace is separate and located in the attic.

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 potential discipline of a public employee and review negotiations of the bargaining sessions with public employees at 7:24 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 8:36 p.m. Mr. Denton seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

ASSISTANT CHIEFS' REPORTS (continued)

- C. AC Williams stated the training site certification through the State is set to expire September of this year. The renewal paperwork was completed, submitted, and now we are waiting for the paperwork to return.
- D. In September we will be going with an updated protocol for all of the drug changes. AC Williams worked with the Board of Pharmacy to procure all of the protocol amendments – everything is now complete.
- E. The EMS Grant that was presented at the last regular Board meeting has been completed and submitted. The grant submission deadline date was July 6, 2012. Our grant request was for \$149,000. AC Williams sent letters to Federal Representatives and Senators for support. Both Representative Tiberi and Senator Gibbs have pledged their support to push through for us.

HUMAN RESOURCES REPORT

- A. Mrs. Metzger discussed the current 457 Deferred Compensation Plans available for eligible employees. The regular Plan permits any State employee to participate, and the OAPFF enrolls police and firefighters only. Due to a legal change dated January 1, 2011, we now have an optional Roth IRA plan available. We have some employees who are interested in participating in the optional Roth IRA. This benefit would be at no additional cost to the District but would be an additional deduction for the Fiscal Officer when processing payroll.

Mr. Van Buren motioned to approve the benefit of ROTH IRA deductions to eligible and interested employees at no additional cost to the District. Mr. Foor seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

- B. Mrs. Metzger stated it is time again for the annual payment to CompManagement for administration of our workers' compensation claims. In 2011 the fee was \$6,100; for 2012 it is \$6,285. As long as nothing changes drastically over the next few months, we will be permitted to participate in group rating for the next fiscal year.

Mr. Fox asked Mrs. Metzger to elaborate on the differences in fees in being in and out of the group rating. We will participate in all of the savings plans we are eligible for, such as: Group Discount, Drug-Free Workplace Discount, Safety Council Discount, and a new BWC industry-specific program, along with a few additional programs to decrease fees. The District budgeted \$120,000 for this year, and will appropriate approximately \$60,000 for next year.

Mr. Van Buren motioned to approve the annual payment to CompManagement in the amount of \$6,285. Mr. Foor seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

- C. Mrs. Metzger presented the BWC Claim Summary for the past few years. She has been working with the Safety Committee for the Union and seems to be making some progress: 2010 = 12 claims total; 2009 = 11; 2011 = 5 claims; 2012 to-date = 4 claims.
- D. Mrs. Metzger stated she sent letters as directed to Part-Time Firefighters Greenwalt and Wanat regarding their part-time hours. FF Greenwalt responded and said he plans to pick up some additional hours to maintain the minimum requirement. FF Wanat called and said he intends to resign. Mrs. Metzger informed FF Wanat she would need something in writing from him to make it official. To date, she has not received anything. She is asking the Board to terminate his employment.

Mr. Fox motioned to approve the termination of Part-Time Firefighter Mike Wanat. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

- E. Mrs. Metzger stated earlier this week she received a letter of resignation from Part-Time Firefighter Josh Harrison, effective August 31, 2012. He is picking up more hours at Granville FD, and may not have the time to fulfill a spot here.
- Mr. Van Buren questioned why we are waiting until the end of August. Mrs. Metzger informed Mr. Van Buren that FF Harrison is scheduled during August and intends to fulfill his commitment.

Mr. Fox motioned to accept the resignation of part-time Firefighter Josh Harrison effective August 31, 2012. Mr. Denton seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

