



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

Board of Trustees

MEETING MINUTES

May 9, 2013

Mark Van Buren opened the meeting at 7:00 p.m., and 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

OPEN DISCUSSION: None

APPROVAL OF MINUTES:

Mr. Myers motioned to approve the April 11, 2013 Regular Board Meeting minutes and the April 23, 2013 Special Board Meeting minutes. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – abstain; Compton – yes; Myers – yes. **Motion carried.**

Mr. Denton joined the meeting at 7:04 p.m.

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Myers motioned to approve the March, 2013 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Compton 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 28114 - 28179. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

CHIEFS' REPORT:

A. Acting Chief Ken Mathews reported May birthdays and anniversaries.

B. AC Mathews informed the Board during the BWC inspection of the stations, Station 2 and Station 3 fuel tanks did not have bollards around the fuel tanks and this has been pointed out before. AC Mathews stated when he started investigating this he felt that the tanks should be brought up to code if possible. Station 2's fuel tank cannot be brought into compliance due to property line location and set back requirements there just isn't enough land. AC Mathews stated the tank at Station 2 needs to be disconnected and get rid of it. The employees would be able to go to the Flying J to fuel the trucks with the fuel cards or Station 1. In order to make the tank at Station 3 compliant with all codes it will cost at least \$10,000.00. AC Mathews asked for the Board's position concerning this.

Station 3 does not have a facility close by that they can fill from. The medic could fill at one of the gas stations on the way back from the hospital but the engine would have to refuel at Station 1 or go to Etna. Some of the items in the code is that it needs to be a flame guard tank that is double walled for containment in case of a spill, bollards around the tank, at least a 6' fence around the tank and an emergency shut off outside. A new flame guard tank is just over \$8,000.00. A whole turnkey set up with

a vault tank that would be all inclusive except we would need to install an outside shut off and fence in the area is \$14,671.00 this is for a 500 gallon tank.

Mr. Foor motioned to bring the tank at Station 3 up to code for not more than \$15,000 to include the tank, bollards and fencing. Mr. McGrady seconded.

Mr. Foor stated that the one thing he didn't think about before he made the motion was do we go with the better tank or is the \$8,000.00 tank fine.

AC Mathews stated with the vaulted tank you do not have to put bollards around it. Mr. Van Buren stated for AC Mathews to use his judgment. AC Mathews stated with either tank the fencing has to be put up. AC Mathews stated the vaulted tank includes the tank, a new pump, nozzles and hoses, all the decals and markings, and a \$1,000.00 for fuel management tracking system. This tracks which truck the fuel goes in so if we eliminated that and continue to maintain those records manually as we have been doing that would save \$1,000.00. AC Mathews stated he requested that price because we need to track that so that Ms. Hubner can separate the fuel for the medics from the engine since the medic fuel comes from the EMS fund. Mr. Compton inquired as to the dimensions of the vaulted tank. AC Mathews stated that it is a 500 gallon tank 11' long, 4.5' wide, 3' 4" high. AC Mathews stated that this is installed but we would still need to have the electrician put the emergency shut off outside and put a fence around it. Mr. Compton stated that the vaulted tank would be state of the art and help Ms. Hubner with recording and eliminate the bollards. AC Mathews stated it will track the fuel as to what gallons go into which vehicle. Mr. Compton stated just have a tank and the fence. AC Mathews stated that this is just one company's price so he would obtain pricing from others.

Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes.
Motion carried.

- C. AC Mathews stated he has one item not on the agenda. The Building Committee asked for a ball park figure on the concrete work at Station 3. It is \$14,045.00 this is the first proposal that he has received. Mr. Compton inquired if that was for all of the concrete work. AC Mathews stated that it was for all the concrete work inside the building and the apron. Mr. Compton inquired if AC Mathews had gotten a price yet on recapping the blacktop pad. AC Mathews stated he hasn't received pricing on the blacktop work.

