

NORTHWESTERN JOINT FIRE DISTRICT

January 13, 2021

Minutes

The Northwestern Joint Fire District Board met in Regular Session at 7:00 p.m.. The Board opened the meeting with the Pledge of Allegiance. Mr. Logan Rife, representative of York Township, Ms. Beth Marshall, representative of Taylor Township, Mr. Jerry McClary, representative of Liberty Township and Mrs. Allison Hamilton, Fiscal Officer were in attendance. Mr. Lloyd Segner, Fire Chief, Mr. Dave Thomas, Assist. Fire Chief, Mr. Mike Moffett, Liberty Township and Mr. Rob Morey, Liberty Township were also noted in attendance.

Organizational Meeting

As this was the first regular meeting of the year, the Fiscal Officer conducted the Organizational section of the meeting.

- I. Per the Northwestern Joint Fire District Resolution, the Liberty Township Representative will commence a 3 year term. The term will begin January 1, 2021 and end December 31, 2023. Mr. Jerry McClary was named the Liberty Township Representative.
- II. Per the Northwestern Joint Fire District Resolution, the York Township Representative will serve a 2 year term. The term will begin January 1, 2021 and end December 31, 2022. Following the initial term, the representative from York Township will then commence a 3 year term thereafter. Mr. Logan Rife was named the York Township Representative.
- III. Per the Northwestern Joint Fire District Resolution, the Taylor Township Representative will commence a 1 year term. The term will begin January 1, 2021 and end December 31, 2021. Following the initial term, the representative from Taylor Township will then commence a 3 year term thereafter. Ms. Beth Marshall was named the Taylor Township Representative.
- IV. Nomination of Chairperson
Mr. McClary nominated Mr. Logan Rife to serve as Chairperson of the Northwestern Joint Fire District Board of Trustees, Ms. Marshall seconded the motion.
Roll Call: Mr. McClary, yea, Ms. Marshall, yea and Mr. Rife, abstained
Mr. Logan Rife was named Chairperson of the District Board
- V. Nomination of Vice-Chairperson
Ms. Marshall nominated Mr. Jerry McClary to serve as Vice-Chairperson of the Northwestern Joint Fire District Board of Trustees, Mr. Rife seconded the motion.
Roll Call: Mr. McClary, abstain, Ms. Marshall, yea and Mr. Rife, yea
Mr. Jerry McClary was named Vice Chairperson of the District Board

The meeting was turned over to Mr. Rife, Chairperson.

- VI. Mr. Rife made a motion to establish the compensation of the Northwestern Joint Fire District Board at \$30 per meeting for a maximum of 15 meetings as cited by the ORC. All were in favor
- VII. Mr. Rife made a motion to establish the second Wednesday of the each month for 2021 for the Northwestern Joint Fire District Board to conduct regular meetings. The meetings will be

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held at 7:00 p.m. at the Liberty Township Community Center located at 21463 Main Street, Raymond, Ohio 43067. Ms. Marshall seconded the motion.

All were in favor

Mr. Rife made a motion to adjourn the organizational session of the meeting and begin the regular meeting. Mr. McClary seconded the motion. All were in favor. The meeting was adjourned at 7:13 p.m..

Regular Meeting

Chairperson Rife called the Regular Meeting of the Northwestern Joint Fire District to order.

The Board reviewed the December 29, 2020, January 5, 2021 and January 7, 2021 minutes.

- i. Ms. Marshall made a motion to accept the minutes; Mr. Rife seconded the motion. All were in favor.

Ms. Hamilton provided the Board with the 2020 December Bank Reconciliation, 2020 year end financial numbers, along with the 2021 appropriations, 2021 estimated resources. In addition, the Board was provided Purchase Orders and Blanket Certificates for daily operational expenses. Ms. Hamilton provided a payment listing of the following payments: Marysville Journal Tribune, OTARMA, Richwood Bank and the District Board. The corresponding check numbers were: 10320 through 10325. The first payroll for the District was presented.

