



WEST LICKING JOINT FIRE DISTRICT BOARD OF TRUSTEES

September 24, 2012

Special 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.

Chief Mathews stated that HR Technician Metzger will be leaving on Thursday, September 27, 2012 and Fiscal Officer Elisabeth Krugh's days are filled with payroll and accounting functions. The concern is completing all of the incoming Public Record Request in a timely manner and we do not see it slowing anytime soon. Public Records Requests are very time sensitive. Ms. Krugh may have to compile some of the data for a request but to have her time or Leanne's to stand at the copier all day is not good.

Mr. Fox confirmed with Ms. Krugh that she has stated before that the State Auditor's office has people available to step-in for a Fiscal Officer or Clerk in some situations. Ms. Krugh stated yes they do have Visiting Clerks available. The Visiting Clerk is able to cut checks and pay bills but would have no knowledge of our payroll system. Ms. Krugh stated our payroll system is web-hosted, and totally separate from the UAN system.

Mr. Fox questioned how many applicants have been turned in for the two open positions. Ms. Krugh stated approximately 20 for the HR position and 1 so far for the Fiscal Assistant.

Mr. Van Buren stated he believes it may have hurt us by requiring three years of UAN experience in the job posting. Ms. Krugh agreed that was possible. She stated that if payroll is conducted in-house and through the UAN system, the Fiscal Officer must have a full-time assistant. Ms. Krugh stated our payroll is outsourced through Paychex. They are responsible for reporting and transmitting all required tax forms. All of the payroll data is provided by Ms. Krugh, but Paychex is responsible for

the tax reporting and handles that procedure for us. Chief Mathews voiced a concern regarding the District's payroll. It is very complicated and time consuming due to the varied pay rates, pay scales, over-time, FLSA, etc.

Mr. Fox questioned if we can go to a temporary service to acquire someone to assist with the Public Record Requests? If so, should we look at a full-time or part-time temp? Mr. Van Buren mentioned bringing in a temporary employee who could make copies and do clerical work that must be done to free up the other employees in the Administrative office. Ms. Krugh stated we need to ensure we bring in someone with good administrative/clerical experience. Mr. Fox stated the office could use a temporary for 40 hours per week. Ms. Krugh agreed.

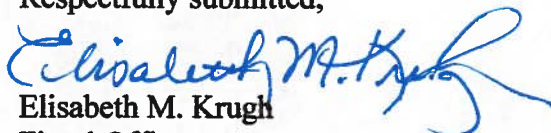
Mr. Foor asked if there is anyone who may be looking for job that may have the qualifications. Chief Mathews stated by going through a temporary service we will not be responsible for that person's wages, etc.

Mr. Fox motioned for the Administrative Office to contact a temporary service for an Administrative Assistant level individual for 40 hours per week for a 30 day period. Mr. Van Buren seconded. Vote: Myers – yes; Foor – yes; Van Buren – yes; Denton – yes; Fox – yes. **Motion carried.**

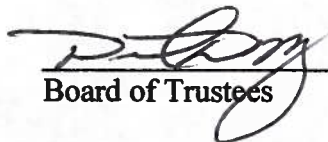
ADJOURNMENT


There being no further business, Mr. Myers adjourned the meeting at 7:19 p.m.

Respectfully submitted,


Elisabeth M. Krugh
Fiscal Officer

APPROVED:


Board of Trustees


Title

Note: These 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