



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

Board of Trustees

MEETING MINUTES

January 14, 2021

Mark Van Buren opened the meeting at 6:02 p.m.

ROLL CALL:

Jersey – Dan Wetzel

Kirkersville – Brian Denton – absent

Harrison – Mark Van Buren

Pataskala – Tom Lee

Etna – Jeff Johnson – absent

Reynoldsburg – Stacie Baker

ELECTION OF OFFICERS:

Ms. Hubner asked for nominations from the floor for President. Mr. Wetzel nominated Mark Van Buren for President. Mr. Lee seconded.

Mr. Wetzel motioned to close the nominations for President. Mr. Lee seconded. Vote to close nomination: Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Nominations closed.**

Vote to elect Mr. Van Buren as President: Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

Ms. Hubner asked for nominations from the floor for Vice President. Mr. Lee nominated Dan Wetzel for Vice President. Mr. Van Buren seconded.

Mr. Van Buren motioned to close the nominations for Vice President. Mr. Lee seconded. Vote to close nominations: Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Nominations closed.**

Vote to elect Dan Wetzel as Vice President: Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

STATION 404 RFQ PRESENTATIONS:

Jay Boone, Project Manager, Moody Nolan presented their PowerPoint outlining their company's personnel and qualifications for the design and construction of new Station 404.

Jeff Johnson joined the meeting.

Mr. Van Buren inquired if Moody Nolan did construction management or does the District need to hire a separate construction manager. Mr. Boone stated Moody Nolan can do construction management if the District wants those services included.

Mr. Van Buren inquired what their fees generally are. Mr. Boone stated depending on the services requested the range is 4 – 7 % of construction costs.

Mull & Weithman Architect, Inc presented their PowerPoint outlining their company's personnel and qualifications for the design and construction of new Station 404.

Mr. Wetzel inquired as to their thoughts on basements. Mull & Weithman stated it depends upon what purpose the area would be utilized for.

Mr. Wetzel inquired as to how COVID is affecting the costs of new construction. Mull & Weithman stated additional filtration and UVCB lighting had been added to new projects.

Mr. Van Buren inquired about the fee structure. Mull & Weithman stated their fee is up to 8% of construction costs depending upon the services selected.

Mr. Van Buren inquired as to their recommendation for services. Mull & Weithman stated their recommendation is design, bid & build so the District is dealing with one architect throughout the whole project.

APPROVAL OF MINUTES:

Mr. Wetzel motioned to approve the December 17, 2020 Rescheduled Board Meeting minutes. Mr. Lee 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 December 2020 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. Baker seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – ; Wetzel – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Wetzel motioned to approve the December 2020 warrants 13115 – 13250. Mr. Van Buren seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – ; Wetzel – yes. **Motion carried.**

ASSISTANT CHIEF:

A. Jack Treinish, Assistant Chief, informed the Board he is working on obtaining bids for the projects discussed at the December 2020 Board Meeting.

ASSISTANT CHIEF EMS:

A. Joseph Krouse, Assistant Chief, informed the Board the December 2020 EMS stat reports are contained in their packet if they have any questions.

ADMINISTRATOR:

A. Laurie Mayle, Administrator, informed the Board the District would like to renew the IT contracts with Ischy Technology and Keytel Systems for 2021 at the same rates and terms as 2020.

Mr. Wetzel motioned to renew the contracts for Ischy Technology and Keytel Systems at the same rates and terms for 2021. Mr. Van Buren seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – abstain; Wetzel – yes. **Motion carried.**

B. Ms. Mayle informed the Board she would have more information available at the next meeting concerning an environmental study for new Station 404.

C. Ms. Mayle informed the Board the District has been approached by Kokosing Construction about placing an office trailer on a portion of the property at Station 402 along State Route 40. They have a project that is going to be approximately 3 years and is being done in sections.

D. Ms. Mayle informed the Board, contained within their packet, is a quote from SSI for new Getac computers for the Fire Marshal Bureau. These computers will be portable and able to go from their desktop to mounts in their trucks and be utilized on scene when needed. This will enable them to utilize the new software system out in the field.

Mr. Baker motioned to spend \$13,899.00 on 3 new Getac computer and mounting systems. Mr. Johnson seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

E. Ms. Mayle informed the Board, the District needs approval to pay an invoice from ESO for our software maintenance agreement for 2021 in the amount of \$26,601.73. This software program is for EMS runs and Fire reporting.

Mr. Wetzel motioned to approve payment to ESO in the amount of \$26,601.73. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

F. Ms. Mayle informed the Board, contained within their packet is the January 2021 surplus inventory list which needs the training room projector screen and old UAN workstation added to it and also needs approval.

Mr. Wetzel motioned to surplus the items listed on the January 2021 surplus items list including the additional items. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

G. Ms. Mayle informed the Board Lieutenant Jerre West is retiring and his last duty day is January 15, 2021. Also, contained within the Board packet is resignations from part-time firefighters: Timothy Benjamin, Chad Layton and Brandon Doyle.

Mr. Wetzel motioned to accept the resignations of Timothy Benjamin, Chad Layton and Brandon Doyle. Mr. Lee seconded. Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

H. Ms. Mayle updated the Board the full-time firefighter testing is complete and interviews are scheduled for January 25 and 26, 2021.

I. Ms. Mayle inquired if Mr. Johnson could find out where Etna Township is at in distributing the CARES Act money to the District which was previously promised.

Mr. Johnson stated he would inquire about where the Township was at in the process.

FISCAL OFFICER:

A. Donna Hubner, Fiscal Officer presented the following Resolutions:

- a. *2021-01 Authorize Fiscal Officer to move money within a Fund on the Object Level;*
- b. *2021-02 Authorize Fiscal Officer to create Blanket Certificates as needed with an expiration date of December 31, 2021;*
- c. *2021-03 Authorize Fiscal Officer to request Licking County Auditor for Tax Advances as available in 2021;*
- d. *2021-04 Appropriate \$1,000 for miscellaneous food purchases to provide food for the firefighters and/or FPOs at fire scenes, by presiding Officer's decision.*

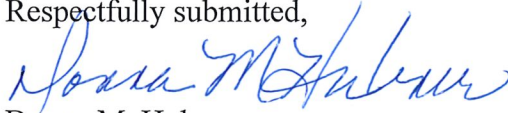
Mr. Wetzel motion to adopt Resolutions 2021-01, 2021-02, 2021-03 and 2021-04. Mr. Baker seconded.
Vote: Johnson – yes; Baker – yes; Van Buren – yes; Lee – yes; Wetzel – yes. **Motion carried.**

LOCAL 3025:

Brian Palmer stated the Union had nothing for this evening.

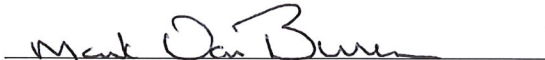
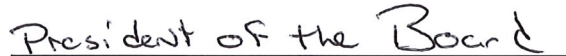
There being no further business, Mr. Van Buren adjourned the meeting at 8:35 p.m.

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.