

September 9, 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, Liberty Township Fire Chief and Mr. Dave Thomas, Liberty Township Assistant Fire Chief, Ms. Ruth Giles from the Marysville Journal Tribune, Mr. Jeff Rea, Liberty Township Fiscal Officer, Ms. Judy Christian, York Township Trustee and Mr. Rod Goddard joined the meeting.

Chairperson Rife opened the meeting.

The August 26, 2020 Minutes were reviewed.

- I. Mr. McClary made a motion to accept the August 26, 2020 Northwestern Joint Fire District meeting minutes, Ms. Marshall seconded the motion.  
All were in favor

Ms. Hamilton presented the Board with check numbers 10293-10295, along with a Purchase Order for the Marysville Journal Tribune and check number 10296 for payment to the Tribune. Ms. Hamilton advised the Board she received a notice from ODJFS of the Districts classification of non-contributing member. The District is registered for OPERS and Ms. Hamilton is waiting for correspondence to make access online. The District is registered for EFTPS to make Federal Tax payments; waiting on further documentation to access online. Ms. Hamilton was able to register the checking account online to have access to the account for bill pay and ACH (Direct Deposit). She advised the Board that a motion will need to be made for the record to approve Direct Deposit and Online Bill Pay for the District. She will be working on employment packets; in an effort to be ready for the Fire Department members transfer. She is anticipating to have the packet ready for the next regular meeting of the Board. The packet will have all the required forms; essentially those for new hire employment.

- II. Ms. Marshall made a motion, with a second from Mr. McClary to accept the Financial report, including the approval of the Purchase Order(s) as presented. The motion also includes approval of checks 10293 and 10296.  
All were in favor
- III. Mr. Logan Rife made a motion, with a second from Ms. Marshall to authorize online bill pay and ACH services for the District.  
All were in favor

The Board discussed the 5 member Board Resolution. The Board was advised that Taylor Township passed the Resolution; however, Liberty Township did not pass the Resolution. Per the Joint Fire Districts original Resolution, any changes made would need to be a unanimous consensus. As the stipulations were not met with two of the Townships voting, it is made noted that York Township would

not need to vote. The Resolution for a 5 member Board did not pass and there will be no further action taken.

It was discussed that three member boards have successfully worked for many years and there was no contention that the District Board would not work. To date, the Board feels they have built a respectful working relationship. They would work to find the right answers and utilize resources available to them to continue to have the best interest of the Community in mind as the Fire District develops.

Ms. Hamilton reported that there is no update on Medicount and she would reach out to her contact.

There was no further activity on the Volunteer Fire Dependency Board or Legal Counsel.

Mr. Thomas advised that the District has received 4-5 options for the logo. He and FF Heminger will work on a packet for the members to review. The Board supported the idea of the members choosing the logo.

Mr. Thomas advised they were continuing to work on the Policies and Procedures; with 3 sections already completed. He advised when the compensation package is decided, a good portion of the policies would fall into place.

Ms. Hamilton advised the Board that she needed a clarification on the passage for the Dishonesty & Faithful Performance resolution. She believed the Board had opted to utilize the Insurance as authorized by the ORC versus obtaining traditional bonds.

Mr. Rife reviewed the Resolution; which was presented to the Board at the August 26, 2020 meeting.

- IV. Mr. Rife made a motion; with a second from Mr. McClary to adopt Resolution 01-2020 Employee Dishonesty and Faithful Performance Duty Policy.  
All were in favor

**RESOLUTION 01-2020                      NORTHWESTERN JOINT FIRE DISTRICT  
EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE DUTY POLICY**

**WHEREAS**, the Northwestern Joint Fire District, Union County is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code hereinafter "ORC," 2744.081;

**WHEREAS**, House Bill 291 was signed into law on December 20, 2018 and became effective March 20, 2019; authorizes the

use of an, "employee dishonesty and faithful performance of duty policy," instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and

**WHEREAS**, in accordance with ORC 3.061, the township must adopt a policy by resolution to allow the use of an "employee dishonesty and faithful performance of duty" coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.

