



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

Board of Trustees

MEETING MINUTES

August 8, 2013

Mark Van Buren 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 Compton

Reynoldsburg – Cornelius McGrady III

OPEN DISCUSSION:

OATH OF OFFICE NEW EMPLOYEES:

Acting Chief Ken Mathews swore in the two new Full-Time Firefighters James Kincaid III and Seth Mason.

AC Mathews swore in the four new Part-Time Firefighters Brandon Doyle, Karl Eash, Richard Nethers, and Nicholas Rhodes.

APPROVAL OF MINUTES:

Mr. Compton motioned to approve the July 11, 2013 Regular Board Meeting minutes. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. McGrady motioned to approve the July 30, 2013 Special Board Meeting minutes. Mr. Compton seconded. Vote: Denton – abstain; McGrady – yes, Van Buren – yes; Foor – abstained; Compton – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

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

APPROVAL OF VOUCHERS:

Mr. Compton motioned to approve warrants 28356 - 28419. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

CHIEFS' REPORT:

A. Acting Chief Ken Mathews reported that E403 is in the repair shop and the engine work began this past Monday, August 5, 2013. AC Mathews stated he does not have an estimate on the final completion date. AC Mathews stated he did reach out for another estimate and it came in at \$32,000.00 and it had a six to eight week lead time.

B. AC Mathews informed the Board that the Firefighter's Association Street Fair starts next Wednesday through Saturday, August 14 – 17, 2013.

C. AC Mathews reported August birthdays and anniversaries.

- D. AC Mathews informed the Board that the New Engine Committee will present to the Board at the September 2013 meeting.
- E. AC Mathews distributed to the Board an email he received earlier today from the City of Pataskala concerning a counter proposal for the MARCS tower construction. It states that instead of receiving 50% of revenues in perpetuity the Fire District would receive the money invested and \$45,000 in user fee credits. Mr. Van Buren stated then basically if we put \$90,000.00 in, the District will receive half in credits, and the full \$90,000 back from any revenues from the tower. AC Mathew stated yes instead of receiving half of any revenues in perpetuity the District would only receive the \$90,000 that was invested back, plus the \$45,000 in user fee credits. This is contingent on approval by the District, Pataskala, and MARCS. Mr. Van Buren asked for any discussion or thoughts from the Board. Mr. Compton stated that the wording sounds good and thinks it is a win-win. Mr. Van Buren stated he feels as if we are being a bank and doesn't want the District to be a bank. Mr. Van Buren questions are we just better off doing repairs to the stations that are needed. This makes it sound like we are being used as a bank and not as a partner in this. This is his opinion in the matter. Mr. Foor inquired as to how soon Pataskala is looking for an answer. Mr. Compton stated that Pataskala wants move ahead. Mr. Van Buren inquired if this is something that can wait until our September meeting. Mr. McGrady moved to table any decisions concerning the MARCS tower construction. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

ASSISTANT CHIEFS' REPORT:

- A. Assistant Chief Harold Williams informed the Board that with the purchase of the new Lifepaks, some of the equipment has become outdate and of no value. There are old Lifepak cases and 18 batteries that he would like to put out to surplus and dispose of them. Mr. Myers moved to declare the old Lifepak cases and 18 batteries as surplus equipment. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**
- B. AC Williams stated he would like to make an option to the employees to work with the Board of Health to get a flu shot. Approximate cost is \$2,200.00 if every employee received it. Mr. Van Buren inquired if the health insurance would cover any of this cost. Mr. Little stated he would check on it. Mr. Van Buren inquired if they would come here to give the shots. AC Williams stated they come here the third Wednesday of each month.
- C. AC Williams informed the Board of the three Medical Directors of the MECC Dr. Zeeb, Dr. Chambers, and Dr. Stevens. They have been working to update the modems for the heart monitors. The new modems would be voice activated, so when they turned the monitor on everything that goes on during the run they would be able to monitor and hear what's going on and if there are problems as far as coming down stairs or a delay in transport they can understand what is going on and match it up with reports. The Medical Directors stated this would be strictly for performance enhancements and improvement. They have checked with their legal counsel and have said as long as it is under performance enhancement it is not something that is under discovery. They would be providing modems for every medic unit within the eight or nine agencies. The District is eligible for a \$49,975.00 grant from the Mt. Carmel Foundation based on the recommendation of the MECC Medical Directors to update the modems.

- D. AC Williams informed the Board that the District received a donation from the Shriners for \$1,315.00 for pediatric equipment.

Mr. Compton inquired from AC Mathews if he spoke with Robinson Concrete. AC Mathews stated that they have come and took measurements but have not submitted a proposal as yet.

Mr. Compton stated that the Pataskala Sterling Theater is doing a play this Friday and Saturday evening. Mr. Compton inquired if the Theater could borrow the large floor fans this weekend to use during the performances to move the air through the theater. AC Mathews stated that would not be a problem and where would he like them delivered to. Mr. Compton stated if they could be there by 5:00 p.m. on Friday at the two rear doors that would be great.

Mr. Compton stated that he stopped by upstairs on Saturday to pick up his packet and rang the doorbell for about five minutes and he could hear folks talking and watching TV so, he knocked on the door and when they answered and he went inside everyone was in quarters. They tried the doorbell and realized that it could not be heard in kitchen area or dayroom. AC Mathews stated that he would look into this and get it taken care of.

