



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

Board of Trustees

MEETING MINUTES

December 10, 2015

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 – Jeff Johnson

Kirkersville – Brian Denton

Pataskala – Tim Hickin

Reynoldsburg – Dan Skinner

OPEN DISCUSSION:

APPROVAL OF MINUTES:

Mr. Skinner motioned to approve the November 12, 2015 Regular Board Meeting minutes. Mr. Myers seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – abstain; Myers – yes. **Motion carried.**

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. (ORC 121.22.4) Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

The Board went into executive session at 7:08 p.m.

Mr. Hickin motioned to come out of executive session at 8:02 p.m. Mr. Skinner seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Myers motioned to approve the November 2015 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Skinner seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Myers motioned to approve warrants 6734 - 6789. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

ADMINISTRATOR'S REPORT:

A. Steven Little, Interim Administrator informed the Board there are 26 successful candidates who passed the CPAT testing and 10 have had a first interview.

B. Mr. Little informed the Board the Collective Bargaining Agreement states that heart issues are work related and this has been contained in the CBA for a long time. There is an employee who has had some heart issues and Workers' Comp has denied his claim thus far and the hospital has turned the employee into collections, the bill is \$1,510.00, and we would like the Board to approve the District paying this bill so the hospital will stop collection action on the employee.

Mr. Denton motioned to pay the \$1,510.00 to the hospital to bring the employee's account current. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

CHIEF REPORT:

- A. Acting Chief Todd Magers stated the Strategic Plan committees have a spot for a Board member on each one and is wanting to know who is interested in participating. This was developed based on recommendations from the Board to have a written Plan. The majority of the information contained in the strategic plan are things the District already does. The District has an EMS Committee and leadership classes. This plan has outlined the procedures for these items. This is designed to be open and adjusted as the District grows and completes the items.

AC Magers stated the Strategic Plan sets up team leaders and currently these will be myself, AC Williams and Mr. Little. We will start out meeting monthly and as it progresses the meetings could be moved to quarterly based on the committee's needs. This is the whole point of this plan.

Mr. Van Buren suggested as the Board members go through the Strategic Plan to get ahold of Chief Magers if you have any questions or concerns.

- B. AC Magers distributed maps to the Board. These maps show the locations of 15 randomly selected fire runs from the past five years. The runs are designated as either being on scene within 5 minutes, 9 minutes, or did not meet NFPA guidelines. The map evaluates where a station is needed based upon these selected fire runs that the District did not meet NFPA guidelines. If the District was able to meet NFPA guidelines for response times to fire runs this would improve our ISO rating.
- C. AC Magers informed the Board the District needs to purchase land and build a station instead of the previous thoughts of leasing a building.

AC Magers stated he is going to contact the previous architect and see if the District already paid for drawings for a new station before starting from scratch on a building.

Discussion concerning tax valuations from the Licking County Auditor's office.

Mr. Hickin inquired if this is a shift in phase three of the Strategic Plan.

Mr. Little stated the Strategic Plan is a guideline.

Mr. Van Buren stated, as with all plans, they are ever changing.

- D. Donna Hubner, Fiscal Officer presented Resolution 2015-14 A Resolution Declaring It Necessary To Levy A Tax In Excess Of The Ten Mill Limitation (3 mill continuing).

Ms. Hubner stated Resolution 2015-14 is to replace the continuing 3 mill operating levy originally passed in 1986.

Mr. Van Buren motioned to adopt Resolution 2015-14. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- E. Ms. Hubner presented Resolution 2015-15 A Resolution Declaring It Necessary To Levy A Tax In Excess Of The Ten Mill Limitation (1 mill continuing).

Ms. Hubner stated Resolution 2015-15 is to replace the continuing 1 mill levy originally passed in 1984.

Mr. Van Buren motioned to adopt Resolution 2015-15. Mr. Denton seconded. Vote: Denton – no; Johnson – no; Skinner – no; Van Buren – no; Hickin – no; Myers – no. **Motion failed.**

- F. AC Magers presented the Board with research he has concerning properties within the area the study determined as the necessary location of a fire station.

Mr. Skinner motioned to give the Building/Land Acquisition committee the authority to negotiate and make an offer on the property located with the zone the study determined. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

ASSISTANT CHIEF'S REPORT:

- A. Assistant Chief Harold Williams informed the Board the activity reports are contained within their packets.

FISCAL OFFICER:

- A. Donna Hubner, Fiscal Officer informed the Board the Auditor of State is sending the Fire District out to bid, along with three other fire districts from Knox County, with an Independent Public Accountant firm.
- B. Ms. Hubner informed the Board notice was received from Fishel, Haas, Kim Albrecht LLP the rates will be increased to \$190.00 per hour beginning with the January 2016 billing. This is an increase of \$5.00 per hour over the 2015 rates.

- C. Ms. Hubner presented Resolution 2015-16 A Resolution Adopting the 2016 Permanent Appropriations Budget.

Mr. Myers motioned to adopt Resolution 2015-16. Mr. Skinner seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- D. Ms. Hubner presented Resolution 2015-17 A Resolution for Additional and Supplemental Appropriations for the Current Expenses and Other Expenditures for the Year Ending December 31, 2015.

Mr. Myers motioned to adopt Resolution 2015-17. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- E. Ms. Hubner informed the Board the next pay date is currently January 1, 2016 and with this being a holiday requests it be moved to December 31, 2015.

Mr. Skinner motioned to change the pay date to December 31, 2015. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

F. Ms. Hubner presented Resolution 2015-18 A Roth 457 Amendment.

Mr. Hickin motioned to adopt Resolution 2015-18. Mr. Van Buren seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

LOCAL 3025:

Firefighter Brian Palmer informed the Board Firefighter Tom Barnhill is the Union President. Firefighter Palmer is the Vice President.

Firefighter Palmer stated there will be a Toy Drive this Saturday, December 12, 2015 from 9:00 a.m. until Noon.

COMMITTEE REPORT:

Mr. Myers informed the Board the Personnel Committee met at 6:00 p.m. tonight the following items were discussed during the meeting.

Mr. Myers stated the District is having difficulty with keeping qualified part-time firefighters. It seems once they become qualified viable employees they are hired in full-time at other fire departments.

Mr. Myers stated currently four part-time firefighters are allowed per shift, if this changed to two part-time firefighters would the District be able to hire one full-time firefighter.

Mr. Myers stated the District needs to do an ergometric test to create a list to be able to hire full-time firefighters from the current part-time firefighters.

Mr. Myers stated there was discussion to add a Lieutenant’s position per shift.

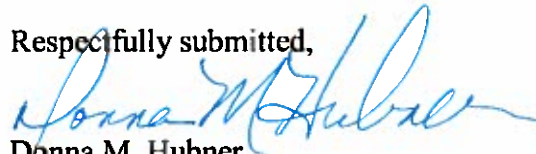
Mr. Myers stated another issue is the Administrative staff has been neglected and not had a pay increase over the last couple of years.

Mr. Myers stated there was discussion concerning new job descriptions for Prevention. The descriptions proposing cross training among other things, should vote on these new job descriptions next month.

Mr. Van Buren informed everyone the Outville Christmas Parade is Saturday, December 12, 2015 at 3:00 p.m.

There being no further business, Mr. Van Buren adjourned the meeting at 9:30 p.m.

Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:


Board of Trustees

1-14-16
Title

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