



WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

March 8, 2012

Regular Board Meeting

Derek Myers opened the meeting at 7:02 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: None

OPEN DISCUSSION: None

APPROVAL OF MINUTES

Mr. Fox motioned to approve the minutes of the February 9, 2012 meeting. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Joseph – yes; Denton – yes; Fox – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS

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

APPROVAL OF WARRANTS

Mr. Van Buren questioned what products and/or services Janet Packard provides to the District. The Fiscal Officer stated that Ms. Packard provides uniform apparel and embroidery for the employees. He also questioned the warrant for Special-T's Inc. – this expenditure was for station wear (t-shirts). Mr. Van Buren asked if the District was a member of the Licking County Chamber of Commerce. Chief Fulmer stated that yes, we are and we go through their Safety Council, which provides us a 3% discount towards our BWC premium. Mr. Van Buren questioned whether it is still cost effective for us to have pagers. Chief Fulmer stated there are employees who do want to use the pagers. The Board questioned the Institute of Fire Engineers membership – Chief Fulmer stated it is a

professional organization for fire prevention. We get a monthly subscription to a trade journal, plus access to a website that provides relevant information. Mr. Myers questioned the \$400 Christmas cards expenditure, and how many cards were sent out. Chief Fulmer stated that they were sent to all District employees, vendors, and agencies we routinely do business with; about 250 sent out. Board members concurred that this is not a necessary expenditure. Chief Fulmer was directed not to order Christmas cards in the future.

Mr. Fox motioned to approve Warrants 26996 to 27076. Mr. Foor seconded. Vote: Van Buren – yes; Joseph – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

NEW BUSINESS

A. Approval of Purchases

- 1) Medic Graphics – Chief Fulmer reported that the new Medic is complete, except for graphics. Chief Fulmer and AC Mathews worked with four different vendors, one of those was the manufacturer, regarding graphics for the new Medic. They worked with two of the lowest ones, and Yipes Graphics came in at \$2,785 or \$215 less than Auto Trim Designs. Braun has asked to display the Medic at the Fire Department Instructors Conference (FDIC). Once the striping is done, we have to work with the radio shop to get that work done to put the new Medic into service, which should be within the next few weeks.

Mr. Van Buren motioned to approve Yipes Stripes to provide graphics for the new Medic at a cost not to exceed \$3,435. Mr. Foor seconded. Vote: Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

- 2) EMS Open House – AC Harold Williams reported that the Open House will take place on May 19th. He provided the Board with estimated food and supply costs for this event. Mr. Fox requested that the food and supplies be purchased someplace within our District.

Mr. Foor motioned to approve, not to exceed \$500, the expenses for the EMS Open House. Mr. Fox seconded. Discussion – Chief Fulmer asked the Board to amend the motion to specify food and beverages, because there are other expenses that are associated with it that aren't food and beverages. Mr. Foor amended the motion to approve food, beverages, ice, and condiments, not to exceed \$500, for the EMS Open House. Mr. Denton seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes; Joseph – yes. **Motion Carried.**

B. Discuss Draft Policies/Procedures

- 1) HR Technician Terra Metzger presented the modified Part-Time Firefighter/Medic job description. This was previously discussed at last month's meeting. Mrs. Metzger changed the language in the Part-Time Firefighter/Medic job description to mirror the Full-Time Firefighter/Medic job description, which was approved at last month's meeting. The Fiscal Officer job description's only modification was who she reports to; the job duties remain the same.

Mr. Fox motioned to approve the modified Part-Time Firefighter/Medic and Fiscal Officer Job Descriptions as presented. Mr. Van Buren seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Joseph – yes; Van Buren – yes. **Motion carried.**

Mrs. Metzger reiterated that the Board approved the Bargaining Unit job descriptions last month, and the Bargaining Unit had a meeting to discuss them. She asked Bargaining Unit representative FF/Medic Brian Palmer to recap how that meeting went. He stated that the job descriptions were tabled at their last meeting. They will hold a meeting this coming Tuesday, and should have an answer after that.