Ms. Hamilton pointed out the total 2020 receipts for the District was \$441,450.97 with 2020 expenditures of \$22,167.58. The 2020 carryover was \$419,283.39. In further discussion, Ms. Hamilton projected the 2021 resources to be estimated at a total of \$1,264,883.14. The 2021 resources are based on the carryover of \$419,283.39 and revenue from the 3 Townships totaling \$845,599.75. Ms. Hamilton provided the Board a copy of the Auditor's Estimated Report for all 3 Township's. The Total Gross of receipts from Real Estate for Fire Service purposes amount to \$1,039,927. However, the Auditor's Budgetary is 95%; \$987,931.00. Ms. Hamilton explained that as a couple of the Township's also utilize the funds to pay for a PSO officer and payments for County Auditor fees she adjusted the revenue down further to \$845,599.75. The adjustment should be ample to provide the District a good working resource figure.

Mr. Morey asked about equipment depreciation and if the District would be setting funds aside for major repairs or replacement.

Ms. Hamilton explained the District is receiving "new" monies and as such is working to establish the day to day operating expenditures for the Fire Department/District. The District, at this moment, does not have the luxury to set aside funds. There is an arrangement with Liberty Township, should a major expense occur due to the repairs or replacement of equipment, that both entities would work together to make the necessary arrangements for such issues. Once the District has received all of the "old" funding from the Township's and has established its own operating levy, then there will be monies set aside for such expenditures.

Mr. Segner asked about offering Training funds to staff for costs associated with Medic courses. Ms. Hamilton advised at this time there was \$3000 put into the Training Line for 2021; however, this amount could be adjusted based on the incoming Chief's recommendations. The Board voiced they have the intent to continue offering the members Training monies for Medic courses.

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- ii. Mr. Rife made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments represented by checks 10320 through 10325 and payroll as presented. Mr. McClary seconded the motion. All were in favor.

Mr. Rife made a motion, seconded by Mr. McClary to go into Executive Session to discuss the Fire Chief position. All were in favor and the Board went into Executive Session at 7:34 p.m..

Mr. Rife made a motion, seconded by Mr. McClary to adjourn Executive Session. The Board re-convened the Regular meeting at 8:28 p.m..

Mr. Rife commented the Board was ready for the next step in making an offer for the Chief position.

- iii. Mr. Rife made a motion to meet in Special Session at 5:30 p.m. on Thursday January 14, 2021 to speak with the candidate and to discuss an offer. The meeting will go immediately into Executive Session. The meeting will be held at the Northwestern Joint Fire District Office located at 21655 Main Street, Raymond, Ohio 43067. All were in favor.

Ms. Hamilton will post the meeting at the District Office.

Ms. Hamilton advised the Board that Medicount had submitted additional paperwork for Chief Segner to review and sign. The paperwork has been returned. The District will go through the Medicare credentialing process. Once Medicare has approved the District as a Provider; the District will then be approved for private insurance agencies.

Mr. Rife will contact the Union County Prosecutor to schedule a meeting for next week. If any of the Board would like to attend with him, they are to let him know.

Mr. Thomas requested Mr. Comstock to provide the District with a retainer.

Mr. Thomas received an email on 12/29/20 from Mr. Comstock with comments and recommendations for the Policies and Procedures. These will be reviewed.

Mr. Thomas is seeking clarification from Mr. Comstock on terms and dates of the Lease Agreement. The Lease ends July of 2022 as outlined and in accordance with the District Resolution; however, there is a question of open end, specific date or citing a period of time in years.

Mr. Thomas will work with Ms. Hamilton and Mr. Heminger on updating the Operation time line for 2021-2022. This will be ready for the February meeting.

Mr. Comstock will provide the Chief offer letter for both parties to sign.

There has been no further activity with the graphics. It is noted the graphics for the Medic was previously approved and has been scheduled.

Mr. Segner provided the Board with the 2020 runs. The call volume was a total of 406 runs. There were 276 EMS, 77 Fire and 53 MVA.

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Ms. Hamilton advised that she had reached out to the State for the State Bid process. She had emailed the Board a copy of a sample resolution. The Board will need to adopt a resolution to participate and then submit to the State along with application. Ms. Hamilton will present the resolution at the February meeting.

Once the Chief is hired, Ms. Hamilton will reach out to the OP&F to establish an account. OP&F will require a resolution.

The Board of Trustees have the intent to secure a vehicle for the Fire Chief.

Mr. Rife made a motion to adjourn the meeting, with Ms. Marshall seconding the motion. All were in favor. The Meeting was adjourned at 9:20 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary