



West Licking Joint Fire District
851 East Broad Street
Pataskala, Ohio 43062

Board of Trustees

MEETING MINUTES

April 11, 2013

Mark Van Buren opened the meeting at 7:00 p.m., and led the Pledge of Allegiance. Meeting was held at Station 3 – 7125 Mink St. Pataskala, OH 43062.

ROLL CALL:

Jersey – Derek Myers

Harrison – Mark Van Buren

Etna – Randy Foor - Absent

Kirkersville – Brian Denton

Pataskala – Mike Compton

Reynoldsburg – Cornelius McGrady III

OPEN DISCUSSION: None

EXECUTIVE SESSION:

Mr. Compton motioned to go into executive session to consider the investigation of charges or complaints against a public employee; to discuss pending litigation at 7:02 p.m. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Compton motioned to come out of executive session at 7:55 p.m. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

APPROVAL OF MINUTES:

Mr. Compton motioned to approve the March 14, 2013 regular meeting minutes. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Myers motioned to approve the March, 2013 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Myers motioned to approve warrants 28006 - 28113. Mr. Denton seconded. Vote: Denton – yes; Compton – yes; Myers – yes; Van Buren – yes; McGrady – yes. **Motion carried.**

CHIEFS' REPORT:

A. Acting Chief Ken Mathews reported April birthdays and anniversaries.

B. AC Mathews informed the Board that he needs to purchase new SCBA Bottles to replace bottles that have come to the end of their use life. They have a use life of 10 years after which you can no longer fill them. We have 10 bottles that will expire this year and the cost to replace those 10 bottles is \$4,740.00. This is a budgeted item. Mr. Compton motioned to purchase 10 SCBA Bottles to replace the ones that are reaching the end of the use life at a cost of \$4,740.00. Mr. Denton seconded. Mr. McGrady inquired if this would cover all stations. AC Mathews stated that the District has a total of approximately 50 bottles between the three stations. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

- C. AC Mathews informed the Board there was a citizen complaint about damage to a garage door on a residential fire alarm where no one was home and the Reynoldsburg Police had requested the Fire Department to come out and verify that it was a false alarm. When the homeowner came home they stated that we had damaged their house. We did an investigation and spoke with the homeowner concerning the incident. The damage was the garage door. Someone inadvertently turned the latch on the garage door and when they got home they pushed the button to open the door with their automatic garage door opener. This could have been us, Reynoldsburg Police, or Truro Fire since all three departments were on the scene and we were unable to determine who turned the latch. This is the fourth false alarm at this home. The neighbor had called the police department concerning this alarm. It is not monitored by an alarm company. She was fine once we spoke to her about the situation. The homeowner was going to turn the damage in to their homeowners insurance.
- D. AC Mathews informed the Board that on April 2, 2013 the Newark City Fire Department requested mutual aid at the Star Wiper warehouse fire. The ladder truck was requested by Newark and AC Mathews received good feedback from the Newark Fire Chief.

ASSISTANT CHIEFS' REPORT:

- A. AC Mathews informed the Board that Assistant Chief Williams had a death in the family.
- B. AC Mathews stated that AC Williams has ordered the ECG monitors and they should be here in approximately two to three weeks.
- C. AC Mathews informed the Board the EMS Open House is scheduled for May 18, 2013 from 11:00 a.m. till 3:00 p.m. at Station 1. There are seven vendors that have confirmed for the Open House. There will be a silent auction with all proceeds going to the Ronald McDonald House and The Burn Unit.

HUMAN RESOURCES REPORT:

- A. Steve Little, HR Consultant informed the Board that he is working with Leanne on a Policy Manual Process and has gone back and reviewed minutes from 2009 to present and found that some of the policies have Board approval; some have Board approval and Union approval; and some have Board approval, Union approval and legal approval. We have identified about 9 or 10 that have all three. We are reformatting them and creating a master manual that will have a sheet that will have dates of when each policy has obtained all of the approvals and as we update each policy they will be placed into this manual and it will contain all policies.
- B. Mr. Little stated that he is also going through the same process with the Standard Operating Guidelines which don't come to the Board for approval.

