



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

*Board of Trustees*

## MEETING MINUTES

March 8, 2018

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Mark Van Buren opened the meeting at 7:03 p.m. and led the Pledge of Allegiance.

### ROLL CALL:

Jersey – Dan Wetzel

Harrison – Mark Van Buren

Etna – Jeff Johnson – absent

Kirkersville – Brian Denton

Pataskala – Tim Hickin

Reynoldsburg – Marshall Spalding

### PROMOTION & PINNING CEREMONY:

Mr. Hickin motioned to promote Douglas Hankinson to the position of Lieutenant and to hire a Tyler Carroll as a Full-time Firefighter/Paramedic. Mr. Spalding seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

Todd Magers, Fire Chief swore in Douglas Hankinson to the position of Lieutenant. Battalion Chief Thomas Bingham pinned Lt. Hankinson.

Chief Magers swore in Tyler Carroll to the position of Full-time Firefighter/Paramedic.

### APPROVAL OF MINUTES:

Mr. Spalding motioned to approve the February 8, 2018 Regular Board Meeting minutes. Mr. Denton seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Hickin motioned to approve the February 2018 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Denton seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

### APPROVAL OF VOUCHERS:

Mr. Denton motioned to approve warrants 9421 - 9493. Mr. Hickin seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

### CHIEF:

A. Chief Todd Magers informed the Board, the January and February officer's training classes are complete. They were very informative classes, each session was five days.

B. Chief Magers stated he would like to surplus the 2008 Chevy Medic.

Mr. Hickin motioned to surplus the 2008 Chevy Medic. Mr. Spalding seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

C. Chief Magers informed the Board our current phone system is dropping calls and becoming very unreliable. He is looking into a different type of phone system that includes a video conferencing system. Com Net has provided a quote of \$26,522 to purchase the system or \$628.05 per month for 60 months to lease and an additional \$7,400 for a 5 year extended warranty, waiting on additional quotes.

The Board concurred to have a special meeting once Chief Magers receives all of the quotes concerning the phone system.

Mr. Johnson inquired as to the life of the box and the warranty for the system and the box. Chief Magers stated he would find out this information.

**ASSISTANT CHIEF:**

- A. Jack Treinish, Assistant Chief, informed the Board, in their packet are the quotes received for the 2018 ground maintenance season. These quotes are for Stations 1, 2, & 3 only.

Mr. Denton motioned to hire Classic Landscape for 2018. Mr. Spalding seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- B. AC Treinish informed the Board, in their packet is a bidding spreadsheet concerning Station 1's siding and window replacement.

Mr. Wetzel motioned to hire Frontier Remodeling for the window replacement and Frontier Remodeling for the siding replacement. Mr. Hickin seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- C. AC Treinish updated the Board,

- a) Station 1 is in need of a new roof at an estimated cost of \$20,000.00 – 25,000.00.
- b) Station 2 (Kirkersville) the Dedication sign from has been secured
- c) Station 3 the door locks were failing so they have been replaced
- d) Station 4 the washer was beyond repair so a new washer dryer combo was purchased
- e) Station 5 is on schedule getting finalized information concerning the well drilling. On 3/5/18 the pad was turned over to Robertson.

**ASSISTANT CHIEF OF EMS:**

- A. Joe Krouse, Assistant Chief of EMS informed the Board, the activity report is contained within their packet for February 2018, also contains run response times comparing 2015 and 2017.
- B. AC Krouse informed the Board, he would like to purchase two mobile radios, one for the squad and one for the Assistant Chief of EMS's vehicle at cost of \$6,200.00.

Mr. Hickin motioned to spend \$6,200.00 for two mobile radios. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- C. AC Krouse informed the Board, Physio now has Lifepak 1000's which is equivalent to an upgraded AED unit at a cost of approximately \$4,000.00 would like to see if this unit would be beneficial to have on the engines as a Lifepak 15 monitor costs approximately \$30,000.00.

Mr. Spalding requested that AC Krouse attend the March 26<sup>th</sup> council meeting in Reynoldsburg to inform the council about the Mount Carmel East stroke initiative the District is participating in.

**FISCAL OFFICER:**

- A. Donna Hubner, Fiscal Officer informed the Board the District is in receipt of the invoice from Comp Management, the District's third party administrator for Workers' Compensation. The invoice is for \$8,310.00. This is just a slight increase over the 2017 invoice.

Mr. Hickin motioned to pay the invoice from Comp Management in the amount of \$8,310.00. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- B. Ms. Hubner informed the Board it is time to renew the yearly contract with Net Duty, the District's payroll time reporting program. The cost of this is \$2,148.00.

Mr. Spalding motioned to pay Net Duty \$2,148.00 to renew the contract. Mr. Denton seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- C. Ms. Hubner presented to the Board a Then and Now Purchase Order issued to Thayer Power & Communication Line Construction, for site work at Station 5, in the amount of \$518,997.76 for their approval.

Mr. Hickin motioned to approve the Then and Now Purchase Order for Thayer Power & Communication Line Construction in the amount of \$518,997.76. Mr. Denton seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- D. Ms. Hubner requested permission to advance \$250,000.00 to Fund 4901- Station 405 from the General Fund to cover the anticipated invoices for site work at Station 5.

Mr. Spalding motioned to advance \$250,000.00 to Fund 4901 – Station 405 from the General Fund. Mr. Denton seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

#### **ADMINISTRATIVE PROFESSIONAL:**

- A. Leanne Lesko, Administrative Professional, informed the Board, contained within their packet is the retirement letter from Lieutenant Garry Keith.

Mr. Hickin motioned to accept the retirement letter from Lieutenant Garry Keith. Mr. Denton seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- B. Mrs. Lesko informed the Board, contained within their packet are resignation letters from Part-time Firefighter Cassandra Mays and David Smith.

Mr. Hickin motioned to accept the resignations from Cassandra Mays and David Smith. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- C. Ms. Lesko informed the Board the District received the renewal for the 24/7 on-line training for \$4,660.75.

Mr. Hickin motioned to approve renewal of the 24/7 on-line training in the amount of \$4,660.75. Mr. Spalding seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- D. Mrs. Lesko informed the Board she has received the estimate of \$12,348.00 from Mobile Tek for the purchase of tablets and docking stations for R401, E402, E403 and Squad 401. These items are in the budget.

Mr. Spalding motioned to approve the purchase from Mobile Tek for the tablets and docking stations at a not to exceed price of \$12,348.00. Mr. Hickin seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

**EXECUTIVE SESSION:**

Mr. Hickin motioned to go into Executive Session to discuss the selling of property at complete bidding. Mr. Denton seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

Board went into executive session at 8:30 p.m.

Mr. Denton motioned to come out of Executive Session at 8:39 p.m. Mr. Spalding seconded. Vote: Denton – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

There being no further business, Mr. Van Buren adjourned the meeting at 8:43 p.m.

Respectfully submitted,



Donna M. Hubner  
Fiscal Officer

APPROVED:

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Board of Trustees

\_\_\_\_\_  
Title

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