



## WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

September 13, 2012

### Regular Board Meeting

Derek Myers opened the meeting at 7:05 p.m., and led the Pledge of Allegiance.

#### ROLL CALL:

Jersey – Derek Myers  
Harrison – absent  
Etna – Randy Foor

Kirkersville – Brian Denton  
Pataskala – Mike Fox  
Reynoldsburg – no representative

RECOGNITION OF GUESTS: Ron Tague, Pat Sagar, Jennifer Stafford, Chad Klimack, Amber Fulmer, John and Peggy Davis.

OPEN DISCUSSION: None

#### MED3000/EMS BILLING:

Mr. Myers introduced Mr. Carl Reedy and Ms. Jennifer Stafford from MED3000. Mr. Foor asked for an overview of the process pertaining to a resident who has to be transported and the process for a non-resident who may be involved in an auto accident who is transported.

Mr. Reedy informs that Medicare sets the standard for all EMS billing operations. Medicare does reimburse for transporting any of their patients to the hospital. Mr. Reedy stated the process begins with a call received from the dispatch center and medics respond to the resident. So, the care is administered to the patient, transported and dropped off at the hospital. All steps are recorded on a PCR (Patient Care Report), which is the new reporting system that began January 2012. On that form, the patient's name, address, etc. is included with an important block that must be checked to identify if the patient is a resident or non-resident. That is an identifier for MED3000 on how to process and what the next step is.

Mr. Fox questioned if all the staff members received training. Chief Williams stated the crews were all trained and Ms. Stafford was the instructor. The training also addressed the HIPPA information and reporting system.

Mr. Reedy stated they worked with all crew members on all three Units. The Medic records all of the information on the PCR, drops the patient off along with a report. MED3000 also receives a copy of the report electronically. MED3000 is then able to accurately bill the patients transported.

Mr. Reedy proceeded stating if the patient is a resident and it is noted on the PCR, MED3000 interfaces with the hospital to receive insurance information. Once the insurance information is received, a claim is then submitted to the insurance company for reimbursement.

Mr. Reedy stated the program is set-up as an OIG (Office Inspected General – legislative group that manages Medicare). If you are a municipal government providing ambulance/transport services, we have availability to bill insurance, collect the funds and write off what is outstanding. Mr. Reedy ensures our program is set-up this way. So, the insurance company is billed, funds are collected and write off any remaining amount. If a secondary or supplemental insurance applies, the insurance billed, funds are collected and write off the remainder. For a non-resident, they have no choice and do not pay the local taxes. Medicare does not give the ability to write it off right away. They states that a *reasonable* attempt must be made to collect funds for transporting. A reasonable attempt for a non-resident is to send a bill at 30 days, 60 days and 90 days. After that time, the service may be written off as uncollected. The account is set-up to be written off after 120 days of being inactive.

Mr. Fox stated some people may pay and some may not pay. They have no way of knowing the account will be written off after 120 days. Mr. Reedy clarified this applies to non-residents only and Medicare requires to go through the *reasonable* attempt. The majority of the communication is an Explanation of Benefits or EOB. The EOB comes from the health insurance company after payment. The insured will pay the bill and send an explanation of benefits to the resident. It is believed many residents may be mistaking this to be a bill. Mr. Fox stated his concern of the confusion of the documents to residents. After looking at many of the documents, many residents may also be mistaking the Request for Information form or an Explanation of Benefits as a bill. The Request for Information form is sent by MED3000 when insurance information was not given by the local hospital. If the patient does not complete or sign and return the document, MED3000 has to determine what type of insurance they may have. Now, if the insurance is governmental (Medicare, Medicaid, etc.), the insurance information will not be attained and the fees go uncollected. If it is another insurance company (Aetna, Blue Cross, etc.), the information can be attained, billed and funds collected. Mr. Fox feels the documents should state 'This is not a bill' somewhere on the document. Mr. Reedy stated that can be done, it is an easy modification.

Ms. Krugh questioned Mr. Reedy on how to proceed regarding a co-payment received from a resident for transport that occurred on June 6, 2012. Ms. Krugh stated she has the live check, therefor MED3000 has never accounted for it. Mr. Reedy stated since it is a resident to send it all back to them stating they are not responsible. MED3000 will collect from the insurance only so the patient is not responsible for anything.