Mr. VanBuren inquired that since some of the policies weren't approved are you reviewing the policies to make sure the right people approve them. Mr. Little stated that yes he is. Mr. VanBuren inquired if there are any policies that are in need of being updated or corrections to the policy. Mr. Little stated that yes he does have some that need to be updated.

- C. Mr. Little stated the Part-Time Policy will need to be changed due to the Affordable Health Care Act. There are three Part-Time Policies and the job description that need to be modified and reviewed. Mr. Little questioned the Board if they want legal counsel to review these policies in addition to the Board,

Union, and the Chief. Mr. Van Buren stated yes. Mr. McGrady stated that it should be passed by legal counsel just to make sure that it is saying what we think it is saying.

- D. Mr. Van Buren inquired if we are to the point to have a Personnel Committee Meeting to review this information for the part-time policies. Mr. Little stated that yes he believes we are.
- E. Mr. Little stated that the next thing on the agenda is the Maintenance Technician position. Mr. Van Buren inquired if the Board would want the Personnel Committee to look at that. That Committee consists of Mr. Van Buren, Mr. McGrady, and Mr. Myers. Mr. Myers stated that we could set that up for week he would be available any time after 5:30 p.m. Mr. McGrady said any day but Monday is good for him. Mr. Myers suggested Tuesday, April 16, 2013. Mr. McGrady agreed with Tuesday. Mr. Van Buren agreed with Tuesday also. The time was set for 6:00 p.m.
- F. Mr. Van Buren inquired as to when Mr. Little's contract is up. Mr. Little stated that it was a 3 month contract. Mr. Van Buren inquired if the Board wishes to continue Mr. Little's contract. Mr. Little stated that 29 hours per week would sufficient. Mr. Van Buren stated to extend the contract for 6 months for no more than 29 hours per week at \$35.00 per hour as an independent contractor.
- E. Mr. McGrady motioned that we renew the HR contract with Mr. Little for a six months starting April 15, 2013 with a maximum of 29-30 hours a week at \$35.00/hour. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

FISCAL OFFICER'S REPORT:

- A. Donna Hubner, Fiscal Officer informed the Board that OP & F has increased the members contribution rate by 0.75% that will go into effect with the first payroll in July every year for the next three years beginning with 2013. They will need to pass a new resolution that shows these increases in them and the payroll dates that this goes into effect.
- B. Ms. Hubner stated the first half property taxes were received from Licking County in the amount of \$3,702,300.92 of which \$190,420.82 was for the 1 Mill Capital Fund and \$3,511,880.09 was for the General Fund.

COMMITTEE REPORT:

Building Committee

MARCS Radio Update – Mr. McGrady submitted an email to Mr. Schroder, Projects Manager for Pataskala and he is unable to address the question we inquired about which is: If the Fire District were to participate in a joint venture on the construction of the tower and as other entities would link onto the tower would we share in the benefits. Mr. Schroder stated that he would take this to the Pataskala Council during their meeting on April 15th. Mr. McGrady met with BC Magers and FF Krouse as they have completed a needs assessment as far as the MARCS radios.

Battalion Chief Todd Magers and FF Joe Krouse presented information to the Board as to the differences between the current radio system and the MARCS system. BC Magers explained the terminology that is utilized by the department for various communication needs. BC Magers stated that Chief Jeff Hussey, Granville came over and went around and tested a MARCS radio and a radio from our current system to see what type of service was out there with just the tower at 161. BC Magers stated there were two areas where the MARCS radios worked best. There were three areas that were considered the same, but the MARCS

system was clearer with minimal to no static. There were two areas where the VHF worked the best. There was one area where neither system was very good. BC Magers stated that currently both systems are even so once the Mink St. tower was in place the MARCS system would be the better system, some of the weaker places like Etna Park would definitely be improved by the tower in Pataskala.

BC Magers stated the current TAC channels are not repeated or monitored where with the MARCS system they will be monitored in case there is a mayday and also they will be recorded so it can be utilized for training purposes. BC Magers stated there have been additional studies done where the county contracted with RCC Consulting who evaluated Licking County and the MARCS system and they recommended putting in additional towers. BC Magers stated he would obtain a copy of this study for everyone to take a look at. Mr. Van Buren stated he would like to see this study.