ASSISTANT CHIEFS' REPORT:

- A. AC Mathews informed the Board that Assistant Chief Williams is currently on vacation.
- B. AC Mathews informed the Board the EMS Open House is scheduled for Saturday, May 18, 2013 from 11:00 a.m. till 3:00 p.m. at Station 1. The coloring books that the Board has were put together to pass out at the Open House.
- C. AC Mathews stated the new ECG monitors are now in service.
- D. AC Mathews stated in the Board packet is the new service agreement from Physio-Control for the five new ECG monitors. The agreement is for three years payable one year at a time in advance for a total of \$15,495.00. Mr. Denton motioned to enter into the three year service agreement with Physio-Control for

a total of \$15,495.00. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Ron Tague from the Firemen's Association stated that Saturday May 18, 2013 they will have a pancake breakfast at Old Station 1 – 428 Jefferson St. from 8:00 a.m. until 11:00 a.m.

HUMAN RESOURCES REPORT:

- A. Steve Little, HR Consultant stated the wage survey the Board request for the position of the Fiscal Officer is in the Board's packet.
- B. Mr. Little stated the Maintenance Technician position description and salary for the position is in the packet and would like to know if the Board wants to post for the position and what type of salary to set for the position. Mr. Van Buren stated that the Board would like to hold off on doing anything for three months and to bring it back to the Board at that time.
- C. Mr. Little stated the Part-Time Firefighter Job Description has been modified to state a Part-Time firefighter can work up to 1,500 hours annually, a minimum of 24 hours per calendar month, and no more than 29 per week. This will bring it in line with Affordable Health Care Law. Mr. McGrady inquired as to how this will be monitored throughout the year. Mr. Little stated we currently have a report that we can get that has a yearly total for each employee. Mr. Compton moved to adopt the Part-Time Firefighter Job Description as submitted. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**
- D. Mr. Little stated the Licking County Prosecutor opinion concerning part-time hours advised us to look to the Affordable Health Care Act for guidance.
- E. Mr. Little stated under Policy Review and Approval we have the following policies and changes.

300.05 Scheduling Part-Time Firefighters this will reduce from 4 part-time firefighters per shift down to 3 per shift. Two of the positions will be designated as paramedics and one can be designated as basic. These are the only changes with this policy.

300.06 Part-Time Firefighter Work Period this is where it is stated that no more than 1,500 hours per year.

300.07 Part-Time Firefighter Schedule Requirements this is adjusted to conform to the 1,500 hours per year and it makes the part-time accountable when then will be late, ill, or need to leave early.

Mr. McGrady inquired as to how these policies will be implemented. Mr. Foor inquired as to when they become effective. Mr. Little suggested they become effective no sooner than June 1st and then hold training or something so that everyone is aware of what is going on.

Mr. McGrady motioned to adopt 300.05 Scheduling Part-Time Firefighters. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Denton motioned to adopt 300.06 Part-Time Firefighter Work Period. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Compton motioned to adopt 300.07 Part-Time Firefighter Schedule Requirements. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Little stated 300.10 Hiring Practices has been changed to move from a panel of 9 interviewers to a two-step process with a panel of 3 and then a panel of 2. Mr. McGrady motioned to adopt 300.10 Hiring Practices. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Van Buren inquired about having the monthly schedule of Part-Time Firefighters prepared by someone in the Administrative Staff as discussed in the Personnel Committee meeting. Mr. Little stated that he felt that was something that could be done at the direction of the Board or done administratively whichever the Board wishes. Mr. Van Buren stated that during the Personnel Committee meeting it was brought up that the Fire District can be penalized if the part-timer go over the hours outlined in the policy that the scheduling be done by someone of the administrative staff that is appointed by the Chief. This way it shifts the responsibility to the Administrative Staff instead of a part-time employee being responsible.

Mr. Foor inquired as to when the Board should make it effective. Mr. Little stated that they should take into account the look back period that in the Affordable Health Care Act so it should probably be six months so June would be good.

