



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

*Board of Trustees*

## MEETING MINUTES

January 14, 2016

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

### ELECTION OF OFFICERS:

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

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

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

Ms. Hubner asked for nominations from the floor for Vice President. Mr. Van Buren nominated Tim Hickin for Vice President. Mr. Skinner seconded.

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

Vote to elect Tim Hickin as Vice President: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

### OPEN DISCUSSION:

### EXECUTIVE SESSION:

Mr. Hickin motioned to go into executive session for the purposes of meeting with attorneys concerning disputes involving the public body that are the subject of pending or imminent court action. ORC 121.22.3. 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 7:04 p.m.

Mr. Myers motioned to come out of executive session at 7:55 p.m. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

#### **APPROVAL OF MINUTES:**

Mr. Myers motioned to approve the December 10, 2015 Regular Board Meeting minutes. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – abstain; Myers – yes. **Motion carried.**

#### **APPROVAL OF FINANCIAL STATEMENTS:**

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

#### **APPROVAL OF VOUCHERS:**

Mr. Denton motioned to approve warrants 6790 - 6904. Mr. Skinner 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 presented to the Board a new Table of Organization and job descriptions including the working titles for the three (3) Fire Prevention Officers. The core duties for the Fire Prevention Officers remain the same with each of them having specialized assignments. The working titles are: Inspection Coordinator, Construction Coordinator, and Community Resources Coordinator. The TO reflects the changes.

Mr. Little asked the Board to approve the job descriptions and Table of Organization.

Mr. Van Buren inquired if the Board approves the Table of Organization this doesn't mean they are approving the hiring of the vacant positions.

Mr. Little stated approving the TO does not mean the approval of hiring for those vacant positions.

Mr. Van Buren stated he does not want a Fire Prevention Officer stating they are not doing something because it is not in their job description.

Mr. Little stated that the job descriptions still maintain the basic responsibilities of inspections and they have some different duties so one will focus on community resources, one will focus on construction and one will focus on inspections. All of FPO's will be cross trained to do everything else in the job descriptions.

Mr. Van Buren inquired if the inspection part of it, if the one community resources job description will they still do inspections to keep up because in the past maybe we were missing some inspections because of the volume.

Mr. Little stated they are all still Fire Prevention Officers.

AC Magers stated we will also be utilizing the shift guys that are inspectors.

Mr. Van Buren inquired as to what is the purpose to do now.

Mr. Little stated that these positions do not currently have approved job descriptions.

Mr. Hickin inquired if one of the individuals would leave is there a problem with going to one position and saying you are now this other position.

Mr. Little stated all positions will be cross trained so if one person leaves one of the other persons can go into the open position.

Mr. Hickin moved to approve the job descriptions and Table of Organization as presented. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- B. Mr. Little informed the Board there is an estimate on a vehicle repair in their Board packet. This resident alleges his vehicle was struck at a high school function and his vehicle was damaged by our vehicle. When we received the complaint we referred it to Assistant Chief Williams to do an investigation. AC Williams has completed his investigation. It was discovered during the course of the investigation that the resident came to Station 1 and alleges one of our employees stated yes that is the color of paint of our trucks. The investigation concludes though there are marks on the bumper of the vehicle, no Fire District equipment was involved.

Mr. Skinner stated the District has immunity and should only be responsible for the deductible.

- C. Mr. Little informed the Board the District's contract with Med3000 for EMS billing is up for renewal and he contacted MedBill Resources about doing the District's EMS billing.

Mr. Denton motioned for Mr. Little to negotiate a contract with Med Bill. Mr. Skinner seconded.

Mr. Hickin inquired how long the term of a contract normally is.

Mr. Little stated the current contract with Med3000 was for 3 years.

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

- D. Mr. Little stated there is a proposal as to how the District can cover the cost of hiring three additional Full-time Firefighters.

Mr. Johnson inquired as to why the District is promoting three Lieutenants. AC Magers stated the Firefighter/Officer ratio structure now includes the Battalion Chief and it should be 5/1.

Mr. Little stated the District needs the approval to start testing for Full-time Firefighters with the retirement of personnel during 2016 the District needs to have the list in place for the vacancy that will be created.

Mr. Hickin motioned to approve up to \$5,000.00 for CTEC to create and administer the testing for a Full-time Firefighter list. Mr. Denton seconded.