- 2) Special Response Team Policy – This Agenda item was scratched; the County Prosecutor did not get back to us in time for tonight’s meeting.
- 3) Social Media Policy – This Policy was distributed to the Board several months ago, but the Board requested that legal counsel review it. Legal counsel did so; corrected a few grammatical errors, and recommended that we could include “change with or without notice,” but that is in violation of our bargaining agreement, so that was the only input from the Prosecutor that Mrs. Metzger did not include in this revision.

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

CHIEF’S REPORT

Chief Fulmer asked for any feedback on the new website. Mr. Fox stated he was not able to access the e-mail exchange portion. Mr. Van Buren stated he has not been able to receive e-mail communications to date. Chief Fulmer stated that portion is not active yet. Chief Fulmer also discussed District e-mails for the new Board members. IT has not been programmed yet to include the new Board members’ West Licking e-mail addresses and any other e-mail addresses they’ve provided to Administration. Supposedly, it was to have been done by the IT provider, but it was not.

Chief Fulmer informed the Board that in their meeting packets is the legal opinion from the Prosecutor’s office for several different items that the Board had requested. Mr. Fox had attended a training for Sunshine public meeting laws this past weekend, and they told him opposite from what our legal counsel’s opinion was. Mr. Fox stated his understanding from his training was, if it was a standing Committee meeting, and that recommendations were made or decisions were made, that were recommended back to the entire Board, they (Committee meetings) needed to be advertised prior to the meeting. Our legal counsel’s opinion said they don’t. Mr. Fox would like to take some time to look into this just to verify it. Mr. Fox stated that the verbage for going into executive session, that’s how we’ve always done it. It’s fine, but it does state that we need to identify the correct section of the four sections. Mr. Fox stated he didn’t have a chance to review the last legal opinion, regarding an employee working for the District. He asked Chief Fulmer if he had a chance to review it, and if the District was in compliance with the legal opinion, and Chief Fulmer said yes. Chief Fulmer stated Mr. Fox would send the information he received from his training to the Prosecutor, so they could review and change their opinion, if they so choose. Mr. Fox stated that all Committee meetings for the City of Pataskala are posted; everything they do is. Mr. Van Buren stated that Harrison TWP does not have Committee meetings. Mr. Foor stated that Etna TWP has Committee meetings; but they don’t have to post them. Mr. Fox reiterated he just wants to make sure we’re doing this right.

Previously, the Board had requested Chief Fulmer to procure cleaning quotes for the Administration offices. He did so, and they ranged from \$25 per cleaning or \$75 per week, up to about \$60 per cleaning. Chief Fulmer reported that there is statutory language that would lead us to believe, that as a political entity, if we contract cleaning, we have to use Goodwill Services. We have sent this to the Prosecutor to ask if this is correct, but he has not returned an opinion. Mr. Van Buren inquired if we could hold off on this, and ask the firefighters to do it. They have cleaned the Administration offices in the past, and he had a feeling they would do it again. Mr. Van Buren asked the firefighters in attendance if they would clean, and FF/Medic Brian Palmer stated yes, they didn't ask for a cleaning company to begin with. Mr. Fox asked if a motion was needed. The Board concurred none was required. The Board thanked the firefighters for agreeing to clean the Administration offices again.

Chief Fulmer asked if the Board wants him to cease and desist sending out birthday and anniversary cards. Mr. Van Buren asked if it was necessary; does it help morale? Mr. Fox stated that the money can be used for better purposes. The Board stated that we will still recognize those dates at meetings, but no cards should be purchased and sent out in the future. Mr. Joseph stated that his birthday was incorrect as stated in the Agenda packet. Chief Fulmer directed Mrs. Metzger to correct this in the Paychex HRIS System.

AC Mathews - #1 Medic is complete except for graphics, which was approved tonight. The Medic will be displayed at the upcoming FDIC in Indianapolis. The second chassis is finished at International, and has been transported to the vendor who does the chassis modifications. Then it will be transported to the Braun factory for approximately 120 days (or less) for completion. One of the new Medics will come to Station 1 and the other will go to Station 3.