Mr. Compton motioned that the Fire Chief designate someone from the Administrative Staff to prepare and manage the scheduling for the Part-time Firefighters effective June 1, 2013 schedule. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

FISCAL OFFICER'S REPORT:

A. Donna Hubner, Fiscal Officer presented Resolution 2013-06 **Amended And/Or Restated Resolution of The Board Of Trustees Of The West Licking Joint Fire District Of Licking County**. This Resolution is concerning the OP& F increase raising the member contribution rate by 0.75% that will go into effect with the first payroll in July every year for the next three years beginning with 2013. Mr. Denton motioned to adopt Resolution 2013-06. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

COMMITTEE REPORT:

Personnel Committee – Mr. Myers updated the Board that during the Personnel Committee meeting there was discussion that due to the hours being capped the Board may need to hire 9 new part-time firefighters to meet staffing requirements. AC Mathews stated that is correct since we have had several part-time firefighters that have left and we haven't replaced them. Mr. Van Buren inquired as to how many part-time firefighters we currently have. Mr. Little stated that we currently have 26.

Mr. Myers motioned to permit the hiring of 9 new part-time firefighters. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

MARCS Tower – Mr. Compton the Fire Board needs to make a decision if we are going to participate in a joint venture on the construction of the tower. If the Board would decide to contribute money to the project then we should make a proposal that would be presented to Pataskala City Council and see if the council agrees.

Mr. Myers inquired from the AC Mathews if the Fire District is heading towards the MARCS system. AC Mathews stated that is where we are headed and will eventually go there.

Mr. McGrady inquired as to what was the discussion concerning us partnering on the tower construction at Pataskala council meeting. Mr. Compton stated the discussion was concerning the percentage of funding we would provide versus the percentage of income that Pataskala would share with the District. It was only discussion and no decisions were made at that time. Mr. Compton feels that it time for the Board to make a decision and if the Board decides to partner then make a proposal that can be presented to Pataskala and see if they accept it or counter offer.

Mr. Foor inquired from Mr. Compton that he wants the Board to say something to the effect if the Board decided to contribute \$100,000.00 to the construction then the Board wants 50% of any revenues. Mr. Compton stated he would like the Board to make a decision tonight if we are going to contribute. If the Board decides to contribute then how much is the Board going to contribute and then how much of the revenues the Board would want in return and then Mr. Compton will take that back to Pataskala Council.

Mr. Van Buren stated then Pataskala Council would say either yes or no or make a counter offer.

Mr. Van Buren stated then he would ask for a motion from the Board and if there isn't one then we will move on. Then Mr. Compton can report to Council that the Board didn't do anything.

Mr. Myers motioned to offer to pay 50% of the construction costs of the MARCS tower, if the District receives 50% of any future revenue generated from the tower. Mr. Van Buren seconded.

Mr. Denton stated that at the last meeting the Firefighters demonstrated that this seems to be the direction we need to go.

Mr. Myers motioned to amend the previous motion to include 50% of airtime credits from MARCS. Mr. Foor seconded.

Mr. McGrady inquired if this is for a perpetuity agreement on the revenues. Mr. Myers stated yes.

Mr. Van Buren called for the vote on the amendment to the original motion. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Van Buren asked for the motion as amended. Mr. Myers stated the motion is to offer the City of Pataskala that we will pay 50% of the construction costs of the tower, receive 50% of the airtime credit, and receive 50% of any future revenue generated from the tower in perpetuity. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

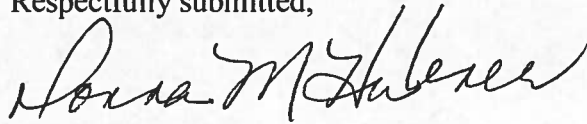
EXECUTIVE SESSION:

Mr. Myers motioned to go into executive session to discuss compensation of public employees and pending litigation. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.** The Board went into executive session at 8:25 p.m.

Mr. Myer motioned to come out of executive session at 8:55 p.m. Mr. Compton seconded. Vote: Denton – yes; McGrady – yes, Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

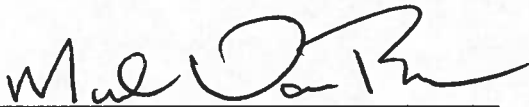
There being no further business, Mr. Van Buren adjourned the meeting at 8:56 p.m.

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.