



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

*Board of Trustees*

## MEETING MINUTES

May 14, 2020

Mark Van Buren opened the regular meeting at 7:02 p.m. and led the Pledge of Allegiance.

### ROLL CALL:

Jersey – Dan Wetzel

Harrison – Mark Van Buren

Etna – Jeff Johnson

Kirkersville – Brian Denton – absent

Pataskala – Tom Lee

Reynoldsburg – Stacie Baker

### ELECTION OF OFFICERS:

Mr. Van Buren stated with the resignation of Mr. Hickin the board needs to elect a new Vice President. Mr. Van Buren inquired if anyone from the Board is interested in filling the position. Mr. Wetzel stated he was interested in the position.

Mr. Van Buren nominated Dan Wetzel for the position of Vice President. Mr. Baker seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – abstain. **Motion carried.**

### APPROVAL OF MINUTES:

Mr. Wetzel motioned to approve the March 30, 2020 Rescheduled Board Meeting minutes. Mr. Baker seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

### APPROVAL OF FINANCIAL STATEMENTS:

Mr. Wetzel motioned to approve the March 2020 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Mr. Wetzel motioned to approve the April 2020 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Johnson seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

### APPROVAL OF VOUCHERS:

Mr. Wetzel motioned to approve the March 2020 warrants 12195 – 12320 and April 2020 warrants 12321 – 12415. Mr. Baker seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

### CHIEF:

- A. Chief Todd Magers informed the Board, the new medic is on track and going for the final inspection on May 26<sup>th</sup>. AC Krouse and DeWitt Friend, mechanic will go and do the final at Horton.
- B. Chief Magers reviewed with the Board the District's incident action plan with COVID19. The various levels of roll call, staffing levels. Our plan is what is needed to maintain staffing levels to respond to COVID. There is a medic currently dedicated to just COVID responses. Every patient gets a mask and the guys wear masks on every run. This will continue until around this time next year and then it will be reevaluated.

Mr. Van Buren inquired how the District is with masks and equipment.

The District's goal is to get our PPE up to a level that if needed the District would be able to operate if needed without having to purchase any PPE for a year. The District has almost reached this level.

Lt. Wortman has been instrumental in the District obtaining these levels.

- C. Chief Magers informed the Board, the District is currently utilizing the part-time mechanic for up to 40 hours per week. The mechanics have been able to get all the PM's caught up. Truro had wrecked one of their engines and once they got the body work completed they inquired if the mechanics could kind of refurbish it. The mechanics did refurbish it to a level no one expected. This probably saved them between \$100,000 and \$150,000 refurb on the truck.
- D. Chief Magers informed the Board the District is currently at 50% for cardiac arrest survivability plan. This is now 3 years the District has maintained this level of survivability. The District mandates the paramedics do high performance CPR quarterly.
- E. Chief Magers informed the Board Fire Marshal Fred Hughes has been refocused to work with the District's larger businesses within the District. To review their cardiac arrest plans and he is reviewing their COVID plans. Amazon alone has had 20 positives for COVID. There is also a nursing home in Reynoldsburg that has had 12 positive COVID tests.
- F. Chief Magers informed the Board the District is going to have to reconfigure the training room direction due to the social distancing and being able to accommodate everyone with the 6' distancing. We have to get the outlets checked that are in the floor since some of them currently do not work. Going to work on dropping mics out of the ceiling and putting 2 large televisions on the wall.
- G. Chief Magers stated AC Treinish's building update is contained within the packet. Station 405's storage building is completed. Did the punch out list last Thursday.

#### **HR ADMINISTRATOR:**

- A. Laurie Mayle, HR Administrator informed the Board the District has two part-time employees who have separated from employment: Intern Dylan Colopy and part-time Administrative Assistant Jeanette Longoria.

Mr. Baker motioned to accept the separation of employment of Jeanette Longoria and Dylan Colopy.

Mr. Van Buren seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes.

