



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

Board of Trustees

MEETING MINUTES

December 12, 2013

Mark Van Buren opened the meeting at 7:00 p.m., and Mr. Compton 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:

Mr. Van Buren stated that the presentations from the two insurance agencies will be done during the HR report.

APPROVAL OF MINUTES:

Mr. Myers motioned to approve the November 14, 2013 Regular Board Meeting minutes. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Compton motioned to approve the November 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. McGrady motioned to approve warrants 28638 - 28712. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

CHIEFS' REPORT:

A. AC Mathews reported December birthdays and anniversaries.

B. AC Mathews informed the Board about an anonymous donation of \$500.00.

ASSISTANT CHIEFS' REPORT:

A. AC Williams informed the Board he is interested in purchasing the Operative IQ Inventory Management Software and mini mac tablets to install the software on. This software will be utilized for the tracking of narcotics, the expiration dates of the drugs, and any recalls of drugs. This includes a four year licensing agreement and training. This system will be at each station and it will streamline ordering and management of drugs and EMS supplies. This will cost the District just under \$6,000.00.

Mr. Myers motioned to purchase the equipment, software and a four year licensing agreement at a cost not to exceed \$6,000.00. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- B. AC Williams informed the Board he is interested in enrolling the staff into a computer based training program that would be accessible 24/7 at a cost of \$30.00 per person. This type of training will allow everyone to complete the various classes at their own pace. AC Williams stated he will be able to access on-line reports and see who has and who hasn't completed training classes. Mr. Van Buren inquired if the Union has agreed to this. AC Williams stated he hasn't discussed it with them as yet. Mr. Van Buren inquired if AC Williams could get a demo for FF Moon to check and see if it passes the union requirements. AC Williams stated he would do that.
- C. AC Williams inquired from the Board if he could proceed with obtaining pricing for a medic for Station 2 in Kirkersville; the current medic has approximately 94,000 miles. AC Williams stated he would like to use a Ford 550 chase. Mr. Van Buren inquired as to how this falls into the schedule. AC Williams stated he recommends replacing one medic each year. Board consensus is to get the pricing for a new medic.
- D. AC Williams informed the Board that fire training was slacking for the ISO rating. He should know the results in approximately 6 – 8 weeks.

HUMAN RESOURCES REPORT:

- A. Steve Little, HR Consultant presented the Organizational Structure update as suggested by the Board. It reflects the Human Resource Technician position and the Administrative Assistant position reporting to Board.

Mr. Compton motioned to adopt the updated table of organizational structure as presented. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- B. Mr. Little reviewed the changes for the Administrative Assistant job description.

Mr. Compton motioned to adopt the Administrative Assistant job description as presented. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- C. Mr. Little reviewed the changes for the HR Technician job description.

Mr. Myers motioned to adopt the HR Technician job description as presented. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- D. Mr. Little informed the Board his consulting contract is due to expire the beginning of January 2014 and inquired if they wanted to renew it.

Mr. McGrady motioned to renew Mr. Little's HR consulting contract for 6 months. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- E. Mr. Little informed the Board that Frank Harmon with Ohio Insurance Services Agency, Inc., Jim Organ with One Source Advisors and Sean Sprouse with Burnham & Flowers Insurance Group are here to present proposals concerning different insurance programs for the District.

Mr. Little turned it over to Frank Harmon our current insurance agent. Mr. Harmon presented to the Board to change health insurance providers from Medical Mutual to Anthem Blue Cross/Blue Shield. It is still a PPO plan with the only differences being the office visits are \$30.00 for regular doctor and \$60.00 for a specialty doctor, urgent care co-pay increases to \$75.00 and emergency room co-pay increases to \$300.00. All of these items would be funded by the District back to the agreed upon amounts they were under Medical Mutual. The deductible will decrease to \$3,000.00/\$6,000.00 with the employee being liable for the last \$1,000.00/\$2,000.00. There is a slight change to the prescription plan. The monthly premium would increase to \$51,882.47 for medical. The dental insurance benefits would increase from \$1,500.00 per year to \$2,000.00 if the employee has a dentist that is considered to be one of Delta Dentals PPO dentists. The monthly premium for Delta Dental would increase to \$4,862.86. The vision and life insurance would remain unchanged in coverage. The vision premium will decrease slightly.

Mr. Sprouse presented their proposal with a health insurance plan where all expenses go to the deductible first before any benefits would kick in. The deductible would be a \$3,500.00/\$7,000.00 plan with the employee liable for the last \$500.00/\$1,000.00. Maximum exposure if every employee met their deductible would be \$801,417.00 for the year. The dental was the same plan as presented by Mr. Harmon and the vision had a \$20.00 increase in the allowance for frames or contacts at the same premium.

Mr. Myers motioned to renew with current agent for the health insurance PPO plan with Anthem, the dental plan as presented, the vision plan as presented, and the life and EAP plans as presented since this is similar to what is currently in effect. During contract negotiations with the union the HRA concept will be discussed. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- F. Mr. Little informed the Board that part-time Firefighter Mike Cloud II retired from the District with a little over 20 years of service.

Mr. Myers motioned to accept FF Cloud's retirement letter. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

FISCAL OFFICER'S REPORT:

- A. Donna Hubner, Fiscal Officer presented Resolution 2013-09 Adopting the 2014 Permanent Appropriations. Mr. Myers motioned to adopt Resolution 2013-09. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**
- B. Ms. Hubner presented Resolution 2013-10 Additional and Supplemental Appropriations for the Current Expenses and Other Expenditures for Year Ending December 31, 2013. Ms. Hubner stated this resolution increases the appropriations in the Ohio Police & Fire Pension line item and decreases the Salary line item.

Mr. Myers motioned to adopt Resolution 2013-10. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- C. Ms. Hubner presented to the Board a proposal from Park National Bank to move the operating account there and be able to do ACH for payroll direct deposits and as long as the District maintains a minimum balance in the account there are no transaction fees.

Mr. Compton motioned to go with Park National Bank for the payroll and operating accounts for the District and to allow Donna Hubner to enter into the Public Fund Agreements and sign the necessary paperwork to open the account and be the signer on the account. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

LOCAL 3025:

The Toy Drive continues collecting toys. On December 21, 2013 they will be distributing the toys at the YMCA.

Larry Moon, Union President stated 2 Firefighter’s resigned from the District to go to Columbus Fire Department back in June and the contract is silent when it comes to someone who resigns concerning the longevity. FF Moon recommends that they both be paid the final longevity. Ms. Hubner stated that this check is to cover the time period from 11/1/2013 – 10/31/2014. Mr. Myers stated that if they resigned they wouldn’t get it.

Mr. Van Buren motioned to pay Adam Gottfried and Andy Robinson the longevity buyout payment check for the last year of the contract. Mr. Foor seconded. Vote: Denton – no; McGrady – no; Van Buren – no; Foor –no; Compton – no; Myers – no. **Motion failed.**

COMMITTEE REPORT:

Nothing to report.

EXECUTIVE SESSION:

Mr. McGrady motioned to go into executive session to prepare for, conduct or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.** The Board went into executive session at 8:45 p.m.

Mr. Compton motioned to come out of executive session at 9:11 p.m. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Foor motioned that the vacation pay-out to part-time personnel be pro-rated based on the number of weeks that the employee is employed with the District for 2013. Mr. Denton 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 9:14 p.m.

Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:

Mark Jan Baker
Board of Trustees

President Board
Title

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