



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

Board of Trustees

MEETING MINUTES

January 12, 2017

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 – Marshall Spalding

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

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

Ms. Hubner asked for nominations from the floor for Vice President. Mr. Hickin nominated Derek Myers for Vice President. Mr. Spalding seconded.

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

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

APPROVAL OF MINUTES:

Mr. Hickin motioned to approve the December 08, 2016 Regular Board Meeting minutes. Mr. Myers seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

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

APPROVAL OF VOUCHERS:

Mr. Myers motioned to approve warrants 7945 - 8063. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

EXECUTIVE SESSION:

Mr. Hickin motioned to go into executive session to consider the appointment of a public employee or official at 7:14 p.m. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Denton motioned to come out of executive session at 7:43 p.m. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Hickin motioned to post and fill the following positions: Vehicle Maintenance Technician, Assistant Chief, and Full-time Firefighter. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

ADMINISTRATOR:

A. Steve Little, Interim Administrator, informed the Board contained within their packet is Christopher Nighland's resignation from his part-time firefighter position.

Mr. Myer motioned to accept Mr. Allbritain's resignation. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

B. Mr. Little informed the Board, contained within their packet, is an updated Permit & Fee Schedule to review. Part 4 has been updated to add an annual fee to help offset the cost of equipment needed for these warehouses.

C. Mr. Little informed the Board, contained within their packet, is a summary of lost revenues for the past five years from the abated properties in Etna Township. This information was obtained from the Licking County Auditors.

CHIEF:

A. Chief Todd Magers informed the Board, the medic ordered last year should be delivered in March.

B. Chief Magers informed the Board, if he places the order now for the two medics that are budgeted they are offering 2016 rates.

Mr. Denton motioned to order 2 medics at the 2016 rates. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

C. Chief Magers informed the Board, the Licking County EMA would like to utilize the training room for a back-up operations center and/or 911 system.

Chief distributed the Memorandum of Understanding to all the Board members to review.

Discussion about disaster planning for the Fire District.

ASSISTANT CHIEF:

A. Jack Treinish, Assistant Chief, informed the Board, the 2016 Incident and Activity Sheet is contained in their Board packet.

B. AC Treinish informed the Board, the District has received the updated plans on the ARC building.

Mr. Little informed the Board the language on the bid packet from the Prosecutor's Office has been received.

C. AC Treinish informed the Board, contained within their packet, is a list of items to be surplus.

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

FISCAL OFFICER:

Donna Hubner, Fiscal Officer presented the following Resolutions:

- a. 2017-01 Authorize Fiscal Officer to move money within a Fund on the Object Level;
- b. 2017-02 Authorize Fiscal Officer to create Blanket Certificates as needed with an expiration date of December 31, 2017;
- c. 2017-03 Authorize Fiscal Officer to request Licking County Auditor for Tax Advances as available in 2017;
- d. 2017-04 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 motion to adopt Resolutions 2017-01, 2017-02, 2017-03 and 2017-04. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Denton motioned to approve the two job descriptions for the Assistant Chief of Personnel Development & Resource Management and Assistant Chief of EMS and Training. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

OPEN DISCUSSION:

Mr. Spalding motioned the monthly Board meetings will be the second Thursday of the month at 7:00 p.m. Mr. Myers seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

There being no further business, Mr. Van Buren adjourned the meeting at 8:34 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.