

October 14, 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. Logan Rife and Mr. Jerry McClary. Ms. Allison Hamilton was in attendance.

Mr. Lloyd Segner, Liberty Township Fire Chief and Mr. Dave Thomas, Liberty Township Assistant Fire Chief, Mr. Rob Morey, member of the Liberty Township Fire Department and Chad Heminger, member of the Liberty Township Fire Department joined the meeting.

Chairperson Rife opened the meeting.

The September 23 and October 2, 2020 Minutes were reviewed.

- I. Ms. Marshall made a motion to accept the September 23 and October 2, 2020 Northwestern Joint Fire District meeting minutes, Mr. McClary seconded the motion. All were in favor

Ms. Hamilton presented the Board with purchase orders, checks and the October Fiscal Officer pay. Ms. Hamilton reviewed the receipts and expenses pointing out the Ohio Bureau of Workers' Compensation submitted a premium bill in the amount of \$2125.00.

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

Ms. Hamilton advised she received an email from Ms. King at Medicount advising Heath from Medicount should be contacting Chief Segner or FF Heminger to continue the credentialing process.

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

Mr. Rife reported he was waiting for an email from the Union County Prosecutor's office and had nothing further to report.

Mr. Thomas advised FF Heminger was working on the logos. FF Heminger showed the Board the top 3 designs and advised he has been working with the Richwood Banking Company's marketing department to refine the designs based on feedback from the staff. Mr. Segner advised that Karen (Our Designs) approached him with another logo format and it is being taken into consideration. FF Heminger said the logos would go to a vote.

Mr. Thomas advised he and FF Morey worked through the sample Policies & Procedures book. The process will be to pull the required policies for now and work on the District specific policies as the District continues to move forward. Mr. Thomas forwarded a copy to Ms. Hamilton for her to assist in the process. There was discussion of having legal counsel review the document once completed. The Board would like to seek Chip's review. They believed with the timing needed for approval the Prosecutor's office wouldn't have the time.

Mr. Thomas advised the timeline for the hiring process of the District Fire Chief is on schedule. The email blitz from the OFCA went out on 10/13/20 with the next one scheduled for 10/28/20. Chief Crosley forwarded the email to Chief Stewart of Jerome Township. Ms. Hamilton sent an email to all the Liberty Township staff on 10/7/20. The position was posted on the bulletin board at the Liberty Township Fire Department, as well as, the NWJFD office. Ms. Hamilton advised she had made a mistake on one of the staff email addresses and one email address was rejected. She did make a correction to the mistake and was able to forward the email to the individual.

The Board, overall; is optimistic the process through the OFCA is a good start and is confident the organization will do a good job.

- III. Mr. Rife made a motion seconded by Mr. McClary to approve the contract for service in the amount of \$7000 between the Northwestern Joint Fire District and the Ohio Fire Chief's Association. Services were previously approved at the October 2, 2020 Emergency Meeting. All were in favor.

Ms. Hamilton advised the Board, Richwood Bank offers a Credit Card and the application is online. She was seeking an approval to proceed with the application. She pointed out that member(s) were using their personal credit cards for District business. The Board discussed the usages of the credit card, as well as, establishing a credit limit.

- IV. Mr. McClary made a motion seconded by Ms. Marshall to approve the Fiscal Officer to apply for a District Credit Card; authorizing Chief Segner as named individual on the card. The Board further moves to establish a credit limit of no more than \$1000. All were in favor.

Ms. Hamilton presented the Board a drafted bi-weekly payroll schedule. It was noted the schedule would begin on 12/27/20 with the first pay being on 1/14/21. Liberty Township pays the staff through the 25th of each month. After further discussion to move the beginning of the pay period to 12/26/20; the Board was favorable to the option.

- V. Ms. Marshall made a motion seconded by Mr. Rife that the Northwestern Joint Fire District Board adopt a bi-weekly pay schedule and to approve the first pay period to begin on 12/26/20 to coincide with Liberty Township's pay period ending 12/25/20. All were in favor.

Ms. Hamilton presented the Board with a sample employee packet. It contains the necessary forms for processing the employees for payroll. Ms. Hamilton is working on a welcome letter for the employee packets. Mr. Thomas advised the Board that there should be an employment agreement added to the package. The Board agreed.

There was discussion of holding an open house event in December possibly prior to the District meeting. The Board is excited to meet the Fire Department members and to welcome them to the District.

FF Heminger brought information to the Board for their Townships as it relates to the CARES Act and how that could benefit the District. There was discussion on the process to obtain the funds and the appropriate expenditures for the monies. The Townships could have the ability to sub-grant the funds to the Fire Department. One of the items discussed was 2 heart monitors. FF Heminger advised that he

had researched and asked about the heart monitors being an appropriate expense for COVID. Due to the monitors providing less patient exposure during care; the monitors would qualify as a valid expense.

Ms. Hamilton advised the Board that a representative from KLA Consulting would be stopping in the Fire Department to go over risk assessments for OTARMA.

Mr. Segner advised there was a new policy for pharmacy pick up at the hospital.

Mr. Thomas advised he was working on the lease agreement for the building and equipment.

FF Morey brought up the uniform policy and advised the staff would need new shirts/uniforms for the District

Ms. Marshall made a motion, with a second from Mr. Rife to adjourn the October 14, 2020 Northwestern Joint Fire District Board meeting. All were in favor. Meeting was adjourned at 8:14 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

Logan Rife

Beth Marshall

Jerry McClary