



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

SPECIAL MEETING MINUTES

July 31, 2013

Board of Trustees

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 - absent

Pataskala – Mike Compton

Reynoldsburg – Cornelius McGrady III

Mr. Compton stated he needed clarification on the MARCS radio contract with Pataskala. He doesn't believe the correct articles were presented when the District met with Pataskala concerning the tower construction contract. AC Mathews stated he did not take the copy of the resolution and they did not negotiate everything that was in the resolution. Mr. Compton stated the way Pataskala is getting ready to write it up is that we split the credits, but Pataskala's understanding right now is that we receive revenue off the tower until we receive our contribution back, and I know that is not what the Board was wanting. AC Mathews stated he wrote Mr. Schrader an email the very next day and explained he was in error and quoted the resolution the Board passed. Mr. Van Buren stated if the Chief corrected it the next day then Mr. Schrader already knows what it is. Mr. Compton stated Mr. Schrader doesn't know to proceed until I tell him to go ahead and proceed, because I wanted to make sure we were all on board. Mr. Compton stated he doesn't want the contract to come back and be immediately shot down. Mr. Compton stated he would tell Mr. Schrader tomorrow that it needs to be written up with those three points in it and then it will be voted on.

Mr. Van Buren stated this is the third and last meeting we will have. This is an open discussion to gather information. Some of you were at the first meeting and we had a good meeting last night. If anyone has anything to say please raise your hand. This meeting is to gather information; this needs to be a good conversation between everyone. The Board has not decided if things will be changed. We want to see if things can be done better. Mr. Van Buren stated it is important to think of the positions and not the person who is currently in the position.

Mr. Van Buren inquired if Mr. Little would like to start off with the Administrative Assistant position.

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 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. Little stated as you can see from the job description highlights that those positions kind of dovetail into each other. The AA position is the first line of contact, receptionist, handles phones, has some human resource duties, has some IT functions, maintain the website, some payroll duties, some accounts payable duties, compliance and general duties.

Mr. Little stated the Fiscal Officer is responsible for fiscal data, UAN system, contact for State and County Auditors, record retention duties, monitor transactions for grants, budget duties, investments, bank deposits, reconciles bank accounts, create and review all payroll records, accounts payable/account receivable, go to person on pensions, liability insurance, minutes, attends all Board meetings, compliance, BWC audits, assists with some collective bargaining.

Mr. Van Buren discussed cross training for payroll since it is very complicated. Mr. Van Buren stated something Ms. Hubner is preparing to do is bring payroll back in house and she is very confident that she can do this, by doing so it will save the District approximately \$15,000.00. Mr. Van Buren stated what has been discussed in the past couple of meetings is taking the Administrative Assistant and Fiscal Officer and cross training each of them so that if one is gone the other can cover in their absence. Mr. Van Buren stated basically this is what the Board has discussed if anyone has any ideas please throw them out.

Mr. Van Buren stated we are going to the HR position since this position also intertwines with the duties of the Administrative Assistant and Fiscal Officer and some of the HR duties could float to these other two positions.

Mr. Little stated the HR position responsible for recruiting, employee relations, helping with employment issues, assisting with investigations, benefits, dealing with insurance companies, BWC, Comp Management, compliance responsibilities for BWC requirements, EEO requirements, FMLA, ADA, OSHA, records management component where they are the custodian for the District, responsible for public records, employment forms, risk management. Mr. Little stated that when this job description was created it was given the responsibility of developing a risk management plan and policy, training development, performance management, in-house training, new employee training, assist the chief with the budget, organizational development, succession planning, organizational design, retention, compensation, market research and monitor salary structure, responsible for human resource information system, maintaining a data base, monthly board meetings and monthly reports.

Mr. Van Buren stated basically we went from a 40 hour per week HR position to a less than 30 hour per week HR position. Mr. Van Buren stated would it be possible to combine the Fiscal Officer and Administrative Assistant with some of the responsibilities of the HR department to where the Board could cut that position to even less hours than it is currently. Mr. Little feels that it can be done.

Mr. Little stated the some HR duties with regard to filing of paperwork that is more records management and falls within the duties of the AA position. Mr. Little stated for recruiting he doesn't know how much of that really needs to be done. The District has a process on the website where someone sends us a letter of interest and then when the District is going to test we send notice to everyone that has expressed interest. Mr. Little stated he doesn't know how much recruiting really needs to be done. Mr. Little stated he certainly does not think the Fire District needs a full-time HR position.

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 stated the past special meetings we have discussed instead of the Administrative Assistant answering the phones, put in an automated phone system.