Mr. Foor questioned if an insurance company may possibly send a bill for the remainder of the transport fee to a resident? Mr. Reedy answered no. Mr. Reedy stated that brings up another thing. Occasionally, a patient may receive the payment directly. This is where the patient receives the transport payment directly. When this happens, MED3000 has the option to send a letter similar to request for information, called payment-to-patient letter. It basically states MED3000 is aware the transport payment was sent directly to the patient and that it should be sent to MED3000.

Mr. Foor questioned about those who have no insurance for both residents and non-residents? Mr. Reedy answered for residents who do not have insurance a bill is not sent out. An insurance

company is not identified. Therefore, there is no insurance to bill. If it is a non-resident, MED3000 must go through the *reasonable* attempt, 30-day, 60-day, 90-days attempts. Once again, if there is inactivity on the account for 120 days, then the account is written off.

Mr. Foor asked if the District is at any exposure for a resident who isn't insured where we are billing those who are insured and not billing those who are not. Mr. Reedy answered there is no exposure at all. Should not be anything, the 'haves' take care of the 'have nots'.

Mr. Fox reviewing packet stated he saw the first page is the Request for Information; the second page looks like the Payment to Patient letter; and inquired on the third page. He questioned if that is a patient statement is a document that would go to a non-resident? Mr. Reedy answered yes that would be for a non-resident and should have dollars amount on it. It only goes to a non-resident. Mr. Fox suggested to have non-resident be stated at the top of the document. The Board decided to take some time to review and discuss any changes they would like to see to the forms. Mr. Reedy stated any changes can be easily made. It is a customizable program.

Mr. Fox stated the presentation cleared up many things and appreciated that the representatives attended the meeting. Mr. Reedy thanked everyone and stated they will continue to develop the programs. Mr. Reedy reminded everyone the program is in the early stages. The program is beginning to see cash flow come in. The reports online are all based on postdate, and charges each month due to the activity that occurred that month. Remember it is not based on date of service but what was put in and charged out that month. Payments from the insurance company follow about 45 to 60 days behind. It takes on average of 14 months to fully develop and have a loaded system.

Ms. Stafford asked the Board for direction regarding the payment to patient letter. This is the a document that could go to a resident as well as the non-resident. It is just a letter

Mr. Foor asked the percentage of instances, a ballpark figure. Mr. Reedy said maybe 6% to 8%, less than 10%.

Mr. Foor questioned the self-pay portion on pie chart. Mr. Reedy stated all those who come from the hospital with no insurance go directly into the self-pay account. This includes both a resident and non-resident. If it is a non-resident, the balance goes as self-pay and the individual receives statements. If it is a resident, the account is written off. Self-pay is no insurance.

Mr. Fox motioned to direct MED3000 bill residents who receive payment from their insurance. Mr. Denton seconded. Vote: Myers – yes; Foor – yes; Denton – yes; Fox – yes; **Motion carried.**

Ms. Stafford recommended for Chief Mathews and Chief Williams to have access to the portal to review reports.

## EXECUTIVE SESSION

Mr. Fox motioned to go into executive session to consider the appointment, employment, dismissal, potential discipline, promotion, demotion, or compensation of a public employee or official or the investigation of charges or complaints against a public official at 7:31 p.m. Mr. Foor seconded. Vote: Foor – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mr. Foor motioned to come out of executive session at 9:06 p.m. Mr. Denton seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

## APPROVAL OF MINUTES

Mr. Foor motioned to approve the minutes of the August 9, 2012 Regular Board meeting minutes as presented. Mr. Fox seconded. Vote: Myers – yes; Foor – yes; Denton – yes; Fox – yes. **Motion carried.**

## APPROVAL OF FINANCIAL STATEMENTS

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

## APPROVAL OF VOUCHERS

Mr. Fox stated there been some discussion of the tightness of the budget and recommends we continue looking for anything we don't need to do away with. Chief Williams stated the staff continues to meet regularly to monitor it.

Mr. Foor motioned to approve the Vouchers as presented. Mr. Denton seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

## NEW BUSINESS

A. Mr. Myers stated the Board received a letter of resignation from HR Technician, Terra Metzger. Mrs. Metzger has found other opportunities outside the District. Thank you for all of your work. We all wish you and your family well. Congratulations Mrs. Metzger!

