



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

*Board of Trustees*

## MEETING MINUTES

January 09, 2014

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Mark Van Buren opened the meeting at 7:04 p.m., and led the Pledge of Allegiance.

### ROLL CALL:

Jersey – Derek Myers

Harrison – Mark Van Buren

Etna – Randy Foor

Kirkersville – Brian Denton

Pataskala – Tim Hickin

Reynoldsburg – Cornelius McGrady III

### OPEN DISCUSSION:

### ELECTION OF OFFICERS:

Ms. Hubner asked for nominations from the floor for President. Mr. Foor nominated Mark Van Buren for President. Mr. McGrady seconded.

Mr. Hickin motioned to close the nominations for President. Mr. Denton seconded. Vote to close nomination: Foor – yes; McGrady – yes; Van Buren – yes; Denton – yes; Myers – yes; Hickin – yes. **Nominations closed.**

Vote to elect Mr. Van Buren as President: McGrady – yes; Van Buren – yes; Denton – yes; Myers – yes; Hickin – yes; Foor – yes. **Motion carried.**

Ms. Hubner asked for nominations from the floor for Vice President. Mr. Foor nominated Cornelius McGrady III for Vice President. Mr. Myers seconded.

Mr. Van Buren motioned to close the nominations for Vice President. Mr. Denton seconded. Vote to close nominations: Denton – yes; Myers – yes; Hickin – yes; Foor – yes; McGrady – yes; Van Buren – yes. **Nominations closed.**

Vote to elect Cornelius McGrady III as Vice President: Myers – yes; Hickin – yes; Foor – yes; McGrady – yes; Van Buren – yes; Denton – yes. **Motion carried.**

### OPEN DISCUSSION:

Mr. McGrady reminded the Board the “Break Every Chain” Human Trafficking Conference is this Saturday, January 11, 2014.

### APPROVAL OF MINUTES:

Mr. Foor motioned to approve the December 12, 2013 Regular Board Meeting minutes. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

### APPROVAL OF FINANCIAL STATEMENTS:

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

### **APPROVAL OF VOUCHERS:**

Mr. Foor motioned to approve warrants 28713 - 28791. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

### **CHIEFS' REPORT:**

A. AC Ken Mathews welcomed Mr. Hickin to the Board and welcomed back the remainder of the Board.

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

A. AC Williams informed the Board he received bid packages for the medic from Braun Ambulance, Horton Ambulance, Burgess Ambulance, and 911 Fleet and Fire Equipment. The bids range from \$186,000.00 to \$205,000.00. All companies are on the State of Ohio co-op purchasing approved list.

Mr. Van Buren inquired if there was a committee created for the medic like the one done for the new fire engine. AC Williams stated he has been doing ride alongs on the medic at Station 2 and asking the Firefighters assigned to Station 2 what they wanted to see on a new medic since this was the medic that would be replaced. AC Williams stated he used the same box dimensions as the other two medics just using a Ford 550 chassis.

Mr. Foor inquired from the firefighters in the audience if they had any input on the new medic spec. FF Larry Moon stated that he isn't stationed at Kirkersville but he hasn't heard any complaints.

Mr. Denton inquired as to how long it would take to build the box. AC Williams stated that it is 180 days for delivery. So it would be delivered sometime around July 2014.

Mr. Myers motioned to purchase the McCoy Miller medic. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

B. AC Williams informed the Board he got the Union guest passes for the online training. The Union does not want this online training to be in lieu of current training but in addition to.

FF Moon stated this is a good adjunct tool to use.

Mr. Hickin inquired if the program tracks the employees training time and provides a report to the District. AC Williams stated the program does track the Firefighter's training hours and provides a certificate of completion to them. Also, as an administrator AC Williams is able to see who has started a training program and not completed so that a reminder can be sent to them.

Mr. McGrady motioned to purchase the online training program at a cost of \$30.00 per person for one year. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

C. AC Williams informed the Board the December 2013 Run Reports and the 2013 Fire, EMS, and Training Reports are in their packets.

### **HUMAN RESOURCES REPORT:**

A. Steve Little, HR Consultant inquired from the Board if he should continue with the Organizational structuring that was discussed back in June and July 2013. Mr. Hickin inquired about meeting with Mr. Little to get the information concerning this subject.

