



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

SPECIAL MEETING MINUTES

July 30, 2013

Board of Trustees

Mark Van Buren opened the meeting at 7:00 p.m., and Mr. McGrady led the Pledge of Allegiance.

ROLL CALL:

Jersey – Derek Myers

Harrison – Mark Van Buren

Etna – Randy Foor - absent

Kirkersville – Brian Denton - absent

Pataskala – Mike Compton

Reynoldsburg – Cornelius McGrady III

Mr. Van Buren stated this discussion is about the Administrative Structure and West Licking Fire District as a whole. This meeting is to gather information; this needs to be a good conversation between everyone. If anyone has anything to say please raise your hand. Mr. Van Buren wants this to be as informal as possible. Mr. Van Buren stated he doesn't understand all the functions of the Fire District by any means and probably never will.

Mr. Van Buren inquired if Mr. Little would like to start off.

Mr. Little started by explaining everything he has up on the walls. Mr. Little stated that in preparation for this meeting we ran job descriptions for everyone in the Admin section and Battalion Chief's and Fire Prevention Officer's. Included in the packets is a table of organization along with the mentioned job descriptions. The things on the wall are just bullet points of the job descriptions for everyone to look at tonight to get an idea of what each position is responsible for. The others are various structures that have been discussed with me by various people so I thought I would put those up for everyone to see. These organizational structures are just for discussion purpose.

Mr. Denton joined the meeting at 7:09 p.m.

Mr. Van Buren suggested we go over the current Organizational Structure. He stated the Board is at the top and directly under that is the Fire Chief and under that is the Administration and HR Technician with the Fiscal Officer reporting directly to the Fire Board. Also, directly under the Fire Chief is Fire Prevention/Public Education and directly under the Fire Chief is two Assistant Chiefs then directly under the Fire Chief is the Battalion Chief with Stations 1, 2, and 3 below the BC and then the Lieutenants for each station below that and so on and so forth. Mr. Van Buren inquired if there were any questions on the present day organizational chart.

Mr. Van Buren requested to begin discussion on the Administrative Assistant, Fiscal Officer, and HR and their assigned responsibilities.

Mr. Little stated that as you can see from the job description highlights that those positions kind of dovetail into each other. The AA position has some payroll, accounts payable, compliance and general section. Some of the general duties are the same. The Fiscal Officer has payroll, accounts payable/account receivable, minutes, attending meetings, compliance and general section. Then the AA position has some human resource duties that overlap with the HR position.

Mr. Little stated the cross-over between Admin and HR is some HR duties with regard to forms, records management and basic filing.

Mr. Van Buren we are looking at positions and cross training not the name of who is in the position currently.

Discussion concerning an automated phone system versus having a live person answering the phones all the time.

Mr. Little stated there is some logic in this group cross-training on a lot of the duties for these positions so that you have a back-up for all of them.

Mr. Van Buren wonders if you can take the Fiscal Officer and AA call that something else and have them do a lot of what HR currently does. Maybe have a Chief that does the hiring or maybe have an HR person who has a skill set that only has to come in say 20 hours a week. These are questions the Board has so that is why we are looking at this to see if things need changed or everything is perfect the way it is.

BC Bingham began the discussion about having one person on each unit responsible for the maintenance of the rolling stock and buildings.

Mr. Van Buren inquired about the Battalion Chiefs.

Mr. Little stated they are responsible to make sure the shift is ready. All personnel are ready for duty, the apparatus ready, check schedule, overtime, leave requests, respond to emergency situations and determine what is necessary as far as manpower, participate in daily training, maintain reports and records, have an understanding of NFPA standards, remain current on developments within the industry, and maintain a good working relationships.

Battalion Chief Tom Bingham feels the Battalion Chiefs could start handling the maintenance issues.

BC Bingham discussed Blue Card Training and that the same principals could apply to other areas.

Mr. Van Buren inquired from BC Bingham if he feels the BC's need to still be medics. BC Bingham stated that he still assists at times but very rarely.