BC Williams stated it is kind of dangerous for Leanne or Donna to take an emergency call or 911 call since there is certain information that needs to be gathered. 911 dispatchers are trained to walk people thru emergency situations to help them.

BC Williams inquired originally the Board saw a need to have a HR position and now we don't need it or what is the reasoning for this switch in cutting back on HR position.

Mr. McGrady stated his opinion is there are a number of policies that need to be reviewed and updated to make them effective and to establish policies where there are none.

Mr. Van Buren informed Mr. McGrady that BC Williams was inquired about in the very beginning when the Board created the position of HR Technician.

BC Williams thanked Mr. McGrady for bringing up the policy issue as this is something I have had numerous discussions about with Chief Mathews and Mr. Little. BC Williams stated he feels the policies developed by the past HR and the Fire Chief at that time are so far over reaching and they point everything back at the Board. There are Board policies that tell me if I have a mutual aid run in the middle of the night and I need to send people it tells me what truck I have to send. Mr. Van Buren stated that he sees the Board telling you what to do but not how to do it, that should be left up to the experts to figure out how to do it.

Mr. Foor stated he would like to get feedback from the Firefighters since we have gone from a full-time HR person to a part-time HR person. Are there times when you need information or need to speak with someone and Mr. Little isn't here because of the limited number of hours? Are your needs being addressed from that standpoint? Are there short comings from this change?

Mr. Kincaid stated that if the AA and Fiscal Officer are intertwined with HR what questions someone would have that they wouldn't be able to answer.

BC Williams stated we have scheduled appointments with Mr. Little to address personnel issues but his limited time in being here has not been an issue.

Firefighter Miller stated that with the technology that is available there hasn't been an issue in getting a response from Mr. Little when needed.

Mr. Foor stated the last thing the Board wants to do is to have a part-time HR person and then personnel has issues and nobody has addressed them.

BC Williams stated if the HR person is going to part-time then the policies need to be addressed as to who is going to perform what duties and maybe there are some duties the Board wants to do away with all together.

Mr. Little stated HR folks should develop HR policies and Operations personnel should develop operational policies. It is as simple as putting a word into the job descriptions to clarify this as to what the level of expertise is for the position.

Firefighter Barnhill stated the Board may want to look at other Departments of similar size that do not have an HR position and how they are handling the duties of HR position to see if this could work for us.

Mr. Van Buren inquired about the Battalion Chiefs.

Mr. Little stated there is one Battalion Chief on each Unit. They are responsible to make sure the shift personnel are ready for duty at the beginning of each shift. All the apparatus ready, check schedule, fill overtime, approve or deny leave requests, define goals and objectives, respond to emergency situations, participate in daily

training, maintain reports and records, have an understanding of NFPA standards, remain current on developments within the industry, and maintain good working relationships.

Mr. Van Buren inquired of AC Williams to explain what he does. AC Williams stated he primarily oversees training and EMS. With EMS, he works as a liaison for all the EMS billings and with different state agencies such as the Department of Public Safety, any issues with hospitals, doctor's offices, or nursing homes involving medical runs. In the event of any exposures to infection stuff, coordinate to get people taken care of. Tabulate the monthly runs for fire and EMS. Take care of all the Knox box and secure key stuff. Monitor the budgetary items involving all the training line items and EMS. He is the contact person for medical direction. Coordinate the inspection and repairs of equipment for EMS services. AC Williams stated as for training, he sets up an annual training schedule, maintains training records for the crews, and the records that are mandated through the Department of Public Safety as a continuing education site, point of contact for students or observers from other schools. Attend meetings for the District. Advisory Board meetings for Fire Academy, EMS training program, Safety Council for BWC, monthly meetings for coordinators for Licking County, Mt. Carmel East, MECC, Chiefs Operations, Central Ohio Trauma Systems, dealing with Board of Pharmacy.

Mr. Van Buren stated when talking about cross-training we have found not only do we need it with the Administrative Assistant and Fiscal Officer but when AC Williams was out for several weeks due to illness we found out there were certain things he was responsible for that if someone else was cross-trained they could have stepped in and completed those tasks that were needed in his absence.

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, maintenance on all the buildings, and anything else that belongs to the District that required maintenance. He maintains the supplies for the Fire side of the District operations, small equipment replacement and repair, inventory of some parts, coordinated all the service work on the vehicles. Schedule and coordinate the annual testing on all equipment that required it, maintained records and turned wrenches, followed up on issues with equipment, and serviced equipment as required. Stepped in whenever the Fire Chief was absent.

