



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

Board of Trustees

MEETING MINUTES

June 13, 2013

Mark Van Buren opened the meeting at 7:01 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: Jonathan Downes presented to the Board his credentials along with the credentials for his current firm of Zashin & Rich Co., L.P.A. who specializes in labor and employment law with offices in Cleveland and Columbus, representing both private and public sector employers.

APPROVAL OF MINUTES:

Mr. Myers motioned to approve the May 9, 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 May 2013 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Compton motioned to approve warrants 28180 - 28277. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

CHIEFS' REPORT:

A. Acting Chief Ken Mathews informed the Board the quotes to cap the blacktop at Station 3 are included in the packet. They are from Neff Paving LLC, B & C Blacktop Sealing, Inc., and Heiberger Paving, Inc. AC Mathews stated the only discrepancies with the quotes are the thicknesses of the materials and one is using a 448 grade material while the others are using 404. Mr. Van Buren stated the difference is in the grade of the materials but he isn't sure exactly what it is. Mr. Foor inquired if AC Mathews had any experiences with any of the paving companies that he received quotes from. AC Mathews stated he did not. AC Mathews stated he did notice that Neff had just done the parking lot at the Nutcracker.

Mr. McGrady motioned to accept the proposal from Heiberger Paving for the resurfacing of the parking area at Station 3 – 7125 Mink St. Pataskala, OH for the quoted price of \$13,098.00. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

B. AC Mathews reported the June birthdays and anniversaries.

- C. AC Mathews stated he has one item not on the agenda, a hardship waiver for charges from a squad run. The patient has no insurance and is currently on a financial assistance program. This requires the Board approval.

Mr. Foor motioned to grant the hardship waiver. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- D. AC Mathews inquired if the Board is interested in participating in a Regional Grant application to purchase MARCS radios. This grant requires a 20% match from the District, which would be approximately \$16,000.00 and would outfit the 18 District vehicles, and also purchase additional portables that are in the current three-year plan. If applied, it would probably be this time next year or later before we would be notified if we are awarded the funding.

Mr. Myers motioned participate in the Regional Grant application for the purchase of MARCS radios for the Fire District. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- E. AC Mathews informed the Board of a letter we received from Pataskala concerning the construction cost of the MARCS tower. Pataskala Council passed a motion “To direct the City Administrator to enter into negotiations with the West Licking Joint Fire District to modify the LGIF Loan Partnership Agreement. The revised agreement will address the sharing of the MARCS site development and design cost, sharing of operation expenses, sharing of MARCS user fee credits earned from the development of the site, and sharing of proceeds from potential collocation on the tower. The sharing of collocation proceeds will be after all operational and maintenance expenses are paid.” The letter also states they are looking forward to working with us and they will be contacting us to set up a meeting. AC Mathews stated they have yet to contact us to set up a meeting and is hoping Mr. Compton can shed some light on this.

Mr. Compton stated he told the City of Pataskala that he wanted to have a discussion with the Board and to make a motion that not only Mr. Little is involved but also AC Mathews. They have set up a Negotiation Committee with Mr. Compton and Mr. Schroeder and a couple others from the City. Mr. Van Buren inquired that the motion doesn’t state anything about the 50/50 split are they going that direction. Mr. Compton stated that he believes so but that is all subject to negotiations. Mr. Van Buren stated that was what our motion was at the last meeting and if the City is not prepared to do that then the Board has to decide if we want to change it. AC Mathews stated then we can look forward to them scheduling a meeting. Mr. Compton stated Mr. Little and Chief Mathews should be involved in the meeting requests the Board approve Mr. Little be able to spend some time going to the negotiation meetings. Mr. Van Buren stated he would like to see one or two Board members involved in these negotiations as well. Mr. Van Buren stated he doesn’t want it to become complicated. Mr. Foor stated it is headed that way with a response like this. Mr. McGrady and Mr. Denton will represent the Board along with the AC Mathews will negotiate the contract and then have Mr. Little review it on behalf the District.

- F. AC Mathews stated the average of Fire and EMS runs during May came to be a little more than 13 per day and if any of the Board members would like a copy of the print out from the 911 Center he would obtain it. Mr. Compton stated that he would like one.

ASSISTANT CHIEFS' REPORT:

- A. AC Mathews informed the Board that Assistant Chief Harold Williams is currently on sick leave and could be off for another 3 weeks.
- B. AC Mathews informed the Board the EMS Open House went well and the silent auction raised just over \$1,000.00 for Ronald McDonald House and The Burn Unit.

HUMAN RESOURCES REPORT:

- A. Steve Little, HR Consultant stated he has received the resignation of Full-Time Firefighter Jason A. Robinson and Adam C. Gottfried effective June 14, 2013. Mr. Van Buren inquired if exit interviews were done. Mr. Little stated they were completed.

Mr. Denton motioned to accept the resignations of FF Jason A. Robinson and FF Adam C. Gottfried. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- B. Mr. Little inquired if the Board wanted to fill the vacancies for the two full-time firefighter positions. Mr. Van Buren inquired what the recommendation of the AC Mathews is. AC Mathews stated positions do need to be filled. Mr. Van Buren inquired as to the process or policy for hiring full-time firefighters. AC Mathews stated the full-time firefighter positions are posted to the eligible part-time firefighter staff first, they provide a letter of intent and then they have to test for the position. Mr. Little stated that it will take approximately a month to complete the process.

