

August 26, 2020

Minutes

The Northwestern Joint Fire District Board met in Special session at 7:00 p.m. at the Liberty Township Community Center. The meeting is noted to be published in the Marysville Journal Tribune on August 18, 2020, as well as, posted at the Northwestern Joint Fire District office. The purpose of the meeting is to conduct District business, as well as, listen to the guest speaker from the Ohio Fire Chief's Association. 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, Liberty Township Fire Chief and Mr. Dave Thomas, Liberty Township Assistant Fire Chief, as well as Liberty Township Fire Department member, Chad Heminger were in attendance. Ms. Ruth Giles from the Marysville Journal Tribune, Ms. Judy Christian, York Township Trustee, Mr. Randy Riffle, Chief-Northern Union County Fire Dept., and Guest Speaker Retired Chief Stan Crosley, Ohio Fire Chief's Association joined the meeting.

Chairperson Rife opened the meeting.

Chief Crosley was invited to speak first. Chief Crosley asked if there were any specific questions they were looking to have addressed. Recognizing the important task of selecting a Fire Chief the Board would like to know about incorporating community members in the process, as well as, appropriate questions that may or may not be asked of a candidate.

Chief Crosley advised the selection process consists of three divisions. Promotional, written and consulting, he is part of the consulting division. The OFCA consists of 1200 members and stated that the best value for tax dollars is at the local level.

The OFCA procedure in selecting a Fire Chief for the District is designed to bring objectivity, transparency along with "checks and balances" to the process. He stressed that the OFCA will not select the candidate but will bring the suitable candidates to the Board. The candidates are screened by the time they are presented to the Board.

Areas the OFCA can assist the District consists of: updating job description(s), determine expectations, assist with community involvement, job ads, facilitate interviews, etc..

Chief Crosley advised all resumes and applications would go to the OFCA, this would eliminate any outside pressure on any of the Board members. Chief Crosley went on to point out the Board would be provided applicant summaries, along with the list of recommended candidates. The Board has the authority to pick anyone from the list and determines who moves forward.

He advised the Board could entertain a Community interview panel on the back end of the process, but cautioned the Board not to utilize a Community panel in both beginning and the end.

Some items that would be reviewed during the process would be human dimensions, components, skills and abilities demonstrations, etc.

The Board would narrow the candidates down to 2-3 and the OFCA would facilitate the finalist interview. All in all the process would take at least 4 months, if not 5 months. The Board would not be invoiced until the end of the process. The OFCA would write an agreement outlining the Board's expectations.

Chief Crosley stated the Board would be responsible for doing background and reference checks.

The Board was advised once an offer was made, to make the offer tentative pending the results of a drug test, medical screening, etc..

Due diligence is important in the selection of a Fire Chief; ORC 505.38 was cited for probationary guidelines in the hiring of a Fire Chief. Regularly scheduled performance evaluations was recommended so the new Chief would be on task for the Board's expectations, goals & objectives, etc..

There was discussion on what kind of employment packages are typically offered to Fire Chiefs. Chief Crosley said that employment packages (benefits, wages, etc.) were all over the scale and believed the Board had to determine what would be best for the District.

Chief Crosley informed the Board that they could pick components of the process from the OFCA, in which they felt they needed. The cost would be determined on what the Board selects. He said even if the Board used all of the components to the hiring process, the cost would be less than \$12,000.

The Board thanked Chief Crosley for the information and his time and proceeded to the business side of the meeting.

The August 12, 2020 Minutes were reviewed.

- I. Ms. Marshall made a motion to accept the August 12, 2020 Northwestern Joint Fire District meeting minutes, Mr. McClary seconded the motion.

All were in favor

Ms. Hamilton provided the Board with the OTARMA purchase order and payment, The Richwood Banking Company purchase order for marketing & design of the District Logo. Check number 10291 was presented for the OTARMA payment. Ms. Hamilton provided the Board with check number 10292 as payroll for the Fiscal Officer for dates 8/1-8/31/2020. She advised the EFT was not activated in the UAN and had to go through a process for the State to release EFT ability. The July Bank reconciliation was also provided to the Board.

The Board discussed the benefits of opting for Dishonest & Faithful Performance Insurance versus standard Bonds for officials. Ms. Hamilton provided the Board with the resolution to elect the Insurance. The State of Ohio passed the law in 2019 to provide the option to government entities to elect coverage over bonds. Ms. Hamilton believed that bonds were more expensive and no longer met the purpose intended. The Board was agreeable to pursue the Insurance.

Ms. Hamilton advised Mr. Murphy from CompManagement would be sending the form for the District to elect the MCO for Workers' Compensation, this would be available at the next meeting. Ms. Hamilton advised the BWC had questions of the type of entity the District was.

There has been no further communication from Medicount.

Mr. Paplaczyc provided Ms. Hamilton with some benefit package figures, he used a group that he believed was or would be similar to the District's census. Ms. Hamilton relayed that it is difficult to shop rates for one individual versus more than one.

- II. Ms. Marshall made a motion, with a second from Mr. McClary to accept the Financial report, including the approval of the Blanket Certificates and Purchase Order(s) as presented. The motion also includes approval of checks 10291 and 10292.
All were in favor

The Board discussed the 5 member Board resolution. They were advised Taylor Township had met and the resolution was approved. Liberty and York Townships have not met at this time.

As there was no update on the Volunteer Fire Dependency Board, the matter was tabled.

Mr. Thomas advised that they were continuing to work on the Policy and Procedure manual. It was discussed to continue working on the necessary and required policies. The Board will need to determine the items associated directly to the District, such as, leave time accruals and items relative to compensation packages, etc.

As there was no update on Legal Counsel, the matter was tabled.

Mr. Rife stated he would like the Board to put a draft benefit package together at the next meeting, September 9th, and asked for it to be placed on the agenda. Ms. Hamilton offered to break down the information provided by Mr. Paplaczyc's office for the next meeting.

Firefighter Heminger advised the Board the Domain would be Northwesternfd.org. Email was quoted at \$12 per year/per user

- III. Ms. Marshall made a motion, with a second from Mr. McClary that the Northwestern Joint Fire District accept the proposal for the Domain and Email.
All were in favor

Firefighter Heminger will provide Ms. Hamilton with the detailed information.

Firefighter Heminger advised that he has been working with Richwood Marketing on the logo.

Ms. Christian asked if the Domain reflected the Northwestern Joint Fire District and was it optimal for search engines. It was determined that the Domain did reflect the District and upon discussion, there may not have been many formats to choose from and the best selection was made.

Ms. Ruth Giles introduced herself to the Board. She writes a column in the Marysville Journal Tribune and was interested in assisting the Board in getting the message out to the Community about the Fire District. The Board welcomed Ms. Giles and welcomed any assistance she would have to offer.

The next regularly scheduled meeting for the District Board will be on Wednesday September 9, 2020 at 7:00 p.m.. The Board will meet at the Liberty Township Community Center.

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

- IV. 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 8:38 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

Logan Rife

Beth Marshall

Jerry McClary