

# NORTHWESTERN JOINT FIRE DISTRICT

December 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. Logan Rife and Mr. Jerry McClary. Ms. Allison Hamilton was in attendance via Zoom.

Mr. Dave Thomas, Liberty Township Assistant Fire Chief, Mr. Chad Heminger and Mr. Rob Morey, members of the Liberty Township Fire Department were in attendance.

The November 20, 2020 Minutes were reviewed.

- I. Mr. McClary made a motion to accept the November 20, 2020 Northwestern Joint Fire District meeting minutes, Ms. Marshall seconded the motion.  
All were in favor

Ms. Hamilton presented the Board with purchase orders, checks and the December Fiscal Officer pay. Ms. Hamilton pointed out the check for Bullseye Specialty Printing was also among the payments. The Board was pleased the payment was less than what was quoted for the work and was pleased with the results.

- II. Mr. Rife 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

There were no further updates on Medicount.

Mr. Thomas advised the Board that he had spoke with the State Fire Marshall's Office. The information submitted was complete and the State will continue the #80009 from Liberty to the Northwestern Fire District. Mr. Thomas is expecting an email to confirm.

Mr. Rife reported there has not been any further activity for Legal Counsel. He has made several attempts to contact the Union County Prosecutor.

The Board previously received a copy of the Policies and Procedures. They are continuing to review the manual.

The OFCA Oral Board held interviews on December 3rd. The OFCA is scheduled to have their comments and recommendations to the District Board on December 15th. It is noted that everything went very well. The District Board will review the recommendation on December 16th and is on schedule to hold District interviews on December 21st. The Board will continue to be on schedule to make a decision by the end of December.

Ms. Hamilton received a call from Mr. Todd Hoffman from the Richwood Bank and the credit card will be approved and should be seeing it soon.

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Mr. Thomas continues to work on the Lease Agreement. It was submitted to OTARMA for review and was returned with their comments. The Board discussed the responsibility of lawn care and snow removal. The Board is hopeful there is a final draft presented soon.

There was discussion of the Fire District levy and the timeline for the November 2021 ballot.

Ms. Hamilton went over the Temporary Appropriations for 2021. She explained on the right side of the spreadsheet was Liberty's cost of operations for 2019. She made modifications to better suit the District based on her meeting with Mr. Thomas and Mr. Heminger. She noted, until the District has their own set expenses that she appropriated the full amount of available resources or income. She reminded the Board that these numbers are "temporary" and finals will be due to the County by the end of March 2021. Ms. Hamilton pointed out that this will allow the incoming Fire Chief some flexibility for staffing costs or other items missed. She explained that the EMS receipts and expenditures will be accounted for in a separate fund. As there are no set numbers for the fund, she used an estimate. As the District is in the middle of changing over the EMS; there is not a timeline when receipts will be coming into the District. She did not put a line item appropriation together for the EMS. It can sit with no activity for 2021 and be re-evaluated for 2022.

- III. Mr. Rife made a motion, with a second from Mr. McClary to approve the Temporary Appropriations for 2021. All were in favor

Ms. Hamilton presented the Board with the wages currently paid to the staff with Liberty Township along with scenarios for increases. Chief Segner pointed out at the last meeting that he believed an overall increase would be better than a one time "bonus". After discussion, the Board decided to table any increase until a Fire Chief has been selected. Ms. Hamilton requested the Board to formally adopt current wages for the District for 2021.

- IV. Mr. McClary made a motion, with a second from Ms. Marshall to approve and adopt the current wage table from Liberty Township for the District. All were in favor.

Mr. Heminger advised the Board that he had the updated signed contract from Image Trend and is currently working with them to implement the set up for the District.

Mr. Thomas discussed adding the logo to the equipment and possibly the building. He would be working with Bullseye and Horton to have this completed. He was estimating \$700 to have this completed.

- V. Mr. Rife made a motion, with a second from Mr. McClary to have the logo added onto the equipment and building. The Board further approved Bullseye and Horton as the vendors. The amount is not to exceed \$900. All were in favor.

There was discussion of a representative to contact Verizon to make the change over to the District. The Board asked for a quote for additional equipment needed from Verizon.

The Board initially was looking forward to meeting the staff; however, with the pandemic had opted to make plans for a later date. Ms. Marshall would like to have a list of addresses so the Board can send Christmas cards to the staff. There was discussion of sending a reminder to the staff the importance of turning in their packets to the District Fiscal Officer.

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Mr. Morey noted that there wasn't a form for the Association contribution. Ms. Hamilton explained that the District was going to a bi-weekly pay schedule and the Association will need to decide if they are having dues withheld each pay or if they want a set amount. She has to speak with Ms. Moffett. She asked if Mr. Morey wouldn't mind assisting in also contacting Ms. Moffett and get the ball rolling for the Association. Mr. Morey will follow up with Ms. Moffett.

The Board set the following dates for Special Meetings to continue the Fire Chief process and to conduct District Business. December 17th at 8:30 a.m. the District Board will be meeting to review the recommendations provided by the Oral Board and the OFCA and conducting District business. December 21st will conduct interviews beginning at 8:00 a.m.. A later date will be determined for the Board to discuss and select the Fire Chief and to wrap up any further business of the District.

Ms. Marshall made a motion, with a second from MR. McClary to adjourn the December 9, 2020 Northwestern Joint Fire District Board meeting. All were in favor. Meeting was adjourned at 8:27 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