2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual's term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented.
3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.
5. Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the District's OTARMA coverage agreement and affirm that the District's coverage complies with ORC 3.061. Said approval shall be obtained by the Northwestern Joint Fire District, Union County.

**WHEREAS**, Northwestern Joint Fire District, Union County's, "employee dishonesty and faithful performance of duty policy" through the OTARMA coverage document complies with ORC 3.061: and

**NOW, THEREFORE, BE IT RESOLVED**, that on this date August 26, 2020, the Northwestern Joint Fire District, Union County hereby authorizes the township to purchase and use "employee dishonesty and faithful performance of duty policy" through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties

Ms. Hamilton presented the MCO selection form; it was noted the Board elected at the August 12, 2020 meeting to use CompManagement. The form was signed and Ms. Hamilton will send it out.

Mr. Thomas advised the District is registered with the domain of **northwesternfd.org**. Ms. Hamilton advised the Board that FF Heminger did utilize his own credit card to register the District. There was discussion about a District credit card. Chief Segner and Mr. Rea advised they could look at what Liberty Township currently is using and pass along the information. Ms. Hamilton would also look at some options and hope to get the Board information at the next regular meeting.

There was discussion of developing a records retention policy.

The Board turned their attention to discussing and working on the Fire Chief compensation package.

In the State of Ohio salary studies ranged from \$20K up to \$192K with an average of \$111K for a Fire Chief. Firefighter's salaries in the State of Ohio ranged \$42K-\$46K with a top out range of \$58K-\$93K.

Locally the range for a Fire Chief is \$72K-\$111K.

These figures do not take into account any benefits. Benefit packages were all over the board, which leaves the District open to many options and arrangements.

The Board was concerned about enticing a suitable candidate for \$80K. Not only does a Fire Chief carry many responsibilities but also sets the tone and identity of the Fire Department. It was discussed that an internal candidate would maintain continuity, trust and respect. The Board also recognized the importance of putting together a competitive package along with balancing the economics of the District.

There was discussion on what areas to focus to draw applicants. Depending on the package as a total; would it attract internal candidates?

The Board discussed what the OFCA could assist with during the process, but did not feel spending more than five thousand for their services was an option. The Board asked Mr. Thomas if he could reach out to Chief Crosley and have the OFCA provide a quote on the position posting, advertising, oral board review and narrow the resumes to three candidates. The District would then interview the final three candidates. The time frame for the OFCA to accomplish their part was by November 1<sup>st</sup> with the District Board having a candidate selected in December. The Board set a tentative date of September 23, 2020 for a Special Meeting to further discuss the Fire Chief position and District business. The meeting will be held at the Liberty Township Community Center at 7:00 p.m.. Mr. Thomas will let Ms. Hamilton know if the OFCA can provide the requested information prior to this meeting. Ms. Hamilton will submit the posting once Mr. Thomas advises accordingly.

Chief Segner recommend the OFCA to do the interview process and narrow the candidates to the top three.

Ms. Christian advised the Board that she believed five thousand was a reasonable amount for the OFCA assistance and keeps the District Board transparent in their selection process.

After further discussion, the Board agreed a salary range for a District Fire Chief of \$75K-\$90K would be fair and competitive. Ms. Hamilton advised she would update the compensation and benefit worksheet with the ranges so the Board would see what the total package could potentially cost.

- V. Mr. Rife made a motion; seconded by Mr. McClary to set the salary range for the Northwestern Joint Fire District Fire Chief position to be \$75,000-\$90,000. Benefits will be determined at a later date.  
All were in favor

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. Rife to adjourn the September 9, 2020 Northwestern Joint Fire District Board meeting. All were in favor. Meeting was adjourned at 8:48 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