HUMAN RESOURCES REPORT:

- A. Steve Little, HR Consultant informed the Board the promotional exam for the Lieutenant's position will be August 12, 13, 14, the Internal Interviews will be August 15, 16, and the External Interviews will be August 21, 22. This process will then be complete and we can report back to the Board next month.
- B. Mr. Little informed the Board that there are 12 applicants remaining on the CPAT list that are still interested in interviewing for a part-time position. Mr. Little stated that they are going to begin interviewing for the remaining five Part-time Firefighter positions. Mr. Van Buren inquired if we need start making another list. Mr. Little stated that we should finish this list and see what happens first.
- C. Mr. Little informed the Board Part-Time Firefighter Gregory Haynes has requested an additional 30 day leave of absence since he is currently try to sell his house and his wife is expecting. He feels that he will be able to starting picking up hours again in late September or early October.
Mr. Compton motioned to grant Gregory Haynes a thirty day extension on his leave of absent. Mr. McGrady seconded. Vote: Mr. Denton – no; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**
- D. Mr. Little stated the annual driver abstracts are almost complete on all of the employees. Mr. Van Buren inquired if we did them. Mr. Little stated we do them online.

Mr. McGrady inquired as to who is responsible to make sure the annual training requirements are adhered to by the Firefighters. Mr. Little stated the Firefighters are responsible for making sure they have their continuing education, AC Williams tracks it for them and works with them if they have questions regarding their hours. AC Williams stated the union contract states the District must provide training for them to maintain their certification but it ultimately their responsibility to make sure they have attended the number hours required.

FISCAL OFFICER'S REPORT:

Donna Hubner, Fiscal Officer distributed information to the Board concerning the charges that the various banks have quoted for the ACH transactions associated with payroll processing in house. Ms. Hubner stated this is for informational purposes currently as she is awaiting information from Chase Bank. Mr. Van Buren inquired if when she spoke with Park National did she inquire as to the cost if the District moved their

checking account also if they would cut the ACH fees. Ms. Hubner stated she did not but would inquire if the District moved the checking account if that would help cut costs associated with a payroll account.

LOCAL 3025:

Larry Moon, President of Local 3025 wanted to clarify during the last three special meetings concerning Organizational Structure during June and July 2013 were the opinions and beliefs of the individuals speaking and are not endorsed by union.

Mr. Moon stated when Labor-Management met the Union has decided to leave the wording the same when it comes to the force list. Mr. Moon feels the issue will not present itself and that when someone is potentially forced then they will move to the bottom of the list. This will be the practice through the remainder of the contract.

Mr. Moon inquired from Mr. Little about the forms that were requested to fill out for the insurance company. These were filled out before and were supposed to be placed in a database for future use. Mr. Little stated he just found out about this same issue today and will look into this. Mr. Van Buren stated through the township, they have several companies shopping for health insurance and were told that most insurance companies want up to date information. The insurance carriers will only utilize forms that have been filled out within the past thirty days. Mr. Little stated he inquired from Frank Harmon's office about the data that was supposed to capture electronically.

Mr. Moon inquired about the MARCS radio tower if there is something the union needs to do with this. Mr. Denton stated this is just negotiations on whether the Board puts in \$90,000.00 to help with construction of the tower. Mr. Van Buren stated this doesn't have anything to do with whether we utilize the MARCS radio system, he feels that we are going in that direction, this is just if we are going to take tax dollars to help finance the construction of the tower. Mr. Van Buren stated we have already voted to go onto the system it is just if we want to partner with Pataskala or should we use that money for something else.

Mr. Moon stated from the union side, he has concerns about the voice activated Lifepaks. Mr. Moon would really like to talk to some more attorneys about whether or not it can become public record and what are the terms that keep it from becoming a public record. There was an instructor from Mount Vernon who stated they had the voice recorders for about three months and then did away with them. Hopefully this is evaluated well before the District goes with this. Doesn't understand what can be gained from these audio recordings since a lot of the procedures they do are visual. Mr. Van Buren inquired from AC Williams as to what they are trying to get from these recordings. AC Williams stated the Medical Director's concern is to be able to determine if there is something going on that is prolonging scene time, are there procedures being missed. They want to be able to hear what is going on and utilize it as an educational piece and as a performance improvement piece. They are trying to get a complete picture when it comes to the patient care. Mr. Van Buren inquired how the recordings work. Do we just send them to someone? AC Williams stated that is one of the things that is being worked out now prior to purchasing the equipment. Mr. Van Buren inquired do we have to do this since we are part of the group or can we opt out of it. AC Williams stated this is something that the Medical Directors are wanting for the entire group. Mr. Van Buren stated this is something the union has concerns about public records. Mr. Moon stated the union has a lot of concerns over that and stated it is changing the work condition. Mr. Moon would like to see what the HIPPA rules are concerning audio recordings. Mr. Van Buren asked Mr. Moon to put the unions concerns in writing so that these can be addressed by the Medical Directors and our legal counsel.

Mr. Van Buren inquired what direction the Board would like to proceed regarding the Organizational Structure meetings. Mr. Compton stated he would like to have Mr. Little look at it and give the Board direction as to how

they should proceed. Mr. McGrady stated that sounds reasonable. Mr. Foor agreed. Mr. Myers agreed. Mr. Denton agreed.

EXECUTIVE SESSION:

Mr. Myers motioned to go into executive session to consider the investigation of charges or complaints against a public employee. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.** The Board went into executive session at 8:23 p.m.

Mr. Myer motioned to come out of executive session at 9:03 p.m. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Myers motioned AC Williams look at the training record of the Fire Prevention Officers to see when the last time training was provide on how to deal with angered residents and about getting a refresher course provided. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

There being no further business, Mr. Van Buren adjourned the meeting at 9:06 p.m.

Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:


Board of Trustees

9-12-13
Title

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