- F. Mrs. Metzger stated she does not have the Hiring Policy tonight.
- G. Mrs. Metzger stated a BWC Ergonomic Specialist visited the Administration offices and conducted an ergonomic review of all workstations for those employees who sit at their desks for extended hours. The Ergonomic Specialist made some recommendations; many are inexpensive to help avoid repetitious motions. Mrs. Metzger will work with Mrs. Lesko on fulfilling the recommendations.
- H. Mrs. Metzger has been working with the Union's Promotional Committee during the past couple of weeks. She feels they have a good proposal almost completed to present to both sides. A few more meetings are scheduled for July. They hope to have something to present and review in August or September.
- I. Mrs. Metzger stated the CPAT is proceeding as planned. The first practice session was held last Saturday. The next session is scheduled for this Saturday, with the test scheduled for July 28th, weather permitting.
- J. Mrs. Metzger stated all paperwork was submitted regarding the Property & Liability renewal. The insurance company stated the new policy will be available July 31, 2012, and will be presented at the August meeting.
- K. Mrs. Metzger recently attended a training session through OHPELRA. A presentation was conducted by Downs & Fishel regarding items not to include in an employment application. Mrs. Metzger has updated our employment application, and removed those items.
- L. Mrs. Metzger stated that an individual contacted AC Mathews regarding a new requirement for high school students to complete 14 hours of community service. A student from Licking Heights contacted us wanting to perform community service hours here. AC Mathews informed the student that the District does not have a program in place to do so, and it would have to go before the Fire Board to see if there is any interest in starting a program, but at this time we are not able to help. Mrs. Metzger contacted the insurance company and confirmed the student would be covered by our liability policy. AC Mathews stated they could pull weeds, mow grass, etc. but they are limited on what they can do, and someone must supervise them. AC Mathews stated there are times when all of the firefighters are off station, and the student(s) would then be unsupervised. Many questions came forward, with the Fire Board hesitant. Mr. Foor stated especially since there is no program in place to provide expectations, guidelines and requirements. The consensus is not to allow the juvenile volunteers at this time.
- M. Hep B shots - \$20K budgeted; only 8 or 9 shots were administered. Mrs. Metzger stated that maybe we could provide employees flu shots this fall at a cost of \$25 each, for all employees.

DISCUSSION

Mrs. Metzger requested that her cell phone be terminated. Mr. Fox stated we could save approximately \$100 per month. Mr. Foor inquired if we are under contract, or if there is a termination fee. Ms. Krugh stated she will verify if there is a penalty or not with the vendor.

Mr. Van Buren questioned if we own the phone or not. Ms. Metzger stated we do, and it is currently in her office.

Mr. Fox motioned to approve the termination of the cell phone assigned to the HR Technician, Terra Metzger. Mr. Van Buren seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

Mr. Fox stated Mrs. Metzger has requested payment of annual dues in the amounts of \$180 and \$150 to OHPELRA and SHRM. Mrs. Metzger stated SHRM is the national HR accrediting group necessary to maintain her certification, and OHPELRA is the Ohio Public Employers Labor Relations Association, which provides free training sessions specific to public employers, not just general HR topics.

Mr. Van Buren motioned to approve the payment of annual dues to OHPELRA and SHRM for HR Technician Terra Metzger. Mr. Foor seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

FISCAL OFFICER'S REPORT

A. Ms. Krugh reported we received the Certificate of Valuation and Estimated Revenue for our proposed levy from the County Auditor. The total tax valuation for the District is \$912,853,530 and estimated revenue for the renewal and decrease of the \$2.0 mill levy to a \$1.5 mill levy equals \$1,370,700 annually.

Mr. Van Buren motioned to approve Resolution 2012-11 as presented herein.

RESOLUTION 2012-11 – PROPOSED RENEWAL AND DECREASE OF A CURRENT 2 MILL LEVY TO 1.5 MILL.

BE IT RESOLVED and it is hereby determined by the Board of Fire District Trustees of the West Licking Joint Fire District, Licking County, Ohio, that the amount of the taxes which may be raised with the ten mill limitations will be insufficient to provide an adequate amount for the necessary requirements of said Fire District, and it is necessary to levy a tax in excess of such ten mill limitations for the purposes of providing and maintaining fire apparatus, appliances, buildings, or sites therefore, or sources of water supply and materials therefore, or the establishment and maintenance of lines of fire-alarm telegraph, or the payment of permanent, part-time or volunteer firefighters or firefighting companies to operate the same, including the payment of the firefighter employer's contribution required under Section 742.34 of the Ohio Revised Code, or to purchase ambulance equipment, or to provide ambulance or emergency medical services operated by a fire department or firefighting company, as provided in Section 5705.19(I), of the Ohio Revised Code, and

BE IT RESOLVED that a *Renewal and Decrease of a current 2 Mill levy to 1.5 Mill* for each year be placed on the tax duplicate for such purposes, pursuant to Section 5705.19(I), of the Ohio Revised Code, and

BE IT FURTHER RESOLVED that such said *Renewal and Decrease* tax be placed upon the tax list for the years *commencing with the tax year 2013, first due in calendar year 2014;*

