



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

Board of Trustees

MEETING MINUTES

April 14, 2016

Mark Van Buren opened the meeting at 7:00 p.m., and Mr. Denton led the Pledge of Allegiance.

Moment of silence for Fire Prevention Officer Kate Earley.

ROLL CALL:

Jersey – Derek Myers – absent
Harrison – Mark Van Buren
Etna – Jeff Johnson

Kirkersville – Brian Denton
Pataskala – Tim Hickin
Reynoldsburg – Dan Skinner

RECOGNITION OF GUEST(S):

Sarah Harvey, Fire Safety Intern informed the Board of her experiences over the past year along with a Power Point presentation highlighting some of the activities. Ms. Harvey stated this presentation is part of her grade for the class that allowed her to be an intern at West Licking Joint Fire District.

APPROVAL OF MINUTES:

Mr. Hickin motioned to approve the March 10, 2016 Regular Board Meeting minutes. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Skinner motioned to approve the March 2016 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Denton motioned to approve warrants 7077 - 7162. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

ADMINISTRATOR'S REPORT:

A. Steven Little, Interim Administrator, inquired from the Board if they had any problem with him doing job description reviews. Board stated they had no issues with reviewing the job descriptions.

B. Mr. Little informed the Board two Part-Time Firefighters have submitted their resignations. They are Todd McKenzie and Tyler Gleeson.

Mr. Hickin motioned to accept Todd McKenzie and Tyler Gleeson's resignation. Mr. Skinner seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

Mr. Little stated since two more Part-Time Firefighters resigned he would like to offer positions to the next three candidates on the list: Caleb Scott, Benjamin Danzig, and Taylor Amacher.

Mr. Skinner motioned to make conditional job offers to Caleb Scott, Benjamin Danzig, and Taylor Amacher. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

CHIEF REPORT:

- A. Acting Chief Todd Magers stated he has received a quote from Frontier Remodeling to build out Station 4. It is 49,895.00.

Mr. Skinner motioned to enter into a contract with Frontier Remodeling to build out Station 4 at a not to exceed price of \$49,999.00. Mr. Johnson seconded.

Mr. Van Buren stated that Frontier Remodeling needed to supply the District with a certificate of Insurance and a copy of their Workers' Comp certificate.

Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

- B. AC Magers informed the Board within their packet is a list of items, they have been surplus and place on the online auction site. No bids were received.

Mr. Skinner motioned to dispose of the unsold surplus items per the District policy. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

- C. AC Magers informed the Board it is time to renew the 24/7 online training module at a price of \$3703.00.

Mr. Hickin inquired if this training was still a good fit for the District. AC Magers stated it was.

Mr. Denton motioned to renew the 24/7 EMS online training with Health & Safety Institute. Mr. Skinner seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

- D. AC Magers informed the Board it is time to pay the Medical Director's annual fee of \$25,000.00.

Mr. Hickin motioned to pay the 2016 Medical Director's annual fee of \$25,000.00. Mr. Skinner seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

ASSISTANT CHIEF:

- A. Assistant Chief Harold Williams informed the Board the activity reports for March 2016 are contained within their packets.
- B. AC Williams stated that everything is on course with the switch from Med3000 to MedBill for EMS Billing.

FISCAL OFFICER:

- A. Donna Hubner, Fiscal Officer presented Resolution 2016-05 A Resolution Authorizing the Administrator to enter into a Lease Agreement with BNR – Columbus Storage, LP.

Mr. Skinner motioned to adopt Resolution 2016-05. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

B. Ms. Hubner informed the Board of Comp Management's yearly invoice for third party administrator fees for the 2017 policy year was received in the amount \$7565.00.

Mr. Denton motioned to pay the invoice from Comp Management in the amount of \$7,565.00. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

LOCAL 3025:

Firefighter Barnhill thanked the Board for allowing the Administrator to agree to allow the Union do what it needed to for Kate Earley's services and family.

EXECUTIVE SESSION:

Mr. Skinner motioned to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official and to prepare for and review bargaining session with public employees concerning their compensation or other terms and conditions of their employment. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

The Board went into executive session at 7:48 p.m.


Mr. Hickin motioned to come out of executive session at 9:07 p.m. Mr. Skinner seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

Mr. Hickin motioned to establish a new Full-Time firefighter list, post the vacant Fire Prevention Officer position, and promote Jack Treinish to the position of Temporary Assistant Chief effective immediately. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**


Mr. Skinner motioned to authorize the Administrator to withdraw from OPEC-HC effective April 30, 2016 at 11:59p.m. and enter into an agreement with MedBen to become effective May 1, 2016 at 12:00 a.m. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes. **Motion carried.**


There being no further business, Mr. Van Buren adjourned the meeting at 9:10 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.