



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

Board of Trustees

MEETING MINUTES

May 24, 2019

Mark Van Buren opened the meeting at 6:00 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 – absent

Reynoldsburg – Marshall Spalding

The purpose of the Special Meeting is to approve a Human Resources Administrator job description and to consider and possibly act on a conditional offer to fill a Human Resources Administration position.

CONSULTANT:

Steve Little, Consultant presented to the Board, the HR Administrator job description. The only change is to the effective date which would be today.

Mr. Spalding motioned to approve the Human Resources Administrator job description and grant permission to fill said position. Mr. Denton seconded. **Vote:** Denton – yes; Spalding – yes; Van Buren – yes; Wetzel – yes. **Motion carried.**

Mr. Little stated the Board has a copy of the conditional offer of employment for the Human Resources Administrator. This would be extended to Austin Leckliter with a hire date of July 28, 2019. Mr. Leckliter would be given credit for his 10 years of services with his other public service employer for vacation accrual purposes. He would start out earning 8 hours of vacation leave per pay period.

Mr. Wetzel inquired as to when he could begin utilizing his vacation time.

Mr. Little stated after one year of service an employee is eligible to use their vacation. If needed he can utilize flex or comp time prior to the completion of his first year of service.

Mr. Wetzel motion to make the conditional offer of employment to Austin Leckliter. Mr. Spalding seconded. **Vote:** Denton – yes; Spalding – yes; Van Buren – yes; Wetzel – yes. **Motion carried.**

There being no further business, Mr. Van Buren adjourned the meeting at 6:08 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Donna M. Hubner".

Donna M. Hubner
Fiscal Officer

APPROVED:

Mark Van Buren
Board of Trustees

President Board
Title

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