Mr. Fox motioned to accept the resignation of Terra Metzger effective September 27, 2012. Mr. Denton seconded. Fox - yes; Myers – yes; Foor – yes; Denton – yes. **Motion carried.**

Mr. Fox motioned to post the HR Generalist position for a 14-day period with a salary range of \$45,000 to \$55,000. Mr. Foor seconded. Vote: Myers – yes; Foor – yes; Denton – yes; Fox – yes; Motion carried.

Mr. Fox motioned to hire Mrs. Metzger as a part-time hourly employee based on her present salary not to exceed 20 hours per week. Mr. Foor seconded. Vote: Foor – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

Mr. Fox motioned to post for a 14-day period a full-time Fiscal Assistant position at \$15 per hour. Mr. Foor seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

B. Approval of Purchases

1) No requests.

## ASSISTANT CHIEFS' REPORTS

A. Assistant Chief Williams

1. Old Business

a. Chief Williams stated the old Medic sold on GovDeals for \$8,161. The item has been picked-up and on its way to Missouri.

2. The Lucas devices that were approved last month have been ordered along with some of the other MEC agencies, we got a better price break.

3. Chief Williams noted the ladder was recently down due to broken shafts. It was down for quite some time, back in service for a very short time. A hydraulic leak was discovered placing it back out of service. It is finally back in service but in a couple of weeks will be going in for some scheduled maintenance due to a crash during driver's training.
4. Chief Williams stated the annual ground ladder test was conducted by UL and was satisfactory.
5. The annual pump test was conducted on September 5, 2012. All pieces are certified and up to snuff.
6. Chief Williams stated the Prevention office would like to request \$400 for the Open House for food & various items at the event. They continue in attempts to acquire donations and may need less than the \$400.

Ms. Krugh questioned if that included the \$300 donation that was carried over from the previous month. AC Williams answered that he believes it does not.

Mr. Fox motioned to approve \$100 for the Fire Prevention Open House scheduled for Saturday, October 13, 2012. Mr. Denton seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Denton – yes. **Motion carried.**

7. Chief Williams informed all of the Open House Coloring Contest that is in conjunction with the State Fire Marshal to all of the local school districts. The coloring pages will be picked up by the Prevention officer. The Prevention office will narrow down the top choices from each grade category. The Prevention office is requesting the Fire Board select the final overall winner from each grade category. The top winners will be recognized at the Open House at 2 pm. Each top winner will receive a savings bond.
8. The District looked for possible new IT Support Services and requested some information from Keytel Services. Pricing increased some time back with Affiliated Resource Group. We were on a month-to-month basis and recently submitted a cease in services. We are required to give a 30-day notice. Due to the quote from Keytel Systems, Mr. Fox would like to see additional quotes. It was decided to go with Keytel Systems on an hourly basis. Additional options will be presented at the October Board meeting.
9. Chief Williams stated the training site has been inspected and audited by the State. Everything is in order, and recommended the renewal of our continuing education license.

During the past month we have had five people complete the Blue Card training which is a program established throughout the country training officers and firefighters on scene management and protecting their staff. Participants include: BC Tom Bingham, Lt Jerre West, Lt Greg Reese, FF Mike Perkins and FF Adam Gottfried.

The Union has been working with Chief Mathews on a way to support Breast Cancer Awareness during the month of October. It was decided to grant the staff permission to wear pink shirts to recognize and support the cause. Licking Memorial donated half of the cost of shirts. This will be happening during the entire month of October.

10. Chief Williams stated that since the last meeting he has received another tuition reimbursement from a part-time firefighter, John Sforza. The schooling started in January of 2012 and was completed in August 2012. The part-time firefighter's 1-year probation was completed August 11, 2012. Chief Williams is looking for direction from the Board on how to proceed.

Mr. Fox questioned Chief Williams if this may have been in the works prior to August 9, 2012, when the program was frozen? Chief Williams clarified that his classes began in January 2012 with the understanding the reimbursement was established, set-up and approved.

