



## WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

May 10, 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	Kirkersville – Brian Denton
Harrison – Mark Van Buren	Pataskala – Mike Fox
Etna – Randy Foor	Reynoldsburg – Doug Joseph, absent

#### RECOGNITION OF GUESTS:

Mark Fishel  
Chad Klimack – Pataskala Standard

OPEN DISCUSSION: None

#### 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 appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official at 7:03 p.m. Mr. Denton seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Mr. Foor motioned to come out of executive session at 8:23 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 April 12, 2012 meeting. 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 April, 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 WARRANTS

Mr. Foor motioned to approve Warrants 27213 to 27275. Mr. Denton seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Denton – yes. **Motion carried.**

Mr. Van Buren hates to see us pay finance charge, if possible. Chief Fulmer yea it is, the people who are authorized to use the credit cards don't turn in a purchase sheet, it causes a lot of time and research on Elisabeth. Chief Fulmer suggested for those users who are authorized, to remove their authority to use the credit card. Mr. Van Buren agreed, if they don't turn it in, then they can't use it. There are four are authorized to use credit cards, Chief Fulmer, Assistant Chief Mathews, Assistant Chief Williams and Elisabeth Krugh. Others may be authorized to use the credit card on a case-by-case basis, such as Leanne, if instructed to order an item off the internet or to pick-up an ordered item.

## NEW BUSINESS

### A. Approval of Purchases

- 1) Radio for New Medic – The second new Medic is ahead of schedule. AC Ken Mathews requested approval to purchase a dual-head radio to mirror the unit in the last new Medic.

Mr. Van Buren motioned to approve the purchase of a dual-head radio for the new Medic unit from B&C Communications. Mr. Fox seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

- 2) Graphics for New Medic – AC Mathews requested approval for the graphics package for the second new Medic. Braun delivered the unit to Yipes Stripes in Dayton, but there was no Board approval for this expenditure. Mr. Fox stated that he preferred that this type of work be done locally, rather than outside of the District. Mr. Van Buren confirmed that \$2,785 is the Yipes Stripes quote; Auto Trim's quote \$3,000. Mr. Van Buren asked what was not in the original quote. Chief Fulmer stated the installation of an extra film on a window which gave a view of the patient, was not originally included in the quote. The film was installed for security and privacy. Yipes Stripes honored the original quote for the second medic. The second new Medic unit will be done identical to the first unit, that had extras included for the FDIC Show in Indianapolis.

Mr. Van Buren motioned to approve the graphics package from Yipes Stripes for \$2,910. Mr. Foor seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mr. Foor questioned which Budget this would be purchased out of. The first new Medic we received was paid for out of the FY2011 Capital Budget, and the second Medic was paid out of the FY2012 Capital Budget. The new engine that we will start planning for, will come out of the FY2013 Capital Budget. Mr. Van Buren asked what the total cost for the seconded Medic was, and AC Mathews responded approximately \$230,000.

### B. Discuss Draft Policies/Procedures

- 1) Disqualifying Criteria – Mrs. Metzger stated the Licking County Prosecutor's office has reviewed the policy and confirmed that it meets all standards. The policy gives a clear guideline of what may be a disqualifier for employment here during a background check. The Hiring Policy states the process of how we hire.

Discussion regarding using Licking County Prosecutor's office or Downs & Fishel to review policies commenced. It was decided to have the Downs & Fishel review any and all employment law policies. All other policies may go to the Prosecutor's office for review and remarks.

Mrs. Metzger will send the Disqualifying Criteria and the Employment Application to Downs & Fishel for review and remarks.

Mr. Fox motioned to table the Cell Phone Stipend Policy. Mr. Foor seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

Mr. Fox will submit a list of questions to Chief Fulmer regarding how many cell phones we are paying for, who has a District cell phone, is it a necessity, etc.