Mr. Little stated the next area is the uniformed Administrative staff, the Chief, Assistant Chief Maintenance, and Assistant Chief EMS. There are a lot of duplications in those three positions. The main difference is Chief does labor relations, charged with actually managing the day to day operations. Where the Assistant Chiefs have more defined items that they are responsible for. The AC Maintenance is responsible for maintaining equipment and all the programs associated with documenting the maintenance of equipment. All three are responsible for attending and participating in local, state, regional and industry meetings. All are required to apply the requirements of NFPA and OSHA standards. They are all to maintain working relationships with committees and other government entities. Just as there titles state one is a maintenance oriented position and the other is EMS oriented.

Mr. Van Buren inquired of AC Williams to explain exactly what he does. AC Williams stated primarily the two focused areas are training and EMS. For the EMS side there are a lot of meetings that require involvement especially since we joined the MECC. Mr. Van Buren inquired as to what the MECC is. AC Williams stated it is an EMS organization with medical direction. There are a total of nine departments now that operate under one protocol, one medical director, and permit group purchasing and group billings. The day to day EMS supplies are discounted due to all nine departments purchasing from the same vendors. Any problem that may

happen between hospitals and us, between patients and us AC Williams handles all of those. AC Williams works with EMS billing on the EMS side of it aside from the financial.

AC Williams stated regarding the training he schedules training, maintains records, and recertification records. State of Ohio mandates card holder is responsible for their own records.

AC Williams stated that with his recent health issues he realizes that some other individuals need to be trained to do the scheduling of training for the different shifts, maybe teach one individual from each Unit day what needs to be maintained for the records and how to schedule the various training that needs to be done.

General discussion about training and teleconferencing system for the outstations to utilize during training instead of everyone coming to Station 1 for training.

FF Reed stated that he checks all EMS reports for the district and feels that every unit should have someone trained on how to check the EMS reports so that it all doesn't rest solely on one person.

FF Perkins stated that there is talent throughout the district to do these others jobs.

Mr. Van Buren inquired from AC Mathews when he was only the Assistant Chief of Maintenance what did it entail. AC Mathews stated he did all of the maintenance on the rolling stock, maintained records and turned wrenches, did maintenance on the buildings, followed up on issues with equipment, and serviced equipment as required.

Discussion about having one person on each unit responsible for the maintenance of the rolling stock and buildings.

Mr. Van Buren inquired from AC Mathews as Fire Chief what do you do. AC Mathews stated he deals with the management, labor, complaints, comments, and ideas. AC Mathews stated he keeps the department in compliance with all rules and regulations as required. There are Workers' Comp safety compliance, rules and regulations as to how and what to train the firefighters on. There is compliance issues with the Prevention Office there are certain things the Inspectors are supposed to do. There is the everyday management of the District and the public relations with other government entities, citizen complaints.

Mr. Van Buren inquired if anyone has any questions or comments concerning the positions of the Fire Chief and the two Assistant Fire Chiefs.

Mr. Van Buren inquired about the Fire Prevention Officers.

Mr. Little stated they are responsible for safety inspections, fire reports, cause and origin investigations, examine blue prints, training, public relations, and assist the department with administrative activities as assigned.

FPO Jim Kincaid explained all the other duties that the Fire Prevention Officers do.

Mr. Van Buren inquired if the plan reviews should be contracted out to an engineer or should that be done in house.

FPO Kincaid stated that the plans are already reviewed by engineers prior to them coming to us and there are times when things are caught on the plans that aren't allowed and the engineers didn't realize it.

Mr. Van Buren asked Mr. Little to explain the different organizational structures he has posted.

Mr. Van Buren this meeting is for informational purpose only right now.

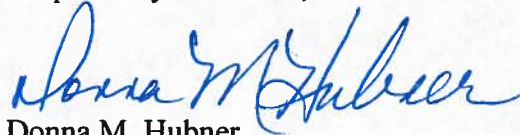
Mr. Little reviewed the various organizational structures he had posted.

Mr. Van Buren inquired if anyone had anything else they wanted to discuss.

BC Bingham began the discussion about additional staffing.

There being no further business, Mr. Van Buren adjourned the meeting at 9:18 p.m.

Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:


Board of Trustees

~~8-8-13~~ Pres Board
Title

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