BE IT FURTHER RESOLVED that the question of such *Renewal and Decrease* tax be submitted to the electors of the West Licking Joint Fire District, Licking County, Ohio, which includes the City of Pataskala, Etna Township, Harrison Township - which includes the Village of Kirkersville, portions of Jersey Township, and portions of the City of Reynoldsburg, at the

same time as the General Election to be held in the usual voting places within said Fire District on the 6th day of November, 2012, and

BE IT FURTHER RESOLVED that the form of the ballots cast at such election shall be:

**PROPOSED TAX LEVY
(RENEWAL AND DECREASE)
WEST LICKING JOINT FIRE DISTRICT
A Majority Affirmative Vote is Necessary for Passage**

*A Renewal and Decrease of a current 2 Mill levy to 1.5 Mill to constitute a tax for the benefit of West Licking Joint Fire District for the purpose of PROVIDING AND MAINTAINING FIRE APPARATUS, APPLIANCES, BUILDINGS OR SITES THEREFORE, OR SOURCES OF WATER SUPPLY AND MATERIALS THEREFORE, OR THE ESTABLISHMENT AND MAINTENANCE OF LINES OF FIRE ALARM TELEGRAPH, OR THE PAYMENT OF PERMANENT, PART-TIME OR VOLUNTEER FIREFIGHTERS OR FIREFIGHTING COMPANIES TO OPERATE THE SAME, INCLUDING THE PAYMENT OF THE FIREFIGHTER EMPLOYER'S CONTRIBUTION REQUIRED UNDER SECTION 742.34 OF THE OHIO REVISED CODE, OR TO PURCHASE AMBULANCE EQUIPMENT, OR TO PROVIDE AMBULANCE, PARAMEDIC, OR OTHER EMERGENCY MEDICAL SERVICES OPERATED BY A FIRE DEPARTMENT OR FIREFIGHTING COMPANY at a rate not exceeding **one and one-half (1.5) mill** for each one dollar of valuation, for a period of **five years, commencing with the tax year 2013, first due in calendar year 2014.***

FOR THE TAX LEVY

AGAINST THE TAX LEVY

BE IT FURTHER RESOLVED that the Fiscal Officer of the Board of Fire District Trustees of the West Licking Joint Fire District be, and she hereby is directed to certify a copy of this Resolution to the Board of Elections of Licking County, Ohio, and cause notice of such election to be given as required by law.

Mike Fox seconded, and the roll being called upon its adoption, the vote resulted as follows: Foor – no; Van Buren – yes; Myers – yes; Denton – yes; Fox – yes. Motion carried.

- B. Ms. Krugh stated at last month's Board meeting there was some discussion regarding past revenue for the \$1 mill levy. She presented a report that went back to 2002 to review all of the formal audit releases, and reflects tax revenue for that continuing levy.
- C. Ms. Krugh presented a copy of the June EMS Billing report which reflects the number of runs, charges billed, and revenue received to date – approximately \$260,000. Ms. Krugh contacted Fifth Third and asked to begin the process for transfer of funds to Pataskala Bank. Ms. Krugh stated she is working with AC Mathews and AC Williams on discussing appropriation line items she needs to set up for the EMS Billing Special Fund.

Mr. Myers questioned why is there is a large dip in charges during May and June, compared to February, March and April. May and June are almost half the charges compared to February, March and April. Ms. Krugh stated that nothing was billed and received until March, 2012, so this could possibly be a catch-up factor. The numbers were higher at the beginning, because of two months with no billings. Mr. Myers stated that possibly June numbers will be more the

norm. Mr. Myers questioned the number of transports: February=212; March=261; April=204; May=87; June=83. Mr. Foor stated it would be best to contact MED3000 and ask.

Mr. Van Buren stated that the yellow portion on the pie chart reflects self-pay. Mr. Van Buren is under the impression, if people aren't insured – they don't pay. Please verify with MED3000 what that means exactly. Mr. Fox asked if Ms. Krugh could get a copy of a letter a resident receives.

- D. The Fiscal Officer is currently working on the FY2012 Budget as requested by the Board. She has input the projected revenue, and recalculating estimated overtime wages for the year so we have solid numbers. She is also working on the 3-year projection as requested. Ms. Krugh anticipates within next couple of weeks to have something solid for the Budget Committee's review.
- E. Ms. Krugh received literature from STAR Ohio regarding a new investment program for public entities called STAR PLUS. A great many of the public entities have diverted their investments rather than participating in STAR Ohio and going to banks across the United States to earn higher interest rates for certificates of deposit. Ms. Krugh requested permission from the Board to research this new program that would invest our public funds in local banks that would help to stimulate local economies, rather than out-of-state financial institutions. Ms. Krugh stated that this new investment program will provide penalty-free withdrawals with a competitive yield.