#### CHIEF'S REPORT

- A. FY2012 Revamped Budget – Chief Fulmer plans to schedule a Finance Committee meeting in the next couple of weeks to discuss a revamped budget.
- B. Vehicle Replacement Schedule – Chief Fulmer and AC Mathews are in the process of drafting a schedule. Chief Fulmer stated, according to all his research, the national average of years in service for an engine is 15 years, ladder truck is 20 years, paramedic vehicles range between five and seven years, staff cars are typically replaced based on mileage and hours.
- C. Long-Term Financial Planning – No action on the Long-Term financial planning at the moment.
- D. Girl Scout Troop would like to do a dog wash and is very interested in holding the event at Station 1 due to the visibility on Broad Street. Chief Fulmer stated he would need to present the event to the Board due to the water charges. The event is scheduled for a Saturday and will be held in the lower side parking lot to avoid the emergency vehicles. Mr. Van Buren asked for us to attain a copy of a blanket liability policy. The Girl Scouts organization should do this. The Board agreed no charge will be assessed to the Girl Scouts organization.
- E. May Birthdays and Anniversaries were recognized.

Chief Fulmer reminded the Board members of an upcoming event. The EMS Open House is scheduled for Saturday, May 19<sup>th</sup> from 11:00 a.m. to 3:00 p.m.

#### ASSISTANT CHIEFS' REPORTS

- A. AC Mathews – Medic report – the one new Medic has arrived and is setting outside. The second Medic is ahead of schedule and has been completed, with the exception of the striping. The first new Medic should be in-service within the next couple of weeks, once Drivers Training has been completed. AC Mathews stated Driver Training is being conducted for all the employees to be familiar with the new Medic. It is much larger than the other medics we have. AC Mathews reported the second medic will be assigned to Station 3 – Mink Street.

Fleet status and update – One Engine is currently down at the moment for brake repairs. All others vehicles are in-service.

Surplus – An inventory list was completed of the items in storage at Jefferson Street. Some items will be placed on GovDeals once again, such as the computer desk. Some items won't sell. Chief Fulmer and AC Mathews requested those items be scrapped.

Mr. Van Buren motioned to declare items as surplus and disposal. Mr. Fox seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes; Van Buren – yes. **Motion carried.**

AC Mathews stated he is currently collecting bids for coating the driveways. He hopes to have those to present at the June meeting.

AC Mathews stated the roof at the Jefferson Street location is leaking. AC Mathews is collecting bids for the repairs.

- B. AC Williams – Chief Fulmer reported in AC Williams' absence, AC Williams submitted a training request to attend a session on infectious control. All of the MEC agencies have a certified Infectious Control Coordinator. Chief Fulmer recommended that he attend and become our Infectious Control Coordinator. Chief Fulmer stated a different District vehicle will be given for him to drive due to the mileage and condition of his assigned vehicle. It is not recommended to make that long of a trip.

Mr. Fox motioned to approve sending AC Williams to attend the Infectious Control training in Charleston, South Carolina. Mr. Van Buren seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Denton – yes. **Motion carried.**

#### HUMAN RESOURCES REPORT

- A. Separation of a part-time employee – Mrs. Metzger presented the status of part-time employee, Jason Moore. It was brought to her attention by a BC he hasn't worked in several months. A letter was sent to Mr. Moore requesting for him to contact the District. Two weeks went by and no contact from Mr. Moore so a certified letter was sent with the letter returned today, unclaimed.

Mr. Van Buren motioned to approve the separation of part-time employee, Jason Moore. Mr. Fox seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Van Buren – yes; Denton – yes. **Motion carried.**

- B. Hiring of a part-time employee – Mrs. Metzger stated we are currently low on 3 Unit part-time employees. She requested to hire the last eligible candidate on the hiring list, Prentice Marshal Berry. Mr. Berry is a level II firefighter EMT-basic.

Mr. Fox motioned to approve the hiring of part-time employee, Prentice “Marshal” Berry, Level II firefighter EMT-Basic. Mr. Denton seconded. Vote: Myers – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

- C. Safety & Health Policy Statement – Mrs. Metzger stated she has not received the updated/reviewed policy from the Licking County Prosecutor's office.