BC Magers stated in the current Building Code when they are constructing new buildings they must have a company like B&C come in and do testing to see if there would be issues for emergency personnel accessing the radio system they are required to install bidirectional amplifiers. We are trying to find out the cost associated with these bidirectional amplifiers.

BC Magers presented a three year plan. The way we thought about it is if we went with MARCS we could always come back out. Activate the radios that are MARCS capable now and get an idea of how the system is working now and once the tower is in place we would know how the system works.

FF Krouse stated the user fees are \$20.00 per radio per month. The yearly cost for the 19 radios that we have now would be \$4,560.00. We believe that to be fully functional with the MARCS system we would need a total of 29 radios. So that would mean purchasing an additional 11 radios. For the MARCS only radios 11 radios would \$39,204.00 and the dual-band radios would be \$59,177.25. The next stage would be adding the MARCS mobiles into the medics, engines, and stations. That would be adding 10 mobiles at a cost of \$37,307.50. FF Krouse recommends applying for the AFG grant for the purchase of the radios. FF Krouse reviewed the three year plan for purchasing the radios. Mr. Van Buren stated that according to this plan it would cost approximately \$80,000.00 if we do not go with the dual-band radio. FF Krouse stated yes that is what current pricing estimates are. Mr. McGrady stated with the recommendations presented and the radios with sufficient range and coverage in that the tower would only enhance the performance of the system. FF Krouse stated that we are currently at about 50/50 with each system so with installing a tower here it should enhance coverage.

Mr. Van Buren stated the Board has two decisions to make. One, is do we partner with Pataskala on the tower and two, do we activate the radios now and see how it works?

BC Magers stated that once the Newark tower is in it may enhance the coverage on the east side of the District.

Mr. Van Buren inquired what AC Mathews opinion and recommendation on the radios. AC Mathews stated that we should activate the radios that we have now and see how they work. It will cost us the user fees of \$380.00 per month and get our radios programmed. AC Mathews stated we can get the contract and see what the terms are. Mr. Van Buren asked if we could come up with \$4,560.00 to pay the user fees. Ms. Hubner stated that it is plausible to do.

BC Magers inquired if we didn't go to MARCS but wanted to MARCS radios to communicate with Granville, Monroe, and Newark would we still pay the \$20.00 per radio per month. AC Mathews stated he believes that we would still be required to pay the \$20.00 per radio.

Mr. Van Buren inquired as to how the Department communicates now with the Pataskala Police. BC Magers stated they utilize the Nextel radio currently to contact them.

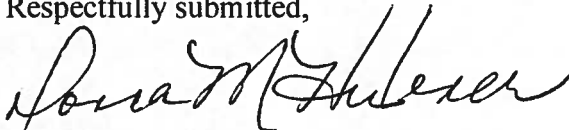
Mr. Myers motioned to enter into contract for 19 radios at a cost of \$4,560.00 per year for up to two year. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

The Board thanked BC Magers and FF Krouse for the presentation and research into the MARCS radios.

Discussion concerning the building repairs for Station 2 & Station 3 that was presented by the Building Committee. AC Mathews stated for Station 3 he would do the repairs in the following order: the concrete work, windows, service door, blacktop, and lastly cleaning the outside of the building. Inside Station 3 the concrete work, painting the walls, replace the ceiling tiles and light fixtures, and then floor coverings. For Station 2 the crew over there has volunteered to do the painting and putting in new ceiling tiles. There really isn't anything else we can do as the building cannot be expanded. Mr. Van Buren inquired as to what we have budget wise for the repairs that are need at Station 3. Currently there is \$10,000.00 and have spent \$2,000.00 but this type of work needs to come out of the capital budget. AC Mathews will obtain quotes to do the repairs for the concrete work in the bays and on the apron and present them to the Board. Ms. Hubner and AC Mathews will come up with where the money can come from to do these repairs.


There being no further business, Mr. Van Buren adjourned the meeting at 9:35 p.m.

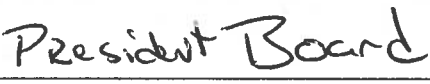
Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:



Board of Trustees

Title

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