



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

*Board of Trustees*

## MEETING MINUTES

February 14, 2019

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

### ROLL CALL:

Jersey – Dan Wetzel

Harrison – Mark Van Buren

Etna – Jeff Johnson

Kirkersville – Brian Denton

Pataskala – Tim Hickin

Reynoldsburg – Marshall Spalding

### APPROVAL OF MINUTES:

Mr. Hickin motioned to approve the January 10, 2019 Regular Board Meeting minutes. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes.

**Motion carried.**

### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Spalding motioned to approve the January 2019 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

### APPROVAL OF VOUCHERS:

Mr. Hickin motioned to approve warrants 10631 - 10763. Mr. Wetzel seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

### CONSULTANT:

Steve Little, Consultant informed the Board he had a request to review the Fire Board Procedures that were approved in 1993.

Mr. Hickin stated he had spoken with Mr. Van Buren and then met with Mr. Little to review and discuss the Fire Board Procedures. He believes there are items contained with the Fire Board Procedures that should be reviewed and updated by the Board.

Mr. Van Buren believes the Board should form a committee to review the Procedures and present a revised document to the Board. Mr. Hickin stated he would volunteer to be on the committee. Mr. Van Buren stated he would also volunteer to be on the committee. They will decide when to meet and discuss the Fire Board Procedures.

### CHIEF:

A. Chief Todd Magers presented a PowerPoint presentation highlighting 2018 year in review.

B. Chief Magers informed the Board, the Captain's job description is contained within their packet for approval. It has been discussed with the Union's labor management committee.

Mr. Denton motioned to approve the Captain's job description as presented. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

C. Chief Magers informed the Board, contained within their packet is the Intern program guidelines.

Mr. Hickin motioned to adopt the Intern program guidelines with the addition of a parent/guardian signature line. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

D. Chief Magers informed the Board the District would like to host the Peer Fitness Certification class again. This is done by the International Association of Firefighters and is a national certification. The District would pay the initial \$25,000.00 cost and as people register we would receive the registration fees to help offset the cost.

Mr. Hickin motioned to spend \$25,000.00 for the Peer Fitness Trainers Certification program. Mr. Wetzel seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

#### **ASSISTANT CHIEF:**

A. Jack Treinish, Assistant Chief, informed the Board of the following Station updates:

- a. Station 401 – the lighting transition to LED is 75% completed.
- b. Station 402 – Magna Grip is providing the District with a quote for additional mechanic drops – between \$10,000.00 and \$12,000.00. The District does have approximately \$8,000.00 from BWC grant to use towards this purchase.
- c. Station 402 – Security cameras have been updated by Silco.
- d. Station 403 – Key fob system has been updated by Silco.
- e. Station 405 – The leak has been repaired by Robertson Construction.

B. Mr. Denton motioned to for AC Treinish to enter into an agreement with Magna Grip and spend up to \$12,000.00 for the mechanic drops at Station 402. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

C. AC Treinish informed the Board Firefighter/Paramedic Haugen delivered a baby boy enroute to the hospital and was commended by Captain Moon.

D. AC Treinish informed the Board Firefighter/Paramedic Williams is overseeing a mentor program at the SWLSD.

E. AC Treinish informed the Board it is now Lieutenant testing season.

#### **ASSISTANT CHIEF OF EMS:**

A. Joe Krouse, Assistant Chief of EMS, informed the Board, the year-end activity report and a 6-year run trend report is their packet and inquired if anyone had questions.

B. AC Krouse informed the Board, Med Bill Resources and the District have reached a 1 year agreement. LC Prosecutor's Office is comfortable with the agreement. The agreement contains a \$1.00 per billed run increase.

Mr. Hickin motioned to enter into a 1-year billing agreement with Med Bill Resources at a cost of \$26.00 per run. Mr. Wetzel seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- C. AC Krouse informed the Board Administration is currently going through training with ESO and the new software should go live April 1<sup>st</sup> throughout the District.
- D. AC Krouse informed the Board, Braun has delayed the medic another 6 weeks. Braun is well aware the District is not happy with this news.

**FISCAL OFFICER:**

- A. Donna Hubner, Fiscal Officer informed the Board, contained within their packets are the contracts for the Licking County Prosecutor’s Office and Fishel Downey Albrecht & Ripenhoff LLP.

Mr. Hickin motioned to approve the contract for Fishel Downey Albrecht & Ripenhoff LLP. Mr. Denton seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

Mr. Spalding motioned to approve the contract with the Licking County Prosecutor. Mr. Hickin seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- B. Ms. Hubner presented the Credit Card Account Policy. The Licking County Prosecutor provided this policy at the request of the District to comply with the new law concerning credit card usage for government entities.

Mr. Hickin motioned to adopt Credit Card Account Policy. Mr. Spalding seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

**ADMINISTRATIVE PROFESSIONAL:**

- A. Leanne Lesko, Administrative Professional informed the Board, Charles Ellis, Part-time Firefighter has resigned and his resignation is contained within their Board packet.

Mr. Denton motioned to accept Charles Ellis’ resignation. Mr. Johnson seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

- B. Ms. Lesko stated the quote from HSI concerning the renewal of the 24/7 online training is contained within the Board packet. The cost for renewal is \$3,982.00.

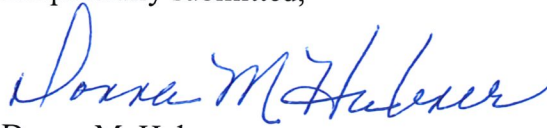
Mr. Hickin motioned to approve the renewal of the 24/7 online training at a cost of \$3,982.00. Mr. Wetzel seconded. Vote: Denton – yes; Johnson – yes; Spalding – yes; Van Buren – yes; Hickin – yes; Wetzel – yes. **Motion carried.**

**COMMITTEE REPORT:**

- Building/Land Acquisition Committee met on February 14, 2019 at 4:00 p.m.  
Mr. Denton reviewed with the Board, the Committee toured all of the stations except Old Station 1 and Station 405. The following is a list of items needing addressed at the following stations:
- a. Station 401 – Caulking of the outside of the building and the tile flooring upstairs is cracking.
  - b. Station 402 – The new driveway is a welcomed addition.
  - c. Station 403 – The metal and insulation in the bays.
  - d. Station 404 – Discussed the remodel that was just completed.

There being no further business, Mr. Van Buren adjourned the meeting at 8:33 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.