Chief Williams confirmed that this is a new addition and is not a part of the original group as previously discussed at previous meetings. FF Sforza is to receive the first installment in the amount \$2,204.

Mrs. Metzger brought forward the question of how many others may have enrolled in school? Chief Williams stated he has not approved anyone. According to policy, they are to go through Chief Williams for approval prior to enrolling in school if they want to qualify for tuition reimbursement. Ms. Krugh stated this individual did not get prior approval either, he just started school.

Mr. Myers questioned if the other ones received prior approval or not. Mrs. Metzger answered they did receive approval from Chief Fulmer.

Mr. Foor questioned if there is a way to get a list of those employees who had prior approval? Chief Williams stated he has not approved any of them. They may have been approved above him, he has no idea.

Mr. Myers questioned if Chief Williams was to approve all of them? Chief Williams stated they are supposed to go through him but he found out afterwards where approval had been granted from above him. Chief Williams informed the Board the full-time firefighters faithfully turn in all training requests and know where they stand but the full-time firefighters are given an established training amount annually, whereas with the part-timers, nothing is set. Mr. Fox requested the individuals need to provide evidence they sought prior approval. Mrs. Metzger stated she is not aware of any prior approval to Chief Fulmer or herself.

Mr. Foor motioned to table until proof of prior granted approval is submitted. Mr. Fox seconded. Vote: Foor – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

#### LOCAL 3025

- A. FF Moon stated the MDA fund raiser was held over Labor Day weekend and a total of \$6,700 was collected. The Board recognized and congratulated the Union for their efforts.

#### HUMAN RESOURCES REPORT

- A. Mrs. Metzger updated the Board on the Promotional Process. It was brought before the Board for review last month. The process used to reflect the list would last for the duration of the contract. The Union agreed to change that to the standard 3-year so there would be no retesting for a year and a half. The Union has voted and approved the process.



Mr. Foor questioned if legal counsel has reviewed the policy or not. Mrs. Metzger answered that it has not been reviewed by legal counsel.

Mr. Fox questioned when the 3 year term is or was. Mrs. Metzger answered we are a year and half expired. Mr. Fox questioned what the cost would be. Mrs. Metzger answered one test includes a test on the book and the testing of inter-personal communication/relationship skills. The book test would be changed every other time because it outdates. The test to update the book would cost approximately \$5,000 with the next session of testing would be \$2,000 to \$3,000. We are required to provide a promotional process per the contract.

Mr. Fox motioned to approve the Promotional Process conditional on approval from legal counsel. Mr. Denton seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

- B. Mrs. Metzger presented the Special Response Teams policy. It was started several months ago under Chief Fulmer. Mrs. Metzger stated that legal has reviewed. We do have some employees who participate on Special Response Teams within the county. This policy gives them a process and structure in participating with the teams. Mrs. Metzger stated a handful of employee participate in special response teams. This sets a structure to allow those individuals to participate. Mrs. Metzger stated it leaves the ability with the Fire Chief to approve or deny. It does not mandate participation but if they are approved or denied.

Mr. Denton motioned to approve the new Special Response Teams Policy. Mr. Denton motioned to amend the original motion to approve the new Special Response Team Policy as long as we don't go below the minimum manning requirements. Mr. Fox seconded. BC Williams questioned is the wording going to state 'on duty in the District'? If they are sent on a Special Response Team, they are technically still on duty with the District. Mr. Myers questioned if the Union has reviewed it and who wrote it? Mrs. Metzger answered it was created by BC Todd Magers. FF Larry Moon answered the Union members have reviewed it. FF Moon voiced to not go for adding the clause. FF Moon feels if that were to go before the Union, they would not accept it. FF Moon stated we accept all kinds of manpower to come into our District at any cost. This is an opportunity for us to do the exact same thing. Mr. Myers confirmed FF Moon's statement not to add the clause in the policy. Vote: Fox – no; Myers – no; Foor – no; Denton – no. **Motion failed.**

Mr. Denton motioned to approve the new Special Response Teams Policy. Mr. Fox seconded. Vote: Myer – yes; Foor – yes; Denton – yes; Fox – yes. **Motion carried.**

- C. Mrs. Metzger reviewed the Property & Liability Insurance Renewal invoice that was included in the packet. There was quite a substantial increase from the previous year. The underwriters state the main continuation is due to our current litigation. We also increased the property coverage for our buildings and trucks last year but we weren't charged for it.

