

August 12, 2020

Minutes

The Northwestern Joint Fire District Board met in regular session at 7:00 p.m. at the Liberty Township Community Center. 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.

Mr. Lloyd Segner, retired Liberty Township Fire Chief and Mr. Dave Thomas, acting Liberty Township Fire Chief, as well as Liberty Township Fire Department member, Chad Heminger were in attendance. Mr. Rob Morey, Ms. Judy Christian and Mr. Tim Merrick joined the meeting.

Chairperson Rife opened the meeting.

The July 27th Minutes were reviewed.

- I. Mr. Jerry McClary made a motion to accept the July 27, 2020 Northwestern Joint Fire District meeting minutes, Ms. Marshall seconded the motion.
All were in favor

Ms. Hamilton provided the Board with financial reports, which were previously emailed. She noted the District did receive and deposit \$45,000. The District also has made payment to the Bureau of Workers' Compensation in the amount of \$120. She noted the BWC certificate was received and the District has a temporary number. She provided the Board with Blanket Certificates for Postage & Office Supplies, anticipating these were going to be the initial expenses for the District. The Board was provided the Purchase Order for the expenses to the BWC. The Board was advised there would be more to come as the District continues to move forward.

Ms. Hamilton advised the Board the Payroll module was activated in the UAN system. In addition, the District now has a ODJFS account (to file unemployment reports). She is waiting to hear back from OPERS.

- II. Mr. Jerry McClary made a motion, with a second from Ms. Marshall to accept the Financial report, including the approval of the Blanket Certificates and Purchase Order(s) as presented.
All were in favor

Mr. Thomas provided the Board with an updated copy of the proposed amendment for the adoption to add two additional members to the District Board. Mr. Rife reiterated that any changes to the original resolution, should not be taken lightly. Mr. Thomas was advised by Mr. Comstock that each Township would be getting one vote. Mr. Comstock referenced the resolution. The Board would prefer to have a vote from each member. Mr. Rife asked Mr. Thomas to discuss a clarification with Mr. Comstock. The amendment will be finalized at the next Board meeting.

The Board discussed the quotes for the insurance. Quotes were received from OTARMA, Ohio Plan and VFIS. The Board agreed all companies were reputable, but believed OTARMA would be more suitable for the District.

- III. Mr. Jerry McClary made a motion, with a second from Ms. Marshall that the Northwestern Joint Fire District accept the proposal from OTARMA for insurance coverage for the District. All were in favor

Ms. Hamilton advised she has reached out to Medicount. She is waiting for a return call from Heath. He advised he would reach out to Medicount's credentialing specialist to determine what is needed from the District for EMS billing.

Ms. Hamilton advised now that the District has Workers' Compensation coverage, an MCO will need to be selected. After discussion, the Board elected to choose CareWorks.

- IV. Mr. Jerry McClary made a motion, with a second from Ms. Marshall that the Northwestern Joint Fire District select CareWorks as the MCO for any Workers' Compensation claims. All were in favor

There was discussion in regards of the members to be selected for the Volunteer Fire Dependency Board. Any further action has been tabled.

Discussion on Legal Counsel was held. However, due to vacation schedules at the Union County Prosecutor's Office, Mr. Rife was unable to make contact with Mr. Rodger. Any further action has been tabled.

Ms. Hamilton advised Ms. Ruth Giles reached out and would like to post any activity, meetings, etc. of the District in her column in the Marysville Journal Tribune. The Board advised Ms. Hamilton to proceed with contacting Ms. Giles and provide dates & times to the meetings. The Board would like to reference the website for any meeting minutes. There is no cost for Ms. Giles column.

Firefighter Heminger provided the Board with a quote from the Richwood Bank Marketing Team. There was discussion for the need of the logo to not only be on uniforms, but letterhead, vehicles, etc.

- V. Ms. Marshall made a motion seconded by Mr. Rife, that the Northwestern Joint District Board accept the proposal, as submitted, from the Richwood Bank Marketing Team. All were in favor

Mr. Thomas presented the Board with the Process in hiring a Fire Chief. The Board would have to set the parameters for expectations, qualifications, benefits, etc.. He advised the Ohio Fire Chief's Association would be able to assist in the process. There was a discussion on the cost for the full assistance from OFCA. Mr. Thomas has been able to gather some documents and believed he would be able to continue gathering information needed for testing applicants, legal notices, job postings, interviews, etc., therefore keeping any costs to a minimum.

Mr. Thomas advised Mr. Crosley from OFCA was willing to come to a meeting and speak with the Board. The Board asked Mr. Thomas to make arrangements. The Board tentatively scheduled August 26th as a date for a Special Meeting to meet with Mr. Crosley and to conduct District Business.

Ms. Hamilton asked the Board if they would like her to reach out to Tom Paplaczky, insurance broker, to start working on a benefit package (cost).

Ms. Christian asked about a Policy & Procedure manual. She was advised the Fire Department was currently working on one and was anticipating a draft to be ready this Fall.

Mr. Morey asked about hiring a Fire Chief versus the three officers. Mr. Rife advised that after research and speaking with several Chiefs, firefighters, etc.. that it was believed bringing on a Fire Chief would bring consistency to the Department.

There was discussion of the Fire District mission statement.

As there was no further business or discussion, Mr. Rife asked for a motion to adjourn.

- VI. Ms. Marshall made a motion, with a second from Mr. McClary to adjourn the August 12, 2020 Northwestern Joint Fire District Board meeting. All were in favor. Meeting was adjourned at 8:30 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

Logan Rife

Beth Marshall

Jerry McClary