AC Williams – Reported that during the month of February, there were 326 runs and the average time for the incident was 4.75 minutes. At the last MECC meeting, they reviewed statistics, cardiac arrests specifically, and compared to departments such as Whitehall, Mifflin, Truro, Violet, etc., we had equal to the same number of cardiac arrests. They have asked our staff to evaluate a new CPR device.

AC Williams reported that Fire Prevention finished the Sprinkler training class today. We had great representation from surrounding entities, from as far away as the Detroit Fire Department and Owensboro, KY. Our local McDonalds donated coffee, and Kroger donated water, milk, juice, fruit, and bagels for the training classes. AC Williams stated that thank you letters were sent to both companies in appreciation for their continued generosity.

AC Williams reported that supervisors just completed a substance abuse training class. Later this month, all of the employees will be required to attend this training. This training will enable the District to receive a discount on our BWC premium. AC Williams asked the Board members if anyone wants to attend, they are invited to do so. Mr. Van Buren requested a reminder to his entity. The one-hour classes will take place at Station 1.

AC Williams reported that Unit 2 has completed Advanced Pediatric Life Support training.

Chief Fulmer reported that he and AC Williams worked with LT Garry Keith to nominate five or six individuals for the 14th Annual Star Life Award. This is for the accident that happened with Paul Clark; he fell off a hay wagon. The banquet is scheduled for May 14th, but sometime before that we will know if those employees will receive recognition for the Award.

CH Fulmer reported that we are doing another regional class with the State Fire Marshall's office and the Department of Energy's Office of Secure Transportation. That is the entity which guards nuclear shipments from the federal government. Since we have the I70 Corridor, we will be sending our staff, so they will know what to expect. The two-hour training will be held on three days.

FISCAL OFFICER'S REPORT

Ms. Krugh reported that the FY2012 Tax Advance was received on March 2nd from the Licking County Auditor = \$2,899,180. \$2,750,220 was transferred to the STAR Ohio General Fund account on March 2nd. The 1 Mill portion was retained to pay for the new Medic Unit that will be arriving shortly from Pennicare.

The FY2011-2010 Audit began on February 21st. The State Auditors are no longer working on site. An estimated completion date is April 30th. An estimated cost for the OCBOA Audit is approximately \$8,000. The Audit Supervisor recommended that a person with accounting knowledge but no interest in the Fire District also be a member of our Audit Committee.

The Fiscal Officer and Administrative Assistant Leanne Lesko researched costs for a new meeting audio recording/transcription device that would provide us with excellent audio recording and ease of minutes' transcription. Various manufacturers' products are available upward of \$1,500. We concurred that the Martel Electronics Court Report-Digital Recorder w/4 non-battery microphones, transcription foot pedal, headphones, tripod, USB cable, AC adapter, and 4G SD card for \$630 including s/h was both cost effective and appropriate for our needs. Martel Electronics has over 18,000 government customers; their systems are in use throughout the US in courtrooms and government offices, and also overseas. Product reviews for this system were excellent, and the cost was in the median range for Martel Electronics. The system was purchased and is in use tonight, as the old recording system malfunctioned at the two last Board meetings, which left us with no audio recordings or backup for the February meetings.

Lt. Steve Wagner has requested permission to dispose of an old recliner that is stuck in the recline position; it is no longer usable. He would like to dispose of it because it's taking up valuable space at Station 2. Chief Fulmer stated that he and AC Mathews will be working on a disposal list for the April meeting. He said that the chair will be removed to the Jefferson Street Shop for the meantime to free up space in Station 2.

The Fiscal Officer reminded the Board that if the Permanent FY2012 Operating Budget is not approved at tonight's meeting, the Temporary Budget that is in the UAN System will become the Permanent Budget on April 1st.