Mr. Denton moved to post the two Full-Time Firefighter position vacancies with the West Licking Joint Fire District. Mr. Compton seconded. Mr. McGrady inquired that the full-time are hired from the part-time and the part-time are hired from the testing list. AC Mathews stated yes that is the process. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- C. Mr. Little informed the Board for the 9 Board approved part-time positions, we contacted 24 candidates, were able to schedule 15 for interviews and 13 showing up for their interview, a total of seven were scheduled for a second interview. Six conditional offers were made with five accepting. We are in the process of calling the next 16 on the list to see if they are still interested in interviewing for part-time firefighter position. Mr. Myers inquired if Mr. Little had the names of the five that have accepted. Mr. Little stated he did but they have not completed the process yet so we will bring those names back next month.

Mr. Foor informed Mr. Little that he was contacted by a part-time firefighter who had multiple concerns regarding the policy recently implemented. That person was going to sit with Mr. Little and Chief to discuss the concerns. Mr. Foor inquired if that has happened yet, if they were able to sit down and address those concerns as yet. Mr. Little stated that he believes he spoke with the Chief. AC Mathews stated that he had spoken with a part-time firefighter concerning those issues. Mr. Little stated that those policies were sent out to all of the part-time firefighters via e-mail. Mr. Foor inquired as to how they are notified of their work schedule. AC Mathews stated that he e-mailed it out this past month and there is a master sheet posted in the radio room.

- D. Mr. Little stated that he has included in the Board packet the Administrative Staff Wage Comparison as requested at the last Board meeting.

FISCAL OFFICER'S REPORT:

- A. Donna Hubner, Fiscal Officer informed the Board that the State of Ohio will hold UAN payroll training in July and she has to attend in order for the District to receive the software for payroll.
- B. Ms. Hubner informed the Board that new Corporate Authorization Resolutions need to be signed authorizing Ms. Hubner to remove Ms. Krugh's name from Park National Bank and Fifth Third Bank accounts and add myself as a Signor on the accounts.

Mr. Foor motioned to authorize Ms. Hubner to sign new Corporate Resolutions with Park National Bank and Fifth Third Bank. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- C. Ms. Hubner presented Resolution 2013-07 Resolution for Additional and Supplemental Appropriations for the Current Expenses and Other Expenditures for Year Ending December 31, 2013.

Mr. Myers motioned to adopt Resolution 2013-07. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- D. Ms. Hubner informed the Board of an invoice from CompManagement for \$6,775.00. CompManagement is the District's third party administrator for workers' compensation. This invoice is for the policy year of 2014. Since this is over \$5,000.00 limit Board approval is required.

Mr. McGrady motioned to approve the payment to CompManagement in the amount of \$6,775.00. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- E. Ms. Hubner informed the Board that we have received notification from Ohio Bureau of Workers' Compensation that they are rebating 56% of the fees paid in 2012. This will amount to approximately \$48,000.00 that should be refunded to the District.

COMMITTEE REPORT:

Building/Land Acquisition – Mr. Compton informed the Board that an attorney representing the estate of the property next to Station 2 contacted him about the District purchasing the property. Asking price is \$35,000.00. Mr. Van Buren stated that stimulus money tore the building down that was on it. Mr. Compton stated there is a church that is interested in the property. Mr. Denton stated it is on the other side of the property. Mr. Van Buren stated he doesn't know if that would be in the long range plans for the District. Mr. Compton thought maybe if we bought the property we could develop it. Mr. Denton stated maybe we could build two separate buildings one to house the equipment and the other for living quarters if it is deemed feasible. Mr. Foor stated he would like the Building/Land Acquisition Committee to take a look at it. Mr. Myers stated the zoning needs to be looked at. Mr. Denton stated he could find out what the zoning for the property is. Everyone on the Board feels the Committee should look into it and bring it back to the Board.

Mr. Van Buren stated he feels the Board should schedule a Personnel Committee meeting to look at the organizational structure of the Fire District.

AC Mathews stated before the Board adjourns, since he has been covering for AC Williams and doing both of his jobs the folks upstairs, the rank and file guys have been stepping up and getting things done that ordinarily I would take care. They are just taking the bull by the horns and getting things done. Thank you to the folks that are doing that.

Mr. Van Buren stated he read where Etna Township is going further in the process for their JEDD. He is wondering if the Fire District should send a letter to Etna Township requesting a percentage of the distribution since we are running services into that area. Is this the time to official say this? Mr. Foor stated that if this is the wishes of the Board now is the time to do so.

Mr. Myers motioned directing Mr. Van Buren to send a letter to Etna Township Board of Trustees asking the District be included in the JEDD formula. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – abstain; Compton – yes; Myers – yes. **Motion carried.**

EXECUTIVE SESSION:

Mr. Myers motioned to go into executive session to discuss compensation of public employees and pending litigation. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.** The Board went into executive session at 8:48 p.m.

Mr. Myer motioned to come out of executive session at 9:50 p.m. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Van Buren inquired if anyone had anything they would like to bring up or say.

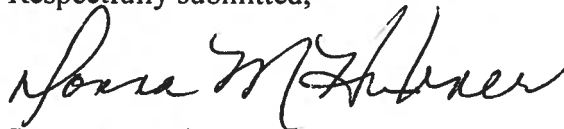
Mr. Myers stated: Mr. President I think you run a fine meeting.

Mr. Denton motioned to increase the salary for the Fiscal Officer to \$55,000.00 per year with the employee paying the PERS and 8% of the health insurance premium package effective June 22, 2013. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. McGrady motioned to schedule a Special Meeting on June 20, 2013 at 7:00 p.m. for the purpose of organizational structure and any other business that comes before the Board. Mr. Van Buren 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 9:57 p.m.

Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:



Board of Trustees

7-11-13
Title

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