

# NORTHWESTERN JOINT FIRE DISTRICT

February 10, 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 Ms. Allison Hamilton, Fiscal Officer were in attendance. Mr. Lloyd Segner, Mr. Dave Thomas, Chad Heminger, Tim Merrick, Mr. Mike Moffett and Mr. Rob Morey were also noted in attendance.

The Board reviewed the January 12, 2021 minutes.

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

Ms. Hamilton provided the Board with the 2021 January Bank Reconciliation, purchase orders, payments, payroll and receipts. She noted that due to the BWC true up report; the District received a refund. She confirmed with the BWC that the District has coverage for 2021. Ms. Hamilton provided the Board a copy of the 2020 Annual Financial Report and Notes to the Financial Report.

The Board asked if it was appropriate to pay Mr. Moffett, Trustee for Liberty Township. Mr. Thomas presented the question to Mr. Comstock and there did not seem to be an issue. Ms. Hamilton believed that since Mr. Moffett does not sit on the District Board, it should not be an issue. Mr. Moffett offered to check with the State Board of Ethics to make sure he can continue serving on the Fire Department.

- ii. Ms. Marshall made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments represented by checks 10326 through 10337 and payroll as presented. Mr. McClary seconded the motion. All were in favor.

Ms. Hamilton provided the Board with the Resolution for the District to participate in the State Bid program.

## **Resolution 01-2021**

### **AUTHORIZING POLITICAL SUBDIVISION TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM**

Whereas, Ohio's Cooperative Purchasing Act (A.M. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

Whereas, effective March 6, 1986 Ohio's Cooperative Purchasing Act provides the opportunity for counties, township, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the State of Ohio, Department of Administrative Service, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

BE IT ORDAINED BY THE NORTHWESTERN JOINT FIRE DISTRICT

Section 1. That BOARD OF TRUSTEES hereby requests authority in the name of THE NORTHWESTERN JOINT FIRE DISTRICT to participate in State contracts which the Department of Administrative Services,

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Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the BOARD OF TRUSTEES is hereby authorized to agree in the name of THE NORTHWESTERN JOINT FIRE DISTRICT to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of THE NORTHWESTERN JOINT FIRE DISTRICT participation in the contract. Further, that the BOARD OF TRUSTEES does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the BOARD OF TRUSTEES is hereby authorized to agree in the name of THE NORTHWESTERN JOINT FIRE DISTRICT to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the BOARD OF TRUSTEES does hereby agree to directly pay the vendor.

- iii. Mr. Rife made a motion, with a second by Ms. Marshall to approve Resolution 01-2021 for the Northwestern Joint Fire District to participate in the State of Ohio's State Bid Purchasing Program. All were in favor.

Ms. Hamilton presented a sample OP&F resolution. The Board will address this at the March meeting.

Chief Merrick, presented the Board with an Introduction package, monthly report, organizational chart and a probationary packet. The monthly report compares 2020 with 2021. He advised the Board, the Fire Department has 2697 hours available and it was filled at 81%, if you add in his hours the fill rate jumps to 85%. The goal is to have the Department fill shifts at a 90% rate.

Chief Merrick advised the Board that the addition of a 4<sup>th</sup> person for the evening shift, 4:30 p.m.-7:30 a.m. would cost around \$50,000. This addition of man power would stabilize staffing and provide more training.

Chief Merrick presented the Board with the following individuals for employment with the Northwestern Joint Fire Department:

Steve Miller, Nathaniel Hines, Brandon Easchnagle and Jeremy Yoder

The Board approved the individuals to be hired.

Chief Merrick presented an organizational chart; with the intent of covering the next eight months. As the Department continues to grow and stabilize the chart will be changed accordingly. Some roles reflected were three Part Time Officers and the transition team of Chief Segner and Asst. Chief Thomas.

The Chief intends to pursue the SAFER Grant; the monies will assist in staffing the station. One of the goals is to staff the station with Paramedics.

The probationary packet presented will provide new members with organized and structured training.

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Mr. Rife commented that this would facilitate and establish structure and identity.

As the District is laying the foundation to hiring additional Full Time staff; Chief Merrick is using the next eight months as an opportunity to interview the candidates on their tasks and abilities.

Chief Merrick presented the Board with a list of items that need attention and updated at the Station. Items include new beds, LED lighting, sensors, updates to the kitchen etc.

- iv. Mr. Rife made a motion, with a second from Mr. McClary to approve an expenditure up to \$15,000 for improvements to the Station as presented.  
All were in favor.

Ms. Hamilton will set a Blanket Certificate up for the amount approved and provide the Chief with the information.

Ms. Marshall advised the Station needs a flag or a flagpole installed.

Chief Merrick provided the Board with a copy of a condensed version of the Policies and Procedures. This is what he will be using for operating the Department.

Mr. Heminger advised that the State needed the Chief's information to approve the name change; as Medicount continues to set the Department up for EMS billing. The change has been approved.

Mr. Rife had the opportunity to meet with Dave Phillips, Union County Prosecutor. The Commissioner's addressed the request, although hesitant at first, the Prosecutor's office already has relationships established with the Townships and agreed to service the District. However, should there be an issue between the District and Township(s); the Prosecutor's Office would represent the Township(s). The Board discussed ways the Prosecutor's Office could be used. The Prosecutor's Office has the ability to review documents through a direct service portal; Civil Matrix. Ms. Hamilton had not had the opportunity to explore the portal but would look into it.

Mr. Thomas presented the Board with Mr. Comstock's fee agreement. The Board would like to have the Prosecutor review the document. The matter was tabled until next meeting. Ms. Hamilton will upload the document to the Prosecutor's Office.

Mr. Rife made a motion, with a second from Mr. McClary to go into executive session at 8:02 p.m..

Mr. Rife made a motion, with a second from Mr. McClary to adjourn from executive session at 8:40 p.m. and reconvene the regular meeting.

The Board announced that Mr. Tim Merrick has accepted the position of Fire Chief for the Northwestern Joint Fire Department. Mr. Merrick will begin on February 21<sup>st</sup>.

Mr. Thomas presented the final Lease Agreement, previously approved, for their signatures.

The equipment graphics are completed. There was discussion of Horton providing the graphics for the Medic; as it was expensive the Department found another way to add the identification.

Mr. Heminger presented a Power Point presentation. He went over the District's accomplishments in 2020 and the implementation is deemed complete.

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Chief Merrick presented the second half of the Power Point. This featured the future of the District; budgets, District Fire Levy, asset transfer. He outlined tasks of the District as well as the tasks for the Fire Department.

Mr. Rife commended the presentation and felt it would be good resource to utilize for communication to the Community.

The Board discussed the upcoming task of gathering data for the Levy. The levy will allow the District to continue operations and the Townships the ability to zero out their current fire levies.

Mr. Rife made a motion to adjourn the meeting, with Ms. Marshall seconding the motion. All were in favor. The Meeting was adjourned at 9:10 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

\_\_\_\_\_ Logan Rife

\_\_\_\_\_ Beth Marshall

\_\_\_\_\_ Jerry McClary