



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

Board of Trustees

MEETING MINUTES

February 14, 2013

Mark Van Buren opened the meeting at 7:04 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 - Absent

OPEN DISCUSSION: None

APPROVAL OF MINUTES:

Mr. Foor motioned to approve the January 10, 2013 regular meeting minutes. Mr. Compton seconded. Vote: Foor – yes; Van Buren – yes; Denton – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. McGrady joined the meeting at 7:07 p.m.

APPROVAL OF FINANCIAL STATEMENTS:

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

APPROVAL OF VOUCHERS:

Mr. Denton motioned to approve warrants 27838 - 27927. Mr. Compton seconded. Vote: Denton – yes; Compton – yes; Myers – yes; Foor – yes; Van Buren – yes; McGrady – yes. **Motion carried.**

CHIEFS' REPORT:

A. Acting Chief Mathews reported February birthdays and anniversaries.

B. AC Mathews reported the Bargaining Unit has requested the Fire District pay half on a new treadmill for their workout equipment, he advised them that he would bring it to the Board. Included in the Board packet is some literature and pricing. The one that they currently have is broken and worn out. It was purchased new when Station 1 was built. Mr. Foor inquired as to how many years they got out the one that is upstairs. It was stated it has been there 8 or 9 years and it has been repaired in the past. There is a treadmill at each of the Stations and since there is more personnel at Station 1 it is utilized more. Mr. Van Buren inquired if The Advantage Club was the only place pricing was obtained from? AC Mathews stated that is the only prices that they got were from Advantage and that is where all the other equipment has come from in the past. Mr. Myers stated that the quote is \$5,434. AC Mathew stated that is true. Ms. Hubner stated the quote includes sales tax. AC Mathews stated that if we take the tax off it lowers it down. Mr. Myers motioned to spending up to \$2,500 towards the purchase of a new treadmill. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- C. AC Mathews informed the Board there are two contracts for them to either approve or disapprove tonight. One is Mr. Little's contract for HR Consultant. Mr. Van Buren read Mr. Little's contract. Mr. McGrady motioned to approve Mr. Little's contract as presented. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

AC Mathews stated the second contract is the Licking County Prosecutor. The Prosecutor is asking for a three month contract at the same rate as the 2012 contract. The reason for requesting a three month contract instead of a year is to see how much we utilize them in the 3 month time period. At the end of the 3 months a decision will be made. Mr. Foor inquired as to how much we paid them in total in 2012 for legal services. Ms. Hubner stated she will obtain information and present at March meeting. Mr. Foor stated we didn't lean on them for much last year it was more generic stuff. Mr. Myers stated he was going to contact the Prosecutor's Office and see why they are charging the Fire District. Mr. McGrady motioned to table the contract until the next meeting. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – no; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- D. AC Mathews informed the Board that he had received resignations from three Part-Time Firefighters. They were C. McDonald, J. Kemmerer and D. Rice. Mr. Denton motioned to accept the resignations. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

AC Mathews informed the Board that he has been trying to reach Part-Time Firefighter Aaron Jones since he has not been full filling his obligations. He has been sent 2 letters by Certified mail, both letters were returned unclaimed and unable to forward. FF Jones has not worked for us for quite some time. AC Mathews stated it is his understanding that he received a full-time job at another fire department and works part-time over at Granville FD. Mr. Foor motioned to terminate Aaron Jones. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- E. AC Mathews stated he would like to have a discussion concerning the MARCS tower that the City of Pataskala was asking to partner with on the construction. AC Mathews requested for direction from the Board. AC Mathews signed a letter of support for the City of Pataskala to go with their grant application for the MACRS tower funding from the State. He did not agree to any financial support. But they are asking if we are willing to help financially with the cost of construction. So as a District a decision must be made if we want to transition into the MARCS radio system for our operations. Mr. Van Buren inquired as to the cost of replacing radios and what the user fees would be per month. AC Mathews stated he has not received all the pricing for the radio replacements yet. Mr. Van Buren stated that roughly if you have 60 radios at \$4,000 each that is \$240,000 so there are a lot of issues that need to be discussed before a final decision are made. Mr. Myers inquired if the tower goes up what the cost will be to go to the MARCS system as far as radio costs and what our run rate differential is between what we are paying today for radios in monthly fees and what we would be paying if switched to MARCS in monthly fee. Mr. Foor stated at the Budget Committee meeting AC Mathews stated we would have to maintain our current system if we were to switch to the MARCS system. AC Mathews stated we will still have to maintain the current radio system even if we go to the MARCS system so that the tones can go out to the stations.

AC Mathews stated the current radio system needs improvements and the cost to do that is approximately \$6,000 to install a switch gear and fiber optic line, a \$650 monthly maintenance fee. The radio system will have less interference from the Dispatch Center. This is just in the discussion stages at the moment.

Mr. Van Buren inquired from Mr. Compton if he is aware of the exact cost of the tower. The figures we have received vary depending on who you are having a discussion with. Mr. Compton stated he is coming up to speed with everything and should be able to obtain those figures. Mr. Van Buren stated it is difficult to make a commitment without definite figures.

- F. AC Mathews informed the Board that the support truck was sold through GovDeals.com for \$4,675.
- G. AC Mathews informed the Board of a letter of accommodation regarding FF Larry Moon, Joe Krouse, Barrett Piper, Rick Beck, and Chris Sturtz. A run on a family member and the letter is from a firefighter from Plain Township it was a relative of his and it is an accommodation about how well the crew did and how much they appreciated it. A copy of the letter will go into their personnel files.
- H. AC Mathews stated he also received a nice note from Mr. Foor's daughter relating to a fire in Etna Twp. Thank you it was a very nice note.

