

November 11, 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 were in attendance. Mr. Chad Heminger joined the meeting via Zoom.

The October 14, 2020 Minutes were reviewed.

- I. Ms. Marshall made a motion to accept the October 14, 2020 Northwestern Joint Fire District meeting minutes, Mr. Rife seconded the motion.  
All were in favor

Ms. Hamilton presented the Board with purchase orders, checks and the November Fiscal Officer pay. Ms. Hamilton reviewed the receipts and expenses pointing out the additional premium for the Faithful Performance addition to the insurance and an expense for a deposit stamp from Pat's Print Shop.

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

Ms. Hamilton advised Ms. King from Medicount needed a bank verification letter and a letter signed by the Fire Chief. The bank letter is ready for pick up and Chief Segner has signed the other letter.

Mr. Thomas presented the Board with a January Launch task list for review.

Mr. Thomas made contact with the Ohio Fire Marshal's Office to obtain a new number assignment for the District. In speaking with the office, he was advised they will also assist in setting up an account for the Volunteer Fire Fighters Fund. He advised that he and Ms. Hamilton will be working on compiling the documents needed. The Board was presented with a letter needed to be signed by the Chair and the Fiscal Officer. Mr. Rife read the letter.

- III. Mr. Rife made a motion to approve the letter as written to be signed and submitted to the Ohio Fire Marshal's Office along with the requested documentation. Ms. Marshall seconded the motion.  
All were in favor

Mr. Rife reported there has not been any further activity for Legal Counsel. He will try to reach back out to the Union County Prosecutor's Office.

Mr. Heminger via Zoom presented the Board with the final logo. The Board was pleased with the selection.

- IV. Ms. Beth Marshall made a motion, with a second from Mr. McClary to accept the final logo as the official Northwestern Joint Fire District logo. All were in favor

Mr. Heminger advised the Board he received quotes to purchase uniform T-shirts and Duty shirts. Each company was requested to provide a quote for 100 T-shirts and 40 Duty shirts all bearing the new logo; the companies were to be able to fill the order by December 1st. He presented the Board with the quotes. The Board reviewed and discussed the quotes.

- V. Mr. McClary made a motion, with a second from Mr. Rife, to accept Bullzeye Printing's quote of \$3943.70; however the Board will approve up to \$4500 for uniforms, should there be any unforeseen circumstances. All were in favor.

Now that a logo has been approved, Mr. Thomas will add equipment graphics/signs to the January to do list.

Mr. Thomas presented each member of the Board with a draft of the Policies and Procedures manual. He emphasized to the Board to review Section 102 of the manual titled Mission and Objectives. He pointed out that there are 'place holders' in the manual for the detailed and District specific policies. The table of contents' numbering will correspond to the place holder name. There was a question of completing the compensation and benefits section of the manual before the end of the year. After discussion, this section will most likely be finalized in the next year. Chief Segner commented that the policies regarding part time and volunteer need to have some flexibility. Mr. Morey commented that a lot of the place holder policies would be finalized next year once the new Fire Chief has started and prior to the Full Time staff starting.

Chief Segner advised the Board that the drugs for the Medic vehicles were being purchased from the hospital versus using Bound Tree (due to expense and shelf life of the drugs). In order for the staff to pick up the drugs at the hospital, they need to have a FD identification.

After discussion; it was noted the EMA office issues ID's for no cost. Mr. Morey suggested to have the EMA provide new ID cards prior to the end of the year for staff.

Mr. Thomas reported the deadline for the Fire Chief applications was November 5<sup>th</sup>. Chief Crosley advised Mr. Thomas that 15 individuals had applied for the position. The next step is the OFCA will evaluate the submissions and conduct an analysis based on the District's criteria. The recommendations will be turned over to the District no later than November 17<sup>th</sup>. The Board will need to review and submit back to the OFCA their selection by November 23<sup>rd</sup>. The OFCA oral board testing will begin on December 3<sup>rd</sup> with the District reviewing the candidates on December 21<sup>st</sup>.

The District Board scheduled a Special Meeting for Friday November 20<sup>th</sup> at 8:30 a.m. in order to conduct District business and to review the OFCA analysis and recommendations. The Special Meeting will be held at the Liberty Township Community Building.

Ms. Hamilton advised the Board that she had applied for the District credit card. As of this date, it has not been received. Ms. Hamilton will follow up with Richwood Bank. As the Policy & Procedure manual is currently being reviewed; the Credit Card policy will be approved when the manual is approved. The following resolution was passed at the October 14, 2020 meeting:

*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 drafted a welcome letter from the Board to the Staff. Initially, the Board was scheduled to meet with the staff at an 'open house' an hour prior to the December 9<sup>th</sup> meeting. After discussion and due to concerns with the current epidemic situation, the Board opted not to host an open house. Ms. Hamilton will modify the letter accordingly. She anticipated on getting the packets put together and out to the Fire Department next week with the return date being December 15<sup>th</sup>.

Mr. Thomas provided a draft copy of the Lease Agreement between Liberty Township and the District. MR. McClary advised that Liberty Township had the opportunity to review the document and did have a few minor changes. One of the changes was the cost of maintenance of the grounds (mowing, snow removal). The Board agreed that they could work out a solution.

Some of the highlights to the Agreement was utilities; repairs in excess of \$10,000; insurance.

Ms. Hamilton presented a draft of the 2021 Temporary budget. The draft was to give the Board an idea of what 2021 expenses could look like. She advised the success of the District is going to rely heavily on the resources. Ms. Hamilton suggested that a first attempt for a District levy would be ideal in November 2021. Ms. Hamilton will be meeting with Mr. Thomas & Mr. Heminger in the morning to further review the upcoming 2021 expenses. A final Temporary budget will be presented at the next meeting for the Board approval.

Ms. Hamilton presented the KLA consulting report to the Board. She advised the Board that the consultant was pleased with the current policies and procedures as well as the practices at the Fire Department; she pointed out that Chief Segner did an excellent job answering the consultant's questions and describing the operations of the Department. The District has a good foundation on which to continue to build the Fire Department.

Ms. Marshall made a motion, with a second from MR. McClary to adjourn the November 11, 2020 Northwestern Joint Fire District Board meeting. All were in favor. Meeting was adjourned at 8:57 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