B. Mr. Little informed the Board that he and AC Mathews have discussed revamping the employee manual.

C. Mr. Little discussed with the Board about the Administrative Staff giving up the Columbus Day holiday and getting the day after Thanksgiving instead. Mr. McGrady inquired as to when this would be discussed for the bargaining unit members. Mr. Van Buren stated he believes the Bargaining Unit gets paid for a certain number of holidays whether they work it or not. Ms. Hubner stated that Full-Time Firefighters get paid for eleven holidays, eight hours per holiday and it is paid out in January of every year. Mr. McGrady inquired what the eleventh holiday was since the list only contained ten. Ms. Hubner informed the Board it is Easter which is observed the Monday after Easter that was omitted from the list.

Mr. Myers motioned to change the Administrative Holidays and replace Easter with the day after Thanksgiving. Mr. Foor seconded.

Mr. Myers motioned to amend the original motion to include replacing Columbus Day with Christmas Eve. Mr. Foor Seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

Approve the original motion as amended. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

D. Mr. Little informed the Board the yearly reports have been filed with BWC, the Chamber, and Safety Council as required.

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

A. Donna Hubner, Fiscal Officer presented Resolutions:

2014-01 Authorize Fiscal Officer to move money within a Fund on the Object Level;

2014-02 Authorize Fiscal Officer to create Blanket Certificates as needed with an expiration date of December 31, 2014;

2014-03 Authorize Fiscal Officer to request Licking County Auditor for Tax Advances as available in 2014;

2014-04 Appropriate \$1,000 for miscellaneous food purchases to provide food for the firefighters and/or FPOs at fire scenes, by presiding Officer's decision.

Mr. Myers motioned to adopt Resolutions 2014-01, 2014-02, 2014-03, and 2014-04. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

#### **LOCAL 3025:**

Larry Moon stated the Toy Drive was a huge success again this year. FF Daniels was also able to help out Truro Township and Millersport Fire Departments with toys. The Toy Drive raised approximately \$10,000.00.

#### **COMMITTEE REPORT:**

Mr. Van Buren read the committee assignments for the 2014 committees.

Audit: Tim Hickin – Chairperson, Mark Van Buren, Brian Denton

Budget: Randy Foor – Chairperson, Cornelius McGrady III, Mark Van Buren

Building/Land Acquisition: Brian Denton – Chairperson, Tim Hickin, Mark Van Buren

Personnel: Derek Myers – Chairperson, Cornelius McGrady III, Randy Foor

Labor/Management: Derek Myers – Chairperson, Cornelius McGrady III, Mark Van Buren  
Records: Brian Denton – Chairperson, Tim Hickin, Randy Foor  
VFF: Derek Myers – Chairperson, Brian Denton, Tim Hickin

Mr. Van Buren stated the Board needs to set a Labor Management Meeting.

**OPEN DISCUSSION – BOARD COMMENTS**

Mr. Myers stated the Township Association’s annual meeting was this past Saturday and Tony Stucco was one of the presenters there and after the meeting he was able to inquire about an update on the questions the Board had and Mr. Stucco’s verbal opinion is that there is no obligation on the part of the appointed member to follow orders as to how to act or vote on another Board that the original board appointed them to.

**EXECUTIVE SESSION:**

Mr. Myers motioned to go into executive session to prepare for, conduct or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Mr. Hickin seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.** The Board went into executive session at 8:03 p.m.

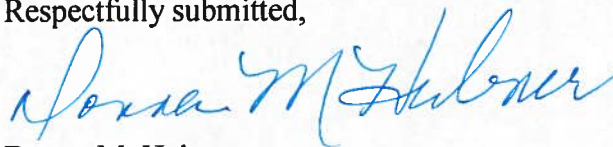
Mr. Denton motioned to come out of executive session at 8:24 p.m. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Myer motioned to correct how overtime is calculated by removing the longevity buyout from the calculation. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin yes; Myers – yes. **Motion carried.**

Mr. Foor stated the Labor Management Committee will be scheduling a meeting with the Union.


There being no further business, Mr. Van Buren adjourned the meeting at 8:28 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.