

July 8, 2020

Minutes

The Northwestern Joint Fire District Board held a meeting at 7:00 p.m. at the Liberty Township Community Hall. The Northwestern Joint Fire District Board opened the meeting with the Pledge of Allegiance. The following Trustees were present: Ms. Beth Marshall, Mr. Jerry McClary and Mr. Logan Rife. Ms. Allison Hamilton was in attendance.

Trustees from Liberty: Mr. Mike Moffett & Mr. Jack McCoy; Taylor: Mr. Scott Weeks & Mr. Dennis Schertzer and York: Mr. Bruce Davis & Ms. Judy Christian, as well as, Mr. Jeff Rea, Fiscal Officer of Liberty Township and Ms. Tina Marshall, Fiscal Officer of Taylor Township were in attendance. Mr. Dave Thomas, acting Fire Chief of Liberty Township Fire Department, Mr. Rick Rodgers, Union County Prosecutor's Office and the following members of the public: Mr. Rod Goddard, Mr. Rob Morey and Mr. Bob Kroshefsky.

The meeting began with a presentation and round table discussion of the accomplishments of the District Board. Mr. Thomas reviewed the Implementation Plan for the Fire District. Ms. Hamilton reviewed the future resources for operation of the District. She advised all Township Fiscal Officers, as well as, herself met with Ms. Weaver, Union County Auditor and determined how the District was to be funded. Once funding was established, expenses could be projected. The expense was calculated high, Ms. Hamilton does not see the District spending anywhere close to the calculation. As there is not materially going to be much change in the operations of the Fire Department, funding from the upcoming levy monies would be sufficient until a new levy is passed. The District would not need to access the reserve funds from the Townships at this time. She advised Liberty Township would be funding the District to operate from July until December. The monies from the Real Estate distribution will be earmarked as 2021 operating funds.

Following the presentation was discussion of adding two additional Board members. Mr. Weeks expressed he felt it was important to have additional members to assist the Board. Mr. Schertzer believed it was better to have more votes. The Joint Resolution allows for the District Board to appoint additional members. Members of the District Board did not have any objections to adding members, however, at this early stage in developing, it may not be necessary.

There was discussion on staffing and future funding of the Fire Department.

To further discuss and make decisions on any Fire District Business the Fire Board went into an Organizational Meeting.

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Organizational Meeting Minutes

Ms. Hamilton called for a nomination for Northwestern Joint Fire District Board Chairperson.

**Chairperson**

Mr. McClary made a motion to nominate Mr. Rife to be the Chairperson for The Northwestern Joint Fire District Board. Ms. Beth Marshall seconded the motion.

All were in favor with Mr. Rife abstaining.

Mr. Rife called for a nomination for Northwestern Joint Fire District Board Co-Chairperson.

**Co-Chairperson**

Mr. McClary made a motion to nominate Ms. Beth Marshall to be the Co-Chairperson for the Northwestern Joint Fire District Board. Mr. Rife seconded the motion.

All were in favor.

Mr. Rife called for a motion to appoint the Fiscal Officer for the Northwestern Joint Fire District.

**Fiscal Officer**

Ms. Marshall made a motion to appoint Ms. Allison Hamilton as Fiscal Officer for the Northwestern Joint Fire District with a monthly salary of \$1750. Mr. McClary seconded the motion.

All were in favor.

- I. Mr. McClary made a motion to authorize the Fiscal Officer to request any and all advances for the year including 2021 from the Union County Auditor. The Fiscal Officer may request advances from the Union County Auditor for the year including 2021 Real Estate property collection as funds become available. Ms. Marshall seconded the motion.

All were in favor.

- II. Ms. Marshall made a motion naming the Fiscal Officer and all Board members as signatory on all checking accounts. Mr. Rife seconded the motion.

All were in favor.

- III. Mr. Rife made a motion to designate The Richwood Banking Company as the official depository for The Northwestern Joint Fire District funds or accounts for the District. Mr. McClary seconded the motion.

All were in favor.

- IV. Mr. McClary made a motion to designate The Marysville Journal Tribune as official newspaper for District notices. Ms. Marshall seconded the Motion

All were in favor.

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- V. Mr. McClary made a motion to adopt the following open meeting and notice policy:
1. Regular meeting of the Board of Trustees shall be held on the second Wednesday of each month at 7:00 p.m. at the Liberty Township Community Hall and notice of said meetings will be posted on the District's website or Facebook page, if applicable and shall be given to the official newspaper.
  2. Notice of Special meetings of the Board shall be given by posting advance written notice of the meetings by posting onto the District's website or Facebook page, if applicable. Notice of all Special meetings will be given to the District's newspaper and any other media that requests the same. Notice of Special meeting shall be given at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as possible.
  3. Notice of Special meetings of the Board shall contain the following information:
    - a. Date
    - b. Time
    - c. Place
    - d. Purpose of meeting
  4. The District will provide advance written notice of Special meetings to anyone who provides a request verbally or in written form to the Fiscal Officer or his/her designee and provides an email address, self addressed, prepaid envelope or self addressed, prepaid postcard.

Ms. Marshall seconded the motion.

All were in favor.

The Board tabled motions for designating legal counsel, appointing 2 members to the Firefighter Dependency Board, mileage rates and reimbursement.

Following the Organizational meeting, Mr. Rife opened the floor for discussion.

Mr. Kroshefsky advised the Board that they would benefit from attending other Board meetings and how they are coordinated. He stated that the Board needs to now take actions as a Board. This is now one Board, one District.

The discussion went back to the Board's ability to add additional members. Ms. Christian felt that the size of the Board was sufficient. Ms. Beth Marshall reviewed the Taylor Township minutes from February 19, 2020. The minutes advised of the Township's concern of having a three member Board. The minutes reflected the Township was advised there was the ability to make the change to a five member Board but did not state that there would be a change.

Mr. Rife advised the next action would be of two; adjourn or make a determination of the size.

Mr. Weeks recommended a motion for 5 members, however, until the additional members are selected that the current Board continue to operate.

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There was discussion of the at large members, parameters, etc.. It was stated that the member would need to be a resident within the District.

It was determined in order to change the size of the Board, there would need to be a majority passage from all three associated Townships of a resolution to do so. Should a resolution to increase the size of the Board pass, then the Board would outline the parameters for the selection.

Ms. Hamilton will meet with Mr. Thomas; Mr. Thomas in turn will contact Mr. Comstock to work on drafting the Resolution.

VI. Ms. Marshall made a motion to adjourn the meeting. Mr. Rife seconded the motion.

All were in favor.

The Northwestern Joint Fire District Board adjourned at 9:10 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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Logan Rife

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Beth Marshall

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Jerry McClary