Mr. Johnson inquired why the District has to create a test.

AC Magers stated it is created to cover the District's protocol.

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

- E. Mr. Little stated there is information contained in the Board packet for the Administrations last pay increases and the dates they went into effect for each position.
- F. Mr. Little informed the Board the SERB and PERP reports are filed.
- G. Mr. Little informed the Board the year end reports are contained in their packets from AC Williams for EMS.

Mr. Hickin stated he would like to have a year-end summary.

**CHIEF REPORT:**

- A. Acting Chief Todd Magers stated the Cardiac Arrest Data for 2014 and 2015 are contained in their packets. There is a memo comparison of response times and return of spontaneous circulation.

AC Magers stated the District's survivability rates are up to 25.8% in 2015 while this more than double 2014's rates of 12.5%.

AC Magers stated the District's response times are down to 00:05:41 for 2015 from 00:06:58 in 2014.

The District's ROSC rates were 61.3% for 2015

Mr. Hickin inquired as to Seattle's percentage.

AC Magers stated Seattle's survivability rates are 50%.

- B. AC Magers distributed maps to the Board. These maps show the locations of all runs from 2012 through 2015. There is a total of 16,340 runs and the District had 5040 runs in 2015.
- C. AC Magers informed the Board the District has a couple options the land on Taylor Road took about a week to make contact with the relator. AC Magers stated he has sent the relator an email and is still awaiting a response.

AC Magers stated in their Board packet is information from an engineering firm to design out the Branham building and the cost to the District is approximately \$20,000.00.

AC Magers stated there is farmer who is interested in the property on Morse Rd. and possibly doing a land swap for some land he has on the corner of Mink St. and Morse Rd.

Mr. Myers stated the Mink St. location would give the District good access.

Mr. Van Buren stated the District needs to find out the costs to build a station.

Mr. Myers stated the District should look into the prefab buildings.

- D. AC Magers stated that on Tuesday, January 19<sup>th</sup> he will be meeting with the following committees if any Board members would want to attend:

Resource Management Committee at 9:00 a.m., there will be discussion concerning the new pick up; Ladder Committee at 11:00 a.m.; and IT Group will meet in the afternoon.

E. AC Magers informed the Board there is a surplus list contained within their packets.

Mr. Denton motioned to surplus the items on the list. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

#### **FISCAL OFFICER:**

A. Donna Hubner, Fiscal Officer presented Resolutions:

2016-01 Authorize Fiscal Officer to move money within a Fund on the Object Level;

2016-02 Authorize Fiscal Officer to create Blanket Certificates as needed with an expiration date of December 31, 2016;

2016-03 Authorize Fiscal Officer to request Licking County Auditor for Tax Advances as available in 2016;

2016-04 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 2016-01, 2016-02, 2016-03, and 2016-04. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

#### **LOCAL 3025:**

#### **COMMITTEE REPORT:**

Mr. Van Buren presented the committee assignments for the 2016 committees.

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

Budget: Mark Van Buren – Chairperson, Dan Skinner, Jeff Johnson

Building/Land Acquisition: Brian Denton – Chairperson, Tim Hickin, Jeff Johnson, Dan Skinner

Personnel: Dan Skinner – Chairperson, Derek Myers, Jeff Johnson

Labor/Management: Derek Myers – Chairperson, Mark Van Buren, Dan Skinner

Records: Brian Denton – Chairperson, Tim Hickin, Jeff Johnson

VFF: Derek Myers – Chairperson, Brian Denton, Tim Hickin

#### **EXECUTIVE SESSION:**

Mr. Hickin motioned to go into executive session to consider the compensation of a public employee or official, specifically compensation. ORC 121.22. 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 9:20 p.m.

Mr. Myers motioned to come out of executive session at 9:50 p.m. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Denton motioned to increase the wages of Acting Chief Todd Magers, Steven Little, Assistant Chief Harold Williams, Donna Hubner and Leanne Lesko by 2.75% effective January 2, 2016. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Skinner – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

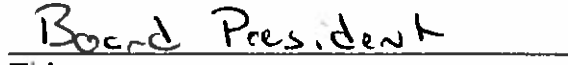
There being no further business, Mr. Van Buren adjourned the meeting at 9:53 p.m.

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.