**Motion carried.**

- B. Ms. Mayle informed the Board the four full-time firefighters have started successfully.
- C. Ms. Mayle informed the Board the server has been upgraded. In October the District will need to migrate to Office 365 as Microsoft 7 will no longer be supported. Will complete this in mid-September early October. Ischy Technologies has been wonderful in making sure the District is on track in getting things updated and completed. Still reviewing Keytel's contract.
- D. Ms. Mayle updated the Board on the ladder. Had Mr. Fishel send a letter to E One concerning the ladder not being built and wanted to terminate the contract. Advantech reached back out this past Thursday requesting a conference call. The conference call was on Monday and they offered the following

incentives: the prepaid discount the District received of \$44,760 they would convert that to a 3% APR and give an additional discount of \$23,355.91. In addition to this since the District has already made the first installment payment on the ladder they would agree to a recovery amount of \$392 per day the truck would be late. Currently they project the truck will be delivered by December 11<sup>th</sup>, roughly \$81,731.16. With both additional discounts the District would be saving \$105,087.07. If the District moves forward with this they have also agreed to provide the District with a loaner vehicle within two weeks and provide staff to train the Department. The District is looking at a 110' rear mount stick ladder truck for the loaner. This is comparable to the ladder that is being produced.

Mr. Van Buren inquired as to covers the maintenance and repairs on the loaner vehicle.

Ms. Mayle stated she would inquire.

Ms. Mayle stated she is also requesting they extend the bumper to bumper warranty from one year to two years.

Ms. Mayle stated that if they do not delivery the ladder by December 11, 2020 they will accrue a daily penalty of \$392.94.

- E. Ms. Mayle requested to renew the District's BWC MCO agreement with Compmanagement in the amount of \$8,965.00.

Mr. Johnson motioned to renew with Compmanagement and pay \$8,965.00. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

- F. Ms. Mayle presented to the Board, Resolution 2020-06 Resolution To Request That The County Auditor Certify Valuation And Revenue Information Pursuant To R.C. 5705.03(B) & R.C. 5705.192(D).

Mr. Baker motioned to approve Resolution 2020-06. Mr. Van Buren seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

- G. Ms. Mayle informed the Board the District is applying for several grants to help offset the additional costs from the COVID19 pandemic. There is the CARES AFG Grant and Ohio EMA in conjunction FEMA. AC Treinish is completing the grants for submission.

#### **EXECUTIVE SESSION:**

Mr. Van Buren motioned for the Board to go into executive session to prepare for negotiations with public employees concerning their compensation or other terms and conditions of their employment. ORC 121.22.4. Mr. Wetzel seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

The Board went into executive session at 8:02 p.m.

Mr. Wetzel motioned to come out of executive session at 8:25 p.m. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Mr. Van Buren motioned the District start the process of negotiations. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

**COMMITTEE REPORT:**

Mr. Wetzel motioned for the Board to go into executive session to consider the employment, promotion and compensation of a public employee or official. ORC 121.22.1. Mr. Johnson seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

The Board went into executive session at 8:27 p.m.

Mr. Johnson motioned to come out of executive session at 9:14 p.m. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Mr. Van Buren motioned to create the exempt position of EMS Coordinator and also post the job. Mr. Wetzel seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Mr. Van Buren motioned to hire two full-time firefighters. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Mr. Van Buren motioned beginning May 18, 2020 to increase the Chief’s salary to \$130,500.00 and the two Assistant Chief’s salary to \$124,000.00. Mr. Lee seconded. Mr. Van Buren stated this is to keep the District competitive in the Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Mr. Van Buren motioned to change the position of HR Administrator to Administrator and accept the job description presented, increase the salary to \$90,500.00. Mr. Wetzel seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Ms. Mayle requested to amend the part-time job hiring policy to add the following language: full-time firefighter for a minimum of ten (10) years to include experience in any or all of the following areas or other specializations: aerial ladder truck operations, water rescue, technical rescue, etc.

Mr. Baker motioned to amend the part-time firefighter hiring policy. Mr. Johnson seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

There being no further business, Mr. Van Buren adjourned the meeting at 9:20 p.m.

Respectfully submitted,



Donna M. Hubner  
Fiscal Officer

APPROVED:

Mark Van Buren  
Board of Trustees

Board President  
Title

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