Mr. Fox questioned what the budget was for this. Ms. Krugh couldn't recall off the top of her head but stated we are in the ballpark, very close.

Mr. Fox motioned to accept the Property & Liability Insurance Renewal with Ohio Plan Risk Management in the amount of \$45,071. Mr. Foor seconded. Vote: Myers – yes; Foor – yes; Denton – yes; Fox – yes. **Motion carried.**

- D. Mrs. Metzger presented the Hiring Policy. Todd Ellsworth from Downes, Fishel, Hass & Kim did a final review. On page 7, under the Administrative portion, it was recommended to strike paragraphs 2 so the Board may determine how to set the application and hiring process. Mr. Ellsworth stated to Mrs. Metzger that it is not necessary to place an administrative person through a polygraph. It is up to the Board if you would like the Administrative staff to go through a polygraph or not but Mr. Ellsworth recommends conducting the background check. The Board determined they would like more time to review the document.
- E. Mrs. Metzger asked how to proceed regarding the hiring of part-time firefighters. We are currently about seven below on part-time firefighters. During the last hiring, we depleted the hiring pool. The Board decided to hold off for the moment.
- F. Part-time firefighter, Brandon Scott submitted a letter of resignation due to lack of hours.

Mr. Fox motioned to accept the resignation of Part-Time firefighter, Brandon Scott effective August 30, 2012. Mr. Foor seconded. Vote: Foor – yes; Denton – yes; Fox – yes; Myers – yes. **Motioned carried.**

- G. Accepted part-time firefighter Josh Harrison resignation last month August 29, 2012. FF Harrison was with the District for 10 years. He asked Chief Mathews if he could possibly purchase his helmet to take with him. Mrs. Metzger located the policy addressing this. The policy was established in 2009 and according to 10 years of service, FF Harrison is eligible to receive a \$100 gift card. Mrs. Metzger stated some of the wording is really confusing, so she pulled the Board meeting minutes when the policy was approved. The minutes had amendments that were not included in the published policy. Minutes state the policy was approved to allow the Board discretion regarding finances.

Mrs. Metzger stated that FF Harrison decided not to purchase the helmet due to the pricing. The policy states he will pay the District for what it would cost to replace it. It was around \$250. Mr. Foor recommended the possibility in lieu of a \$100 gift card do we want to offer him the opportunity to purchase his helmet for \$150? Mr. Myers stated the case by case basis was pertaining to the financial portion. Just the policy that was published was never changed.

Mr. Myers offered the helmet for \$150 and stated doesn't think we should give out a gift card to part-time employee.

BC Williams stated some firefighters take pride in their helmets and it is something they may desire to have once they separate from the service. Possibly in lieu of money, offer their helmet for a \$1. There has to be some depreciation and some helmets may soon be outdated.

Mr. Fox motioned to approve the Separation/Retirement Policy as amended. Mr. Foor seconded. Discussion: Mr. Foor questioned if we wanted to include full time also? In the revised version it should state all employees. OPERS are eligible also. If EMK were to retire, she has more than 5 years, it would apply to her also. It should state all employees of the District. Mrs. Metzger questioned if the Board would like to do away with the policy all together and do it as a case-by-case basis. Mr. Myers slightly recalls a possible problem with that. He recalls they had to have something in place to document why are we doing it, per the Auditor. Mr. Myers stated the discussion led to the appropriate dollar amount and if mandatory or not. Discussion also included are part-timers eligible or not, do they get cash or what if an employee terminated – would they be eligible to still receive the cash? Mrs. Metzger stated she can work with Chief Mathews to assign this project out to an individual.



Mrs. Metzger wants to make sure the Administrative staff members aren't overlooked. They do not have a helmet to take with them. Believe they should be included in the policy as well. Mr. Fox voiced his concern he is not a fan of the gift card. Mrs. Metzger stated she will work with Chief Mathews to have the project assigned to an employee and report back at a future date. Vote: Denton – no; Fox – no; Myers – no; Foor – no. **Motion failed.**

H. Mrs. Metzger presented the Use of Assigned District Vehicle Policy which has not gone before legal review yet.

Mr. Fox motioned to have legal counsel to review the Use of Assigned District Vehicle Policy. Mr. Myers seconded. Vote: Fox – yes; Myers – yes; Foor – yes; Denton – yes. **Motion carried.**

I. Mr. Fox motioned to increase the payout regarding the Insurance Opt-Out Policy from 25% to 35% contingent on review of legal counsel. Mr. Myers seconds.