HUMAN RESOURCES REPORT

HR Technician Terra Metzger provided follow-ups to the policies - the Disqualifying Criteria Policy that she submitted to the Board last month, and sent to the Prosecutor for review, will not be available for the Board's review until next month. The Prosecutor's review did not arrive in time for this meeting. The Prosecutor's Affirmative Action Plan feedback was not received until this afternoon, so she will have it next month as well. Chief Fulmer stated the Board already has a copy. Mrs. Metzger updated the Prosecutor's comments in the Policy and gave it back to the Bargaining Unit for final

review. Mrs. Metzger stated there isn't really anything in there except hiring, but it gives them an opportunity to have their say.

Mrs. Metzger reported that we reviewed the flexible spending plan and finalized the renewal. There were three less employees participating this year. We have another employee who is going to opt out of family health insurance coverage, so that will be another net savings of \$900 per month.

Mrs. Metzger reported that we received our BWC inspection results. She created a spreadsheet for the results, so that they could be better tracked. AC Mathews has already started correcting a lot of minor things. Two of the most expensive corrections are the required barriers for Station 2 and 3's fuel tanks, to prevent vehicles from running into them. Per AC Mathews the barrier may consist of boards or concrete. Mr. Fox stated that he was really surprised by some of the findings in this report with exit lights not working, fire extinguishers not being inspected, locations of fire extinguishers weren't identified, and there were some areas where they weren't any fire extinguishers. Mr. Fox stated he would expect that we could do a much better job, so the next time we have an inspection like this, the results would be much better. Mr. Fox stated the results were disappointing to him – he thought that firefighters would know better than that in the aggregate. Blocked sprinkler heads, problems like that, just didn't seem realistic to him, that we would hear that in a report like this. Mrs. Metzger stated that she and AC Mathews are actually going to work with the Safety Committee and come up with a plan – her intent is to have this inspection done every year – it's a free service from the BWC. Hopefully, we take care of most of the items, and we don't see them again. She is working on coming up with some sort of inspection to document and double-check that we are doing a monthly check for these types of things. We are going to come up with a plan that we can implement and continue to maintain into the future. Chief Fulmer stated that even before the BWC came in, the Fire Prevention Bureau was asked to coordinate with the State Fire Marshall's office to have our assigned Code Enforcement individual from the State Fire Marshall's office put us on his annual inspections, so we are not inspecting ourselves. Mr. Van Buren stated it is interesting how many fire extinguishers we are missing, when you go through this list. Mrs. Metzger stated that during the time she has been here, numerous firefighters have expressed their concerns about the diesel fumes in the bays from the vehicles. The BWC representative informed Mrs. Metzger that there is a grant available from the BWC. It is a 2-for-1 grant; we can receive up to \$40,000 and we would have to submit \$20,000. AC Mathews has already had one vendor come in and they're working on a quote to see what it would actually cost to fix. Once we have more information, quotes, and some grant information, Mrs. Metzger will bring this item back to the Board for further review.

Mrs. Metzger reported that AC Williams has gotten quotes from the Urgent Care next door to administer HEP B vaccinations for us. Chief Fulmer stated that technically as an employer, more specifically as a fire/EMS agency, the Ohio Administrative Code has a section in there about infection control, and we should have been offering, not making it mandatory, but offering to employees the HEP B vaccination. Depending on price, based on 100 employees, it is roughly \$28,000 at the highest cost so far. Mr. Fox asked if they had checked with the Health Department. AC Williams said he had, and the price was \$62 for the first shot, and then \$47 for the next two. He also checked if we purchased our own medications, and then the Health Department nurses could vaccinate our employees during the monthly Health Clinics. It would cost just \$56 per shot, or approximately \$160 per employee. Mr. Fox suggested that we move on this quickly because it is important, and if it is required, it is something that should be done as soon as possible. Mrs. Metzger stated that she wants to make this part of the new hire process from this point forward, so either we offer it to them, or they

sign a refusal at hire. The Board concurred that \$200 per person should be sufficient, not to exceed \$20,000.

Mr. Fox motioned to offer the immunizations at a cost not to exceed \$20,000. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes. Motion carried.

Mrs. Metzger advised the Board that we should be doing annual training on blood-borne pathogens, and MSDS, also known as right-to-know on chemicals in the workplace. This is something that she needs to work on with AC Williams to include in our annual training plan.