ASSISTANT CHIEFS' REPORT:

- A. Assistant Chief Williams informed the Board that Med3000 sent him a letter inquiring the implementation the Medicare ambulance inflation factor for 2013 of 0.8%. Mr. McGrady inquired as to what that computes to as the amount of an increase. AC Williams stated that currently for an ALS2 run the charge is \$1,142.00. With the increase, it will be \$1,151.30.
Mr. Myers motioned to implement the 0.8% Medicare inflation increase for EMS billing. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**
- B. AC Williams stated the District currently charges when a patient is pronounced at their home we currently charge it as a basic run. Do we continue or discontinue this practice. AC Williams recommends continuing this since many of the hospitals are trying to take and steer away from having squads transport people that are deceased with no chance at recovery. Mr. Van Buren inquired if they pass away on the way to the hospital. AC Williams stated they keep going on.
Mr. Myers motioned to keep the billing the same. Mr. Foor seconded. Mr. McGrady inquired as to what that billing amount is. AC Williams stated that it is \$664. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

AC Williams stated he spoke several months ago concerning the replacement and purchase of EKG machines. AC Williams has been working with other MECC agencies that are in the market to also purchase EKG machines. Mifflin Township wants to replace 4, Plain Township and a couple of others want to get the Lucas devices and so this could provide us with a cost of \$15,000 to \$20,000 on our monitors. One of the issues with this is going to be that there needs to be one lead agency and in speaking with Ms. Hubner, we are going to try and be the lead. So any other agencies that wish to purchase they need to prepay for the cost of their order so that there is no monetary outlay by us for their equipment. This is just for information purpose and will hopefully have more information at the next meeting.

- C. AC Williams informed the Board that Lt. Garry Keith completed the Blue Card Training Program for officers. BC Magers' crew has completed their Advanced Cardiac Life Support Class today, so his entire crew has been recertified. BC Bingham's crew has completed the Pediatric Advanced Life Support Class. Mr. McGrady inquired as to what is the Blue Card. AC Williams stated that the Blue Card is a program in which the supervisors that are on the fire scene they are getting more ideas for safety issues that involve the

protecting the firefighters, some different tactics, some different way to make the fire scene safer to prevent injuries or deaths to the firefighters. AC Mathews stated it is a standardized incident management program. Everybody who completes Blue Card training understands what the Incident Commander is speaking of on the scene. It also teaches a lot of firefighting tactics.

- D. AC Williams stated Drug & Alcohol Training is scheduled for February 19th for employees and on March 19th for supervisors. It is a two hour class that begins at 9:00 a.m. If anyone on the Board needs to have someone in their township attend the training, they are more than welcome to attend. There will be no cost involved to the entity.
- E. AC Williams asked the Board for direction concerning training funds for part-time staff. Currently, there is no limit as to what the part-time staff can take for their training or the funds. The full-time staff is limited to \$500 annually. With this being our mainstay AC Williams doesn't believe part-timers should have free rein as to what they can spend when full-time staff is limited. I know we have had discussions concerning the paramedic reimbursement. AC Williams would like more clarification as to where the Board stands on this. Mr. Van Buren would like to see us stop paying for the training until the Personnel Committee can take a hard look at the whole part-time workers, policies and get a good handle on it. We had the one meeting that if you weren't in the paramedic training at that point we were stopping that. Mr. Myers motioned to suspend paying for training that is not currently under progress. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

HUMAN RESOURCES REPORT:

- A. Steve Little, Human Resources Consultant stated the Promotional Process Policy was included in the Board packet. Everything has been agreed upon and is in line with the contract. It needs the Board's final vote to adopt this policy. Mr. Compton motioned to approve the Promotional Process Policy as presented. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**
- B. Mr. Little stated the Separation/Retirement/Award Policy it was approved in 2009 originally and has been updated to include all employees. Mr. Compton motioned to approve the Separation/Retirement/Award as presented. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

FISCAL OFFICER'S REPORT:

- A. Donna Hubner presented the budget as agreed to by the Budget Committee. Mr. Myers inquired as to what the estimated revenues for 2013. Ms. Hubner stated for the General Fund it is \$7.8 million, Special Levy is \$418,000 and for the EMS Billing \$915,000 for a total of \$9.152 million. Mr. Van Buren stated that during the Budget Committee meeting it was discussed what can legally be spent out of the EMS Fund. Ms. Hubner stated that she did look into that and it states for the cost of management, maintenance, and operations. Mr. Van Buren stated that another thing brought up during the Budget Committee meeting is for the Building Committee to take a look at our other two stations. AC Mathews stated they may need some maintenance and some major repairs/maintenance done at Stations 2 and 3. AC Mathews would like to do it during the daylight so everything can be looked at. Mr. Foor motioned to approve the 2013 Permanent Appropriations as presented to the Board. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

EXECUTIVE SESSION:

Mr. Myers motioned to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 8:36 p.m. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – no; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Foor motioned to come out of executive session at 9:09 p.m. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – no; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Myers motioned to give Leanne Lesko a 3% raise effective January 1, 2013. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – no; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

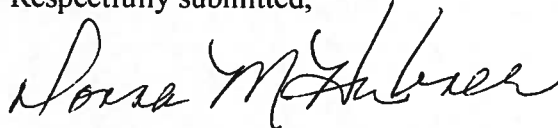
Mr. McGrady motioned to give Donna Hubner a \$3.00 per hour raise starting with the next pay period and to promote her full-time to Fiscal Officer. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – no; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. McGrady stated that Mr. Little will look into a study for the salary of the Fiscal Officer position and from there establishes a salary structure for said position.

Mr. Van Buren stated that Mr. Little needs to work with AC Mathews to put together qualifications and a job description for a maintenance employee.

There being no further business, Mr. Van Buren adjourned the meeting at 9:14 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.