



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

Board of Trustees

MEETING MINUTES

February 9, 2017

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

ROLL CALL:

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

Kirkersville – Brian Denton
Pataskala – Tim Hickin
Reynoldsburg – Marshall Spalding

EXECUTIVE SESSION:

Mr. Hickin motioned to go into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action at 7:07 p.m. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

Mr. Hickin motioned to come out of executive session at 7:52 p.m. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

Mr. Van Buren motioned to pay the medical invoices being denied by Medical Mutual with dates of service prior to May 1, 2016 for current full-time employees that have been provided to Fiscal Officer to date. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

APPROVAL OF MINUTES:

Mr. Denton motioned to approve the January 12, 2017 Regular Board Meeting minutes. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Hickin motioned to approve the January 2017 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Denton motioned to approve warrants 8064 – 8133. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes. **Motion carried.**

ADMINISTRATOR:

A. Steve Little, Interim Administrator, informed the Board, contained within their packet, is the updated Permit & Fee Schedule. John Singleton, Fire Prevention Officer, is present to answer any question the Board may have concerning the changes.

Fire Prevention Officer John Singleton informed the Board Part 4 has been added it is an annual operational permit fee to help offset the cost of equipment needed for these warehouses.

Mr. Hickin inquired about the tent fees when the schools had various functions and put their large tents up. FPO Singleton stated the fees are waived for the schools and can be waived for any non-profit organization or function.

Mr. Hickin inquired how the amount per square foot was decided. FPO Singleton stated he spoke with numerous fire departments to get an idea.

Mr. Van Buren inquired how long it takes to inspect a building such as Amazon. FPO Singleton stated it takes a couple of days.

FPO Singleton informed the Board the Ohio Fire Code does allow for these fees. If these fees were charged it would increase revenues by approximately \$306,000.00.

FPO Singleton stated this is not an inspection fee, but an operational permit fee.

Mr. Hickin requested a listing of each building and the size of the building.

Derek Myers joined the meeting at 8:11 p.m.

FPO Singleton informed the Board he would be retiring on May 31, 2017.

- B. Mr. Little informed the Board, contained within their packet, are updated social media and hiring policies for the Board to review.

Mr. Van Buren inquired if the attorney has reviewed them. Mr. Little stated not yet.

- C. Mr. Little informed the Board, contained within their packet, is two representation agreements the first one is with the Licking County Prosecutor's Office the charges are \$80.00 per hour for legal services and \$95.00 per hour for representation in a court of law or in depositions.

Mr. Spalding motioned to enter into the agreement with the LC Prosecutor's Office for 2017. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Little informed the Board the second agreement is with Skinner & Associates and the rates match the Prosecutor's rates this agreement is for a 3 year term.

Mr. Hickin motioned to enter into the agreement with Skinner & Associates for one year through the end of 2017. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- D. Mr. Little informed the Board they would like to post and fill the Fire Prevention Officer's position so it will give them 60-90 days to work with FPO Singleton prior to his retirement.

Mr. Little informed the Board they would like to post a full-time Firefighter position to back fill for the Firefighter being promoted to the Fire Prevention Officer position.

Mr. Hickin motioned to post the Fire Prevention Officer position and Full-time Firefighter position. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Little informed the Board they would like to post and fill for a Full-time Firefighter that would float to backfill for people who are off for a long period of time. This would help to eliminate forcing to fill spots. The District does have a Full-time Firefighter retiring in July if this floater position does not work out.

Mr. Denton motioned to post and fill for a Full-time Firefighter position. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- E. Mr. Little informed the Board there is a page in their packet concerning salary increases for the Administrative Staff. There are several different percentage options on the page for the Board's review.

CHIEF:

- A. Chief Todd Magers distributed to the Board a draft of his 2017 budgeting plan and reviewed it with the Board.
- B. Chief Magers informed the Board, Medic 402 should be back from the shop soon. The new medic should be ready in March. Chief Magers would like to purchase 2 Chevy Silverado pick-ups for himself and AC Treinish. The Ford Super duty will be used by the mechanic. Chief Magers stated \$100,000.00 is budgeted for these two vehicles.

Mr. Denton motioned to order 2 Chevy Silverado pick-ups outfitted at a not to exceed price of \$100,000.00. 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 MOU is contained within their packet. The EMA would utilize the training room for a back-up operations center and/or 911 system and the EMA would store the equipment on site that is needed.

Mr. Hickin motioned to approve the Licking County EMA Memorandum of Understanding. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- D. Chief Magers distributed the Disaster Plan to the Board.

Chief Magers informed the Board the Disaster Plan spells out to the shift guys what needs to be done to roll out the EOC.

- E. Chief Magers informed the Board contained within their packet is a new Mission Statement he would like adopted for the District.

Mr. Van Buren stated he would prefer it to say Members instead of Men. Chief Magers stated he would change it to Members.

Mr. Hickin motioned to adopt the new Mission Statement as amended. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- F. Chief Magers informed the Board it is time to renew the 24/7 EMS & Fire On-line training for the District at a price of \$4,163.00.

Mr. Denton motioned to approve the renewal of the 24/7 EMS & Fire On-line training for \$4,163.00. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- G. Chief Magers informed the Board contained within their Packet is a Sleep Safe Acknowledgment. This program was created by Mount Carmel to provide portable cribs to parents in need of a crib for their baby instead of having the baby sleep in bed with them. Mount Carmel will provide the portable crib at no cost to the participant.

Mr. Van Buren motioned to accept the Sleep Safe program and allow the District to partner with Mount Carmel. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

ASSISTANT CHIEF:

- A. Jack Treinish, Assistant Chief distributed the new Station 2 specifications and bid package.

Mr. Hickin motioned to accept the specifications and bid package for Station 2. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

The Board discussed and set the dates for sealed bids to accept until 4:00 p.m. on March 9, 2017 and that the sealed bids would be opened at 7:00 p.m. on March 9, 2017.

Mr. Spalding motioned to accept the agreed upon dates and times. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

- B. AC Treinish informed the Board, the District has received a couple of bids concerning mowing at Station 1, 3 and the new property on National Rd.

Mr. Van Buren stated he would like to see it advertised. Discussion concerning the mowing commenced. Board agreed to advertise for bids concerning the mowing of the properties.

- C. AC Treinish informed the Board the District received a Narcan rebate from the State rebate program.

- D. AC Treinish informed the Board contained within their Packet is the January 2017 stats and run time comparisons.

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

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

FISCAL OFFICER:

Donna Hubner, Fiscal Officer informed the Board there is an employee who has a medical invoice for \$1,500.00 for a medical issue that was denied by the BWC and processed by the insurance company. The District paid this for a different employee who had the same problem with BWC.

Mr. Spalding motioned to pay the \$1,500.00 medical invoice. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Myers – yes. **Motion carried.**

OPEN DISCUSSION:

Mr. Van Buren stated the Building and Land Acquisition Committee should start looking for property in Jersey Township.

There being no further business, Mr. Van Buren adjourned the meeting at 9:19 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.