



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

*Board of Trustees*

## MEETING MINUTES

November 14, 2013

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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

Pataskala – Mike Compton

Reynoldsburg – Cornelius McGrady III

### OPEN DISCUSSION:

Mr. McGrady announced that Reynoldsburg has established a Reynoldsburg Youth Human Trafficking Coalition and they are holding a Human Trafficking Conference on January 11, 2014 open to the public, no cost to attend. Once the youth get all the graphics together we will email that out. There will be a legal taskforce, a legal panel, and a survival panel. Mr. McGrady stated they will be talking about human trafficking.

### APPROVAL OF MINUTES:

Mr. Myers motioned to approve the October 10, 2013 Regular Board Meeting minutes. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Foor motioned to approve the October 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 28558 - 28637. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. McGrady informed the Board he received a letter from a neighbor thanking the Firefighters who came to their house. They were very professional in how they assisted in the changing of their smoke detectors.

### CHIEFS' REPORT:

A. AC Mathews reported November birthdays and anniversaries.

B. AC Mathews informed the Board he obtained a quote from Advanced Fuel Systems to retro fit the fuel tank at Station 1 with same system installed at Station 3 to track the fuel usage. Chief Mathews shared a copy of the report is generated by the system at Station 3 which allows Ms. Hubner to properly charge off the fuel between the various funds. The tracking is done by key fobs assigned to each vehicle and they swipe the fob to be able to pump fuel from the tank.

Mr. Van Buren inquired if there were appropriations available for this purchase. Ms. Hubner stated there was.

AC Mathews stated the key fobs will operate both systems so they will only need one for access to both systems.

Mr. Compton motioned to approve the fuel management system for Station 1. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

- C. AC Mathews informed the Board in their packet is a proposal to upgrade our truck computers and connectivity to Central Dispatch System in preparation of the new 911 Center becoming operational. It will improve response times and increase efficiency. AC Mathews stated that he was turning this presentation over to Firefighter Barnhill who worked on this proposal.

Firefighter Barnhill stated he and Ms. Lesko worked on this proposal together. With the new 911 Center we are able to upgrade the computer systems in the trucks so instead of marking on the radio when trucks are responding, arriving on the scene, enroute to the hospital, or available, you will be able to push a button on the computer which will cut down a lot on radio traffic. With the MTD the 911 Center will be able to dispatch trucks by closest location to the incident and the maps will show the current locations of other trucks that are responding to the same location. The maps would show in real time the locations of each vehicle. There is grant money available to purchase the MTD software which is \$1,000.00 per vehicle. The grant requires the vehicles be equipped with the right computers and connectivity before we can be awarded the software grant.

Mr. Barnhill stated that is what this proposal does. It allows the purchase of some computers and the upgrade of others so that everything is able to operate the MTD software and also the connectivity module for each vehicle and the small monthly service fee associated with the connectivity through Verizon. There is a yearly maintenance fee for the actual devices.

Mr. Van Buren inquired if this was all vehicles excluding the medics. Firefighter Barnhill stated this is for each of the three Engines, the Rescue, the Ladder and the Battalion vehicle.

Mr. McGrady inquired as to how many units this includes. Firefighter Barnhill stated this will be for six connectivity devices, hardware, and docking stations.

Mr. Van Buren inquired how much the monthly service fees will be for the connectivity devices. Firefighter Barnhill stated our government rate is \$40 per month through Verizon.

Mr. Myers motioned to proceed with the proposed purchases of \$8,800.00 and monthly service fees. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

#### **ASSISTANT CHIEFS' REPORT:**

- A. AC Williams informed the Board the Handling Difficult Citizens Training is scheduled for November 15, 2013 at 10:00 a.m.
- B. AC Williams informed the Board the new cots have been received and placed into service. AC Williams requested to put the old cots "as is" on govdeals.com as surplus items.

Mr. Myers motioned to surplus the old cots and place them for sale on govdeals.com. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

#### **HUMAN RESOURCES REPORT:**

A. Steve Little, HR Consultant presented the Organizational Structure update as suggested by the Board. It reflects the Human Resource Technician position and the Administrative Assistant position reporting to Board. Mr. Little reviewed the changes for those two positions. Mr. Little stated that he also included in the packet information concerning the salary for the Administrative Assistant that are currently utilized by the State for the position of Administrative Professional position.

B. Mr. Little informed the Board that Part-time Firefighter Patrick Redd submitted his resignation.

Mr. Compton motioned to accept Patrick Redd's resignation. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

C. Mr. Little informed the Board the members of Health Insurance Committee have met with three different organization regarding health insurance coverage. Mr. Little stated they have met with the current provider, Otarma, and the Ohio Plan. Each company will be providing us with proposals to review.

#### **FISCAL OFFICER'S REPORT:**

Donna Hubner, Fiscal Officer informed the Board the CD's have matured and the Board needs to decide how they would like to invest the money. Ms. Hubner presented them with a proposal from Edward Jones with various options from them. Park National is currently paying 0.30% for a one year CD and 0.40% for a two year CD. Consensus of the Board is to look at laddering CD's.

#### **LOCAL 3025:**

Toy Drive collection dates, times, and locations: November 23, 2013 from 9:00 a.m. until noon at Station 3, December 7, 2013 from 9:00 a.m. until noon at Station 1. December 8, 2013 at Stewart Auto Group from 9:00 a.m. until 5:00 p.m. December 21, 2013 they will be distributing the toys at the YMCA.

#### **COMMITTEE REPORT:**

**Budget Committee** - Mr. McGrady informed the Board the Budget Committee met earlier today and each board member has a copy of the projected budget for 2014. There was an increase in the budget to include \$500,000 for the cost of a new engine if one is needed, and an additional \$2,500 per station for fitness equipment out of the capital improvement fund. Mr. Foor stated there is two levies that need to go on the ballot in 2014. Ms. Hubner inquired as to when the Board would like to place them on the ballot. Consensus of the Board is for May 2014.

#### **EXECUTIVE SESSION:**

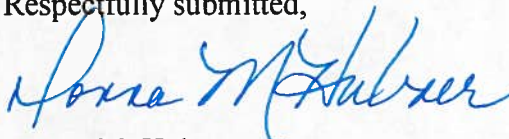
Mr. McGrady motioned to go into executive session to consider the employment, dismissal, discipline or demotion of a public employee and to discuss pending litigation. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.** The Board went into executive session at 8:01 p.m.

Mr. Denton motioned to come out of executive session at 10:34 p.m. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Compton – yes; Myers – yes. **Motion carried.**

Mr. Myers motioned to increase Ms. Lesko hourly rate to \$20.40 per hour and she will pick up the employee portion of PERS and medical insurance the same percentages as the union effective with the next pay period that begins on November 23, 2013. 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 10:47 p.m.


Respectfully submitted,



Donna M. Hubner  
Fiscal Officer

APPROVED:

  
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Board of Trustees

  
\_\_\_\_\_  
Title

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