D. Joint Recruitment – Mrs. Metzger stated the registration has officially opened for the Part-Time Firefighter testing program combined with Newark City. Notices are posted at COTC, OSU-Newark, Hocking College, Columbus State, The Fire House – Newark, an extensive press release was distributed to all media contacts along with the two banners posted out front of Station 1. Mrs. Metzger stated due to the press release, both channels 10 (WTVN) and 6 (WSYX) stated they would be on-site the day of testing to do a story on the process.

## DISCUSSION

Mrs. Metzger asked the Board how they would like to proceed on the Affirmative Action Plan and Risk Management Plan. It was presented months prior, she is looking for feedback, recommendations or how to proceed.

Mrs. Metzger stated the Risk Management Plan was an internal survey that was conducted taking the employee comments and possible recommendations.

Mr. Fox motioned to approve the Risk Management Plan. Mr. Denton seconded. Vote: Van Buren – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Chief Fulmer recommended for the Affirmative Action Plan to be forwarded on to Down & Fishel for review and remarks.

Mrs. Metzger stated she is waiting on approval of the job descriptions. FF Tom Barnhill stated the Union is waiting on clarification regarding the 56-hours. The hours were initially at 52 or 53 and now at 56 hours. FF Barnhill stated a meeting has occurred and that the Union is waiting on reconciliation on the overtime.

Mr. Van Buren asked a Labor Management meeting be scheduled with management side only and to have hard, solid numbers on overtime costs, the amount of hours and number of runs, etc. Mr. Van Buren stressed the importance of having concrete numbers for the Labor Management meeting. Chief Fulmer stated a meeting will be scheduled with Mr. Joseph, Mr. Foor and Mr. Van Buren. Due to availability of time with some of the involved Board members, a day or evening meeting may be scheduled. Chief Fulmer asked for Mr. Van Buren to email him possible or available dates and times and he will coordinate the best time for the majority of the members. Mr. Van Buren clarified the job descriptions are currently on hold.

The Board requested the Affirmative Action Plan go to Downs & Fishel for review and remarks.

Mrs. Metzger announced the drug testing vendor we went to at the beginning of the year announced today they went belly-up. Many other companies within Licking County were using them. The next vendor on the bid list was Medical Center of Newark. They do all of the same testing and will do on-site testing for an annual additional cost \$600, above the previous vendor, USA Mobile Drug Testing.

Mr. Van Buren motioned to approve a new drug testing vendor, Medical Center of Newark. Mr. Fox seconded. Vote: Myers – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

Mrs. Metzger announced the BWC spreadsheet regarding facility inspection is coming along very well. Also, the BWC just rolled out a new discount program. Mrs. Metzger is hoping to attend a seminar on the new program. She is researching and hopes to apply for the Wellness grant.

#### FISCAL OFFICER'S REPORT

- A. FY 2011-2010 Audit – Ms. Krugh announced the audit is officially completed. The State Auditors will attend the June 14, 2012 Fire Board meeting during Executive Session for a formal presentation.
- B. EMS Billing – Ms. Krugh announced \$108k is in the account as of April 30, 2012.
- C. 2 Mill Levy Expiration – Ms. Krugh reminded the Board the 2M Levy expires this year.

Mr. Van Buren requested formal numbers from the county and confirm the timetable. Ms. Krugh stated we have adequate time. Mr. Myers stated he would like to see it on the November ballot. Ms. Krugh stated a formal resolution will need to occur by the July Board meeting so they can meet the August deadline to get it on the November ballot.

Ms. Krugh stated the revenue collected last year was \$6.9M and \$992k from the state for a total of \$7.9M. Ms. Krugh estimated the revenue for this year to be \$7.3M with \$987k from the state for a total of \$8.3M. Ms. Krugh stated the first half settlement for 2012 was \$3.7M. If we collect the same amount for the second half, the estimation for the entire year would be \$8.3M. This does not include EMS Billing funds – only tax revenue. Mr. Van Buren questioned what was the estimated revenue in the budget? Ms. Krugh believes it was estimated at the \$8.1M.