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. Compliance issues with the Prevention Office there are certain things the Inspectors are supposed to do. Along with the everyday management of the District and 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 fire safety inspections, training, fire reports, cause and origin investigations, examine blue prints, training, public relations, and assist the department with administrative duties as needed. FPO Jim Kincaid explained they also do foster adoption home inspections, follow up on commercial fire alarms, CPR classes, juvenile fire setter program, car seat inspector and installer, develop in-house training programs for fire investigations and company inspections, continuing education for CFSI, attend internal and external meetings as required, attend hearings at the BBA as needed, data entry on inspection reports and fire reports, follow ups and remediate unauthorized burns with the EPA, residential knox box installations.

Mr. Van Buren inquired if there were any other comments or thoughts on these positions.

BC Williams stated if we are evaluating jobs that positions can share, are we looking at all of the positions. Mr. Kincaid stated they are doing CPR classes. There used to be numerous CPR Instructors on unit, rather than have a Prevention Officer come in on a Saturday to teach a CPR class at time and a half or time and a half comp time, which then relieves them of duties during the week, why couldn't we do it with on-duty personnel?

Mr. Van Buren stated another thing that was brought up, inspections for foster care homes, since the District has paid for training to certify some of the Firefighters to do some inspections, could we utilize them to perform some of the inspections to lighten the workload off of the Prevention Officers? Another thing brought up last night was the concern that the new businesses are inspected but there are a lot of small businesses operating that the District is unaware that they even exist until there is a fire there. The Firefighters brought up utilizing them to do company inspections so they can maybe see what the hazards are that are out there.

BC Williams stated that even if they did unit inspections it could help alleviate some of the burden. BC Williams stated there is one thing that has always stuck in his craw about Prevention and he is not talking about people. Fire Chief Dave Fulmer had a Prevention Officer leave and he told me I really don't need three but if I don't replace them I will never get them back. This was Chief Fulmer's comment at that time. This was when Chief Fulmer was turning one of those positions into strictly a fire education person. BC Williams stated he thinks that sometimes we need to focus on the basics and branch out and try to do so many different things.

Mr. Van Buren asked Mr. Little to explain the different tables of organization he has posted on the back wall.

Mr. Little reviewed the various tables of organization he had posted that various people have outlined to him since he started at the District.

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

AC Mathews informed the board he has selected two Full-time Firefighter candidates and want to receive Board approval to give conditional offer of employment to get the Ohio Police & Fire physical completed.

Mr. Van Buren inquired if the physicals can be completed prior to our next board meeting. AC Mathews stated that they could.

AC Mathews informed the Board the two candidates are James Kincaid III and Seth Mason.

Mr. Myers motioned to give a conditional offer of employment of Full-time Firefighter to both James Kincaid III and Seth Mason. Mr. McGrady seconded. Vote: McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

EXECUTIVE SESSION:

Mr. McGrady motioned to go into executive session to consider the discipline of a public employee or official. Mr. Compton seconded. Vote: McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.** The Board went into executive session at 8:10 p.m.

Mr. McGrady motioned to come out of executive session at 8:22 p.m. Mr. Compton seconded. Vote: McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

AC Mathews informed the Board Engine 403 has a blown engine and cost of repairs will be approximately \$23,000.00 for an out of frame over haul, it will be approximately \$15,000.00 for an in frame overhaul but the oil leaks on the back side of the motor would not be able to repaired with the in frame overhaul.

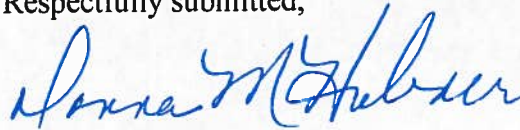
Mr. Compton moved to approve the repairs to Engine 403 at an approximate cost of \$23,000.00. Mr. Foor seconded. Vote: McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

BC Williams stated that earlier in the evening when we were having a discussion about the Fire Prevention Bureau he was not advocating for the Board to eliminate any position. A large majority of the people in the room took it that I was advocating doing away with positions. Quite the contrary, he has been advocating for more positions at every meeting he have attended. He stated he needs more people upstairs to fill the seats in the equipment. He is not advocating to get rid of anyone, but that we hire more, and if we have to move positions around to get more people upstairs where the rubber meets the road then he will have to do that.

Mr. Van Buren stated that BC Williams stated during the first meeting that was held, he advocated he needed more people upstairs.


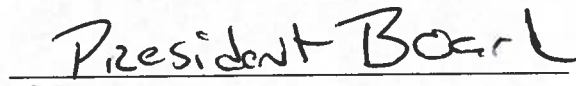
There being no further business, Mr. Van Buren adjourned the meeting at 8:53 p.m.

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.