The Employee Assistance Plan has been implemented; it began March 1st. Frank Harmon's staff is coming in for three days to review insurance benefits with the employees.

Mrs. Metzger met with the CPAT Committee again today and reviewed our proposal with Newark's Fire Chief, and he is on board. Mrs. Metzger was hoping to have the memorandum of understanding to approve this month, but will have it next month instead. The Hiring Policy will have to be updated; the policy we approved last year reflects that we will test twice per year when we're doing our own testing, because obviously we're only going to do it once per year. She will bring the Hiring Policy to the Board next month to approve that change in procedure.

Mrs. Metzger asked the Board if they had a chance to review the Risk Management Plan. Mr. Van Buren stated that it appears as though 1, 2, and 3 are issues identified by employees at a higher rate than all the rest of them. He asked Chief Fulmer if we are working on addressing those items. Mrs. Metzger stated that is why action plans are included in the Risk Management Plan. Scott Warrick came in and presented anti-bullying training, and we had very good feedback. He also provides labor/management relations training and consulting services. One of the Bargaining Unit members had approached Mrs. Metzger about bringing Mr. Warrick in to do some additional training and consulting to hopefully improve our internal communications. Mr. Warrick has submitted a proposal to us, but Mrs. Metzger has not had time to review it. She will bring it back as part of the Risk Management Plan, but bring in an outside third party to try to help us through some of the communications issues we are experiencing right now. The Board requested time to review the Plan, and will provide Mrs. Metzger with feedback via e-mail.

COMMITTEE REPORTS

IAFF – Will be provided in executive session.

Nick Watling is currently working on a three-year plan for fitness equipment that they will be bringing back to Board for equipment maintenance, replacement, and adding new equipment. Mr. Fox asked if that was included in the Budget. Chief Fulmer asked if they were going to this Administration so we can plan for it, and then make a presentation to the Board. FF/Medic Barnhill stated this is all part of the Wellness Committee - they're just bringing it to your attention, because it would have to be part of the Budget as part of the Wellness.

BUDGET COMMITTEE – Chief Fulmer requested the Committee to come up with some dates so they could talk about the draft Budget.

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 8:06 p.m. Mr. Van Buren 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 8:42 p.m. Mr. Denton seconded. Vote: Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

Mr. Fox motioned to approve the wage contracts as presented for AC Harold Williams and AC Ken Mathews. Mr. Van Buren seconded. Vote: Joseph – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

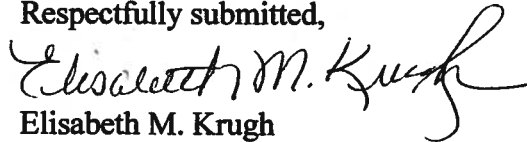
Mr. Fox stated he would like to talk to whoever is on the Budget Committee to set up a date for a meeting as soon as possible (Derek, Fox & Denton). The Committee decided to meet at 7:00 p.m. on March 15th. The Board concurred to meet immediately after the Budget Committee meeting.

Mr. Van Buren motioned that we have a special meeting to discuss the FY2012 Operating Budget at 8:00 p.m. on March 15th. Mr. Fox seconded. Mr. Myers requested the Fiscal Officer to advertise the meeting. Discussion: Mr. Myers stated if this is advertised as a special meeting, the Budget is the only item we can discuss. The Board concurred that this would be a general meeting. Mr. Myers confirmed again that we will have a Budget Committee at 7:00 p.m., and a general Board meeting at 8:00 p.m.

Mr. Fox amended his motion to have a general Board meeting at 8:00 p.m. on March 15th. Mr. Van Buren seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Joseph – yes; Van Buren – yes. **Motion carried.**

There being no further business, Mr. Myers adjourned the meeting at 9:00 p.m.

Respectfully submitted,



Elisabeth M. Krugh
Fiscal Officer

APPROVED:


Board of Trustees

CHAIR - WLJFD
Title

Note: These minutes are unofficial, subject to amendment, until approved by the Fire Board Members.

Guests present: AC Harold Williams, AC Ken Mathews, on-duty Unit 1 Firefighters