DISCUSSION

Mr. Myers stated he had received a call from Part-Time Firefighter Scott Hatten regarding his tuition reimbursement. Ms. Krugh stated there are no funds available. Tuition reimbursement was eliminated in the gutted Budget; that appropriation line item no longer reflects funds. There was only \$5,000 in the Temporary Budget, which was increased to \$15K. The Board directed Chief Fulmer to gut the Budget, which he had been working on since March. The gutted Budget reflects no remaining funds for that line item. Mr. Van Buren questioned if we are obligated to pay any further payments. Ms. Krugh stated that would be a question for legal counsel. She further stated the Board approved a memorandum for tuition reimbursement, not a fiscal policy. That memorandum was what Chief Fulmer presented to the Board. Ms. Krugh questioned Chief Fulmer several times regarding that fact and other concerns she had. The State Auditor advised Ms. Krugh that if money is being spent, the Trustees need to approve a written policy. Chief Fulmer wrote a "policy" after the fact; the Fire Board has never seen, reviewed, or approved that policy. Chief Fulmer also wrote that policy to include Volunteer Firefighters, which was not stated in the memorandum presented to the Trustees, and/or approved by the Trustees. The group of part-time firefighters who underwent paramedic certification all received their first payments. Ms. Metzger stated a concern – we limit dedicated, full-time employees to \$500 per year for training, and this policy allows \$5,000 for a part-time employee who may come and go. They have quadruple the training amount available. Mr. Myers stated we made no commitment to these employees they would be reimbursed. Mrs. Metzger stated Chief Fulmer did through his policy. Mr. Van Buren stated, "The policy that was never approved by the Fire Board?" Mr. Fox requested that a copy of the memorandum and policy be made available to the Budget Committee, and they would look at it during the next Budget Committee meeting.

COMMITTEE REPORTS

Personnel Committee – Mr. Fox stated the committee had reviewed all items presented to them. Mrs. Metzger stated we need to look at another polygraph vendor. We are currently sending candidates to Vandalia, OH. She spoke with the Newark Police Department. They have purchased new equipment, can do voice stress analysis, and charge \$200 per candidate. We could send candidates to Newark for \$200 versus Vandalia for \$200 or \$300 each, plus a two-hour drive for the candidate. Heath also provides this service, but she has heard it is a scheduling nightmare. Mrs. Metzger will also check with Pataskala for this service.

Mrs. Metzger stated that historically we have paid for the candidates’ medical exams. She recommended issuing a form the candidate can take to their family doctor for evaluation, just as Newark does. She has sent the information to Downes Fishel, and will bring this back to the Board once legal counsel has completed their review.

Social Media Policy – the Bargaining Unit is currently reviewing this Policy, which should be presented to the Board at their next meeting.

Labor Management – Mr. Van Buren stated that the Committee proposed a one-time payment of \$4,000 – to eliminate the 7 EDOs for the next two years of the current contract. The Committee is waiting to hear a response from the Union.

LOCAL 3025

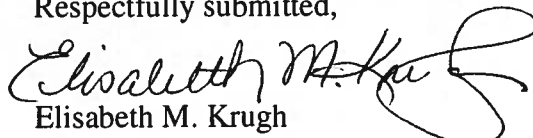
Nothing to report.

DISCUSSION

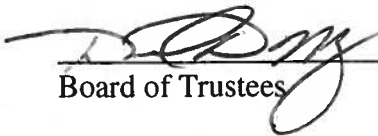
Mr. Fox complimented the firefighters, Police Department, street crews, Townships and City employees for a great job during the recent storm emergency and resulting power outages. Mr. Fox visited with the Chiefs on duty during the cooling-down station here at Station 1. Everyone was helpful during the emergency, and good comments were received from community members. This was the first of four cool-down stations that were established. Mr. Fox wanted to say thank you to all of those individuals involved with helping the communities.

There being no further business, Mr. Fox motioned to adjourn the meeting at 9:17 p.m. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

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, BC Brad Williams, Mark Fishel, and John and Peggy Davis.