



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

## SPECIAL MEETING MINUTES

June 20, 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

Pataskala – Mike Compton

Reynoldsburg – Cornelius McGrady III

### EXECUTIVE SESSION:

Mr. Compton motioned to go into executive session to conference with an attorney concerning pending court action at 7:04 p.m. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Denton motioned to come out of executive session at 7:51 p.m. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Compton – yes; Myers – yes. **Motion carried.**

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. 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 stated requested to begin discussion on the Fiscal Officer, HR and Admin Secretary 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, compliance and general section. Then the AA position has some human resource duties that overlap with the HR position.

Mr. Van Buren inquired as to what the cross-over is between Admin and HR.

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

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

Mr. Myers inquired as to where the relationship was with the IT provider.

Mr. Little stated that the AA has some help desk type duties; initial trouble shooting, website, and is the local contact with the IT provider.

Mr. Compton inquired as to who is our backup for IT if Leanne is on vacation. Ms. Lesko stated that they would make direct contact with Keytel to solve the issue.

Mr. Van Buren inquired that our IT contract is open ended as far as the number of hours. They just bill us a flat fee for unlimited support. Ms. Lesko stated that yes it is. Mr. Compton inquired if it is 24 hours a day since we are 24 hours a day. Ms. Lesko stated yes they do have an after-hours number if needed.

Mr. Van Buren inquired if there are any other questions concerning these positions.

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. Myers inquired as to how much time or what percentage of time Ms. Lesko feels she spends a day as a receptionist such as answering phones, and making copies. Ms. Lesko stated that it varies every day as to how much time is devoted to these tasks. Mr. Myers inquired of Ms. Lesko if the Board hired a receptionist to sit at the front desk answer phones, make copies and do those tasks and free you from those duties so you could be getting more experience in helping the Fiscal Officer and HR Tech. Would you be comfortable doing that. Ms. Lesko stated that she would be comfortable in that capacity.

Mr. Van Buren inquired as to what could be crossed trained between the Fiscal Officer and AA position. Mr. Little stated both current employees have experience with the administration of health insurance and BWC claim filings. Mr. Van Buren inquired as to what HR does for the employees with health insurance.

Open discussion concerning health insurance.

Firefighter Barnhill inquired if the Board felt we needed an HR person full-time.

Mr. Van Buren stated there is always a need for an HR person but weather it is full time or part-time or someone who is only here during certain times is something that needs to be seen.

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 Williams commented maybe instead of hiring someone to answer the phone getting a phone system that directs the caller where they need to be.

Mr. Myers inquired where the relationship is with the EMS billing service. Ms. Hubner stated she handles all of the financial information and AC Williams handles the EMS run information.

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 due to his recent absences it has emphasized there is nothing as far as succession planning or if the retirement paper came in today there is no one there to pick up the duties and carry on.

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. Mr. Compton inquired if each piece of equipment has a unit number. AC Mathews stated yes they do. Mr. Compton inquired if the maintenance schedule computer generated or just have the records. AC Mathews stated he has manual records. AC Mathews stated he purchases all supplies to maintain the equipment and the 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. Myers inquired from AC Mathews up until the Fire Chief was dismissed and you have been filling in as Acting Chief do you feel that the operations of the district have been downgraded in this mode. AC Mathews stated he feels the maintenance has been downgraded due to time constraints and other issues that occur. We are maintaining but are not being as proactive as AC Mathews would like to be. Mr. Myers inquired if AC Mathews has any mechanic certifications. AC Mathews stated that he does not but has maintained equipment for the past 40 years.

Mr. Van Buren inquired about the Fire Prevention Officers.

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

Mr. Van Buren inquired as to what buildings they inspect. AC Mathew stated they inspect all commercial buildings. They do not inspect residential homes unless the homeowner requests an inspection.

Mr. Van Buren inquired if the District issues building permits. AC Mathews stated that the fire inspector's review plans and issue permits for sprinkler systems.

Mr. Myers inquired who schedules the Fire Prevention Officers work. AC Mathews stated they schedule their work and he reviews it.

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.

Mr. Van Buren inquired currently we have three. Mr. Little stated yes.

Mr. Van Buren inquired if one goes on vacation do you fill in with overtime or does a Lieutenant step up how does that work. BC Williams stated a Lieutenant steps up into the BC position. Mr. Van Buren inquired if a Lieutenant steps up then a Firefighter steps up into that position. BC Williams stated then acting in charge personnel assigned to each unit step up when needed. These employees have tested for the position of Acting Lieutenant. Mr. Van Buren inquired as to how often they test for these positions. BC Williams stated that is contractually done, we are currently in the process now of testing.

Mr. Myers inquired if the Fire Prevention Officers are EMS certified. AC Mathews stated they are all paramedics. Mr. Myers inquired if they were needed can they fill in for overtime. BC Williams stated contractually no. Mr. Compton inquired if in an emergency could they fill in. BC Williams the contract states they are assigned to a 40 hour work week.

Mr. Van Buren inquired if the contract specifies how many Fire Prevention Officers the District should have. BC Williams stated it does not specify, state law says you have to one.

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

Mr. Myers stated before you start back there does anyone have any comments or questions about what has been discussed.

Firefighter Miller inquired how much EMS are the FPO's or Officers actually doing on a daily basis, should it be required for them to maintain their EMS certification if they aren't utilizing them.

BC Williams stated that is something that could be addressed during the next contract since they do not utilize the skills should they be required to maintain the certification.

Discussion concerning paramedic certification for Officers who rarely utilize the skills.

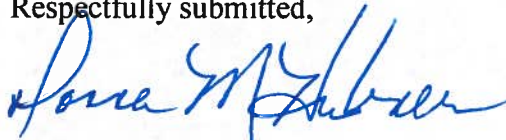
Firefighter Barnhill stated when talking about possibly restructuring the organization in general, without a good downstairs and really thinking through what is good for everyone. If bad decisions are made as far as how many Chiefs we have, or put bad people in positions then we could have the issues again. There are lots of options to consider. FF Barnhill would like to see monthly meeting between the Board and the Union to discuss what will be good over the next contract term to keep the organization going where we want it to go.

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

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

There being no further business, Mr. Van Buren adjourned the meeting at 9:42 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.