



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

*Board of Trustees*

## MEETING MINUTES

July 11, 2013

Mark Van Buren opened the meeting at 7:28 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:** Mr. Compton introduced Bill Newton, representing his wife Claudia who is the executor of the estate of Claude Williams who owns the property located in Kirkersville just south of Station 2 on the corner of N. Fourth Street and Main Street. They are in the processing of closing out the Estate and would like to find out if the Board is interested in purchasing the property. Mr. Compton inquired what the property is currently zoned. Mr. Newton stated he has not spoken with Kirkersville to find out the current zoning, but the property did have businesses and apartments located in the buildings that were on it prior to their demolition. Mr. Van Buren inquired as to the size of the lot. Mr. Newton stated he did not know the size of the lot. Mr. McGrady inquired what the asking price is for the property. Mr. Newton stated that the Auditor's website values the property at \$31,400 and with the development on it added \$15,600 now with the structures gone we are asking \$35,000. Mr. Denton excused himself to take an important phone call. Mr. Van Buren stated he feels the Building/Land Acquisition Committee should look into this property. Mr. Foor agreed. Mr. Foor stated that there was a study done as to where in the county future stations should be located.

### APPROVAL OF MINUTES:

Mr. Compton motioned to approve the June 13, 2013 Regular Board Meeting minutes. Mr. McGrady seconded. Vote: McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Compton motioned to approve the June 20, 2013 Special Board Meeting minutes. Mr. McGrady seconded. Vote: McGrady – yes, Van Buren – yes; Foor – abstained; Compton – yes; Myers – yes. **Motion carried.**

### APPROVAL OF FINANCIAL STATEMENTS:

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

### APPROVAL OF VOUCHERS:

Mr. Compton motioned to approve warrants 28278 - 28355. Mr. McGrady seconded. Vote: McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

### CHIEFS' REPORT:

A. Acting Chief Ken Mathews reported the July birthdays and anniversaries.

- B. AC Mathews informed the Board that he has been unsuccessful in obtaining additional quotes for the concrete work at Station 3. AC Mathews contacted six companies, three responded, two looked at the project and one provided a quote.

Mr. Denton rejoined the meeting.

Mr. Van Buren and Mr. Compton stated they would provide AC Mathews with some additional contractors' names and numbers to contact concerning the Station 3 concrete.

- C. AC Mathews welcomed Assistant Chief Williams back.
- D. AC Mathews informed the Board the blacktop was completed at Station 3 this past Tuesday.

**ASSISTANT CHIEFS' REPORT:**

- A. Assistant Chief Harold Williams informed the Board that he has provided them with the EMS reports for May and June 2013 and a report that covers January thru June 2013.
- B. AC Williams informed the Board the District was award a \$3,200.00 grant for training and equipment from the Department of Public Safety.

**HUMAN RESOURCES REPORT:**

- A. Steve Little, HR Consultant informed the Board 22 Firefighters have applied to test for the Acting Lieutenant's positions.
- B. Mr. Little informed the Board that 15 Part-time Firefighters have applied for the two Full-Time Firefighter positions. Administration is currently working through the testing process.

Mr. Little informed the Board Part-Time Firefighter Gregory Haynes has requested a four month leave of absence due to the fact that he is currently try to sell his house and wife is expecting. Mr. McGrady inquired as to the policy concerning a leave of absence. Mr. Little stated we currently do not have a policy addressing this issue for the part-time firefighters. Mr. Foor inquired as to when Mr. Haynes was hired. Mr. Little stated he was hired 2/26/2008. Mr. Van Buren stated that a Leave of Absence Policy needs to be created for the part-time firefighters to address these issues. Mr. Moon stated he would go double check the rules and regulations to make sure one does not exist. Mr. Van Buren inquired if we have granted a leave of absence in the past. AC Mathews stated it has been done. Mr. Little explained the process we go through in notifying the part-time employees when they have not met their hour's requirements.

Mr. Compton motioned to grant Gregory Haynes a thirty day leave of absent. Mr. McGrady seconded. Vote: Mr. Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes.  
**Motion carried.**

- C. Mr. Little stated 5 conditional offers were accepted and he is awaiting the results from the background testing, VSA and physicals on these candidates. Mr. Little stated he would like to be able to offer them employment if all documentation is satisfactory.

Mr. Myers motioned to extend conditional offers of employment to K. Eash, B. Doyle, N. Rhodes, C. Trosky, and R. Nethers if they are successful in the completion of their physicals, VSA, and background

check. Mr. Foor seconded. Vote: Mr. Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Van Buren inquired how the Board would like to proceed concerning the meeting regarding the Organizational Structure. Mr. Compton stated he would like to have additional meetings on the other two duty days. This way the Board can get the input from the personnel on those two shifts. Mr. McGrady agreed that we should get the additional input of the others. Mr. Denton agreed. Mr. Van Buren stated we would need to have one on a One Unit day and a Three Unit day. The Board decided to schedule Special Meetings on July 30, 2013 at 7:00 p.m. for the purpose of organizational structure and any other business that comes before the Board and on July 31, 2013 for the purpose of organizational structure and any other business that comes before the Board.

**FISCAL OFFICER'S REPORT:**

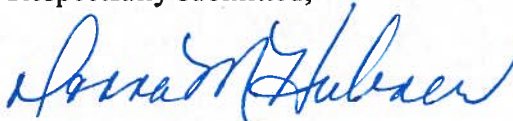
Donna Hubner, Fiscal Officer informed the Board she is scheduled to attend the State of Ohio UAN payroll training is July 18, 2013 in Downtown Columbus.

**COMMITTEE REPORT:**

MARCS radio update – Mr. Denton informed the Board he attended the meeting with the City of Pataskala. Mr. Denton stated Pataskala has already spent \$20,000 on site development for the MARCS tower. The cost has decreased since MARCS is providing Pataskala a shed and back-up generator for the site. It should be approximately \$180,000.00. Pataskala stated MARCS will allow two outside vendors to place antenna's on the tower. The operational costs of the tower will be approximately \$400.00 to \$500.00 per year. Pataskala would provide us with an invoice for \$90,000 upon the start of the tower construction. Mr. Van Buren inquired as to what we are waiting on. Mr. Denton stated the contract from the City of Pataskala, Legal Department.

There being no further business, Mr. Van Buren adjourned the meeting at 8:20 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.