- D. Board members personal email addresses – Ms. Krugh questioned if any Board members would like their personal or alternative email address. Mr. Van Buren and Mr. Fox requested their West Licking email address be forwarded on to their entity email address.

Ms. Krugh gave clarification from the minutes of the March 15, 2012 Board meeting. There was a discussion regarding trash pick-up. Chief Fulmer stated the District only pays for Station 1 and 3; the Association pays for the shop. CLARIFICATION: The District pays for all trash pick-ups at Station 1, 3 and the Shop. We pay for all utilities; trash, water and sewer.

#### COMMITTEE REPORTS

Mr. Fox announced a Personnel Committee was held and asked Mrs. Metzger to proceed.

Mrs. Metzger stated the Administrative Wage Survey was discussed at Personnel Committee meeting. It was recommended for the Personnel Committee to revisit and review the wage survey again.

Mrs. Metzger pointed out one item, the Fiscal Officer, Human Resources Technician and Administrative Assistant positions are the only full-time career employees who do not accrue the same level of sick leave as all other employees. This is an internal disparity. Mr. Fox stated this was addressed at the committee meeting and feels it should look at being corrected. Mr. Fox requested for Ms. Krugh and Mrs. Metzger put together a report of financial cost and what it would take to correct.

Mrs. Metzger presented the subject matter regarding the Hiring Policy and employees who leave and want to return for employee. Mrs. Metzger asked for guidelines defining criteria of the return of an employee. This came up from a potential employee wanting to come back. Chief Fulmer asked the Board if they want to put any possible returning employee through the entire testing process or not? Due to the amount of money that is spent on this process is quite a bit, Chief Fulmer gave the recommendation of any time less than a year, the only process to put the employee through again, would be to conduct the medical exam due to a possible injury.

Mrs. Metzger disagreed with conducting the medical exam only. It poses the question as to why did they leave? Mr. Fox and Mr. Van Buren stated a background check and other items should be done. Mrs. Metzger proposed the policy to state if the candidate leaves or resigns it is the Board's discretion to decide if the individual should go through the entire testing process again or not.

Mr. Fox questioned if we do or do not spend any money on a potential employee until we are ready to hire them. Mrs. Metzger stated we do spend a lot of money on all applicants. Chief Fulmer stated that all candidates are put through the initial recruitment process of the written and physical ability testing. Mrs. Metzger interjected and stated the policy had to change after the remarks received by the Licking County Prosecutor's office. The Prosecutor's office stated a medical exam and drug screen aren't permitted unless we have reasonable belief the applicant will be hired, just passing the written and physical ability test isn't enough to establish reasonable belief the applicant will be hired. Mrs. Metzger stated the current process is anyone who passes the written and physical ability test is given a conditional offer dependent upon their drug screen, medical exam and polygraph results. Chief Fulmer disagreed with Mrs. Metzger stating the candidates receive a second conditional offer later and are then subjected to the polygraph and drug screen. Mrs. Metzger disagreed with the statement. Mrs. Metzger firmly stated the current process is for all candidates who pass the written test and physical ability test to receive a conditional offer and all candidates then go through the medical exam, drug screen and polygraph. The candidates then receive a second conditional offer when they are actually hired by the District. Mrs. Metzger stated that is how she was instructed to conduct the hiring process she was involved with. Mr. Fox requested for Chief Fulmer and Mrs. Metzger to clarify the hiring steps and report back.