J. Mrs. Metzger presented information regarding the possibility of creating a Maintenance Technician position. This is a succession plan for when Chief Mathews retires. Mrs. Metzger pulled job descriptions and pay information from the City of Columbus and some other places. There is not an exact position description of what was discussed in the Budget Committee meeting. Mrs. Metzger pulled three that encompass the items that were discussed along with the pay scale. Please review the descriptions and mark what you feel the position should include. This is just a starting point for job description.

#### FISCAL OFFICER'S REPORT

A. Ms. Krugh presented the official tax levy language that will be on the November 6<sup>th</sup> ballot. Ms. Krugh reminded all this is a reduction of the \$2m to the \$1.5m levy received from the Board of Elections.

B. Ms. Krugh received the second half tax settlement in the amount of \$3,292,045.65. She transferred \$2.7m to STAR Ohio.

C. The Fiscal Year 2013 tax estimate was received from the County Auditor. We expect to receive \$8.1m. The exact figure is \$8,171,299.

Mr. Foor motioned to approve Resolution 2012-14: accept the amounts and rates as determined by the Budget Commission & authorizing the necessary tax levies and certifying them to the county auditor. Mr. Fox seconded. Vote: Myers – yes; Foor – yes; Denton – yes; Fox – yes. **Motion carried.**

D. Ms. Krugh presented a copy of the revised Fiscal Year 2012 Budget and 3-year Projection to all Board members.

E. EMK presented Resolution 2012-15: Supplemental Appropriation, reductions and/or increases as presented herein. Ms. Krugh took the Budget and reduced it to \$10.4m from \$10.7m.

F. Mr. Fox motioned to approve Resolution 2012-15: Supplemental Appropriation, reductions and/or increases to the appropriation line items as needed for the total figure resulting in \$10.4m. Mr. Denton seconded. Vote: Foor – yes; Denton – yes; Fox – yes; Myers – yes. **Motion carried.**

G. Ms. Krugh notified she has requested capital expenditures for the FY2013 Budget and is still awaiting responses.

#### COMMITTEE REPORTS

Budget Committee – Mr. Fox stated many of the items the Budget Committee had to present have already been discussed during this meeting.

#### DISCUSSION

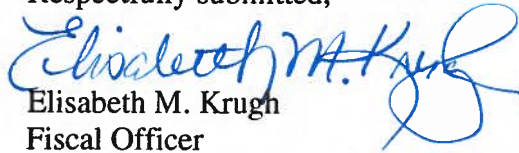
Ms. Krugh stated a total of \$7,000 is pending regarding the tuition reimbursement for the part-time firefighters. This amount does include both the second and third payments to some of the original group of six part-time firefighters. Ms. Krugh reminded the Board the policy was created/drafted for the six original firefighters. To follow the policy, the Fire Chief must grant prior approval to see if the course/schooling is acceptable. The question is since those six have received their first installment, should we continue?

Mr. Myers motioned to increase the tuition reimbursement appropriation by \$5,000 so we may reimburse the six part-time firefighters. Mr. Fox seconded. Vote: Denton – yes; Fox – yes; Myers – yes; Foor – yes. **Motion carried.**

#### ADJOURNMENT

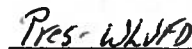
There being no further business, Mr. Myers adjourned the meeting at 10:45 p.m.

Respectfully submitted,

  
Elisabeth M. Krugh  
Fiscal Officer

#### APPROVED:

  
Board of Trustees

  
Title

Note: Minutes were transcribed by Administrative Assistant, Leanne Lesko. The minutes are unofficial, subject to amendment, until approved by the Fire Board Members.

Guests present: AC Ken Mathews, AC Harold Williams, Chad Klimack, Ron Tague, Amber Fulmer, Linda Corniola, Larry Moon and Tom Barnhill.