As for the rehiring of an employee, Mrs. Metzger asked the Board for their desires. Mr. Fox stated he feels a year is too long. Mrs. Metzger asked if everyone is automatically accepted back who reapplies or not? Chief Fulmer stated that should be based on the reason why they separated. Example may be the adoption of a child, finishing school and unable to commit to the job time, an ill family member, etc., as long as they left in good standings. Mr. Van Buren clarified for an employee who left and wanted to come back within six months later, not everything is completed. Mr. Fox stated all hiring steps will be conducted. Mrs. Metzger proposed the policy would state for any employee gone six months or less, the employee could submit a written request and be brought before the Board to be approved or denied. Mr. Denton questioned if there is policy granting leave? Chief Fulmer stated we have approved a leave of absence in the past for some situations. Mr. Denton stated there are some situations that may cause an employee to be gone from work for some time.

BC Brad Williams raised the topic of any employee who retires. He posed the question if an employee retires and would like to come back a couple of months later on a part-time basis? Chief

Fulmer stated as long as the break in service didn't exceed that six months the Board established. Mr. Fox stated a separate line item would apply to retired employees but for other employees who leave and desire to return a year later will go through the entire process again. If they want to return within six months, Mr. Fox voiced his opinion that a background check be conducted along with possibly a few additional steps. Mrs. Metzger stated she would work on options and present them to the Board again. The Board gave a guideline of six months to be the limit.

The Personnel Committee requested the HR Technician remind the Board each January all non-bargaining unit wages to be considered in January. Ms. Krugh has not received a raise since January 2011, Mrs. Metzger received a raise in August 2011 upon the completion of her probationary period and Mrs. Lesko will be celebrating her one year anniversary tomorrow.

Mrs. Metzger will resend the Wage Survey out to the Personnel Committee to review and revisit it at another Board Meeting. Mrs. Metzger will coordinate a Personnel Committee meeting sometime the first week of June.

The Leave Policy was approved last month and states both the Administrative Assistant and Human Resource Technician receive a vacation dump annually. Currently, both employees are on an accrual basis. Chief Fulmer stated that the accrual basis is designed during the probationary period.

Mrs. Metzger brought to the Board's attention a letter was sent to part-time firefighter, Dan Rott regarding the lack of hours and his intentions of employment with the District. If she does not hear from Mr. Rott within the next couple of weeks, a certified letter will be sent. An update will be presented to the Board at the June meeting.

As for part-time employees, the employee manual states all part-time employees are to work a minimum of 24 hours per month. An employee listing and the amount of hours worked was presented. A few employees are falling below the recommended minimum whereas some are far exceeding the requirement.

Rex Johnson currently arranges the part-time schedule. Requesting or additional hours are based on seniority. It was discussed to look at what each firefighter may have requested, not necessarily to the actual hours worked. Some firefighters may have requested additional hours but weren't eligible due to additional senior members requesting the time. More discussion will be handled by the Personnel Committee and bring back to the Board at a later date.

#### LOCAL 3025

Nothing to report.

#### DISCUSSION

Mr. Fox presented the topic regarding the Union stickers being applied to the new medic and District property. It has been recommended by legal counsel to cease applying any additional decals to any District property.

Mr. Fox requested for Chief Fulmer to forward the subject matter on to Mark Fishel. All other vehicles have the union logo applied to them.

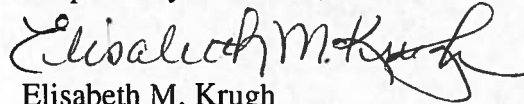


Mr. Fox announced a Special Board Meeting is scheduled for Wednesday, May 23, 2012 at 7:00 p.m. to discuss the consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official.

Mrs. Metzger or Ms. Krugh attendance is not requested.

There being no further business, Mr. Van Buren motioned to adjourn the meeting at 10:17 p.m. Mr. Denton seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Van Buren – yes. **Motion carried.**

Respectfully submitted,



Elisabeth M. Krugh  
Fiscal Officer

APPROVED:

  
Board of Trustees

VP Board  
Title

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

Note: These minutes were transcribed by Administrative Assistant, Leanne Lesko in the Fiscal Officer's absence.

Guests present: AC Ken Mathews, Chad Klimack, BC Brad Williams, Scott Hatten, Adam Gottfried, Tom Barnhill and Mark Fishel