

NORTHWESTERN JOINT FIRE DISTRICT

March 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. Tim Merrick, Mr. Mike Moffett and Mr. Rob Morey were also noted in attendance.

The Board reviewed the February 10, 2021 minutes.

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

Ms. Hamilton provided the Board with the 2021 February Bank Reconciliation, purchase orders, payments, payroll and receipts. She noted OTARMA had sent a \$500 MORE Grant check. This was used to offset the costs of the initial purchase of the uniforms for the Fire Department. Ms. Hamilton advised she had received the Electric bill; as well as, a Sewer bill. These payments were made online to ensure timely payments. Ms. Hamilton asked if a member of the Board would be available to sign checks every two weeks (in correspondence with payroll). This will ensure as a new entity that invoices are paid in a timely manner. The Board agreed.

Ms. Hamilton presented the Board with the 2021 Final Appropriations. She had the opportunity to meet with Chief Merrick and there were changes made to the line items, however, there were no changes to the total appropriation amounts. Ms. Hamilton did note there was a line added to accommodate the monthly sewer bill.

- ii. Mr. Rife made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll as presented. Ms. Marshall seconded the motion. All were in favor.
- iii. Ms. Marshall made a motion to accept the 2021 Final Appropriations as presented. Mr. McClary seconded the motion. All were in favor.

Ms. Hamilton noted the Board had approved the Resolution for the District to participate in the State of Ohio's Cooperative Purchasing Program. In putting the packet together, Ms. Hamilton noted there was a fee scale of which, does not include Fire Districts. She has not had a response back from the State and wanted to know what amount the Board wants to submit. It was recommended to submit the amount listed for "Townships"; if this amount is not correct, then the State will contact the District to make the adjustment.

The Board was presented with the agreement for legal services with Mr. Comstock(Bonezzi Switzer Polito & Hupp Co.). The agreement was submitted to the UC Prosecutor for review and it was recommended by Mr. Thayne Gray, should the Board approve the agreement, to put a limit on the annual amount for budget purposes.

NORTHWESTERN JOINT FIRE DISTRICT

- iv. Mr. Rife made a motion, with a second by Ms. Marshall to accept the agreement for legal services with Mr. Comstock (Bonezzi Switzer Polito & Hupp Co.) with a limit not to exceed \$7500. All were in favor.

Mr. Rife made a motion to go into executive session to discuss the Fire Chief compensation and benefit package. Mr. McClary seconded the motion. The Board entered into executive session at 7:45 p.m..

Mr. Rife made a motion to exit executive session and resume the regular meeting. Mr. McClary seconded the motion. The Board reconvened regular session at 8:04 p.m..

- v. Mr. Rife made a motion that the Northwestern Joint Fire District Board of Trustees pick up 100% of Chief Merrick's employee OP&F contributions as outlined and in accordance in the 02-2021 Resolution and in accordance with Section 742.21 of the Ohio Revised Code. Mr. McClary seconded the motion. All were in favor.

02-2021

RESOLUTION OF THE NORTHWESTERN JOINT FIRE DISTRICT BOARD OF TRUSTEES OF UNION COUNTY, OHIO

The Northwestern Joint Fire District Board of Trustees of Union County, Ohio met at a duly called and authorized meeting of the Northwestern Joint Fire District on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Northwestern Joint Fire District members, and the following resolutions were made, seconded, and adopted by those present at the meeting.

WHEREAS, the FIRE CHIEF of Northwestern Joint Fire Department participate in the Ohio Police & Fire Pension Fund;

WHEREAS, employers may pay all or a part of the mandatory employee contributions for the FIRE CHIEF participating in the Ohio Police & Fire Pension Fund;

WHEREAS, The Northwestern Joint Fire District Board of Trustees desires to pick-up all (100%) of the percent of 12.25 mandatory contributions required to be paid under Section 742.31 of the Ohio Revised Code for the FIRE CHIEF of Northwestern Joint Fire Department, who is a member of the Ohio Police & Fire Pension Fund;

NOW, THEREFORE, BE IT RESOLVED, that effective as of March 14, 2021, the

The Northwestern Joint Fire District desire to pick-up all of the percent of 12.25 mandatory contributions by the FIRE CHIEF who is a member of the Ohio Police & Fire Pension Fund by paying the contributions on behalf of the FIRE CHIEF. No

NORTHWESTERN JOINT FIRE DISTRICT

contributions prior to the Northwestern Joint Fire District Board of Trustees action shall be picked-up.

BE IT FURTHER RESOLVED, that said picked up contributions paid by the employer, even though designated as employee contributions for state law purposes, are being paid by the Northwestern Joint Fire District Board of Trustees in lieu of said contributions by the FIRE CHIEF;

BE IT FURTHER RESOLVED, that said picked up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or state income tax withholding taxes, until distributed from the Ohio Police and Fire Pension Fund.

BE IT FURTHER RESOLVED, that said picked up contributions will be included in the gross income of the FIRE CHIEF, for employment tax purposes, as the contributions are made to the Ohio Police and Fire Pension Fund; and

BE IT FURTHER RESOLVED, that said FIRE CHIEF shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the Northwestern Joint Fire District to the Ohio Police and Fire Pension Fund. Dated this 10th day of March, 2021.

Chief Merrick, presented the Board with the Fire Department's monthly statistics and activities for February. He noted shifts during the month of February were 84% filled. He pointed out \$1100 was spent on POC(paid on call); this shows the Department was busy and relied on POC members.

- vi. Mr. Rife made a motion to approve Mr. Tim Hines as a member of the Northwestern Joint Fire Department; with a second from Mr. McClary.

Mr. Hines will start once his physical and background check is completed.

In Chief Merrick's report, it was noted that FLSA of 106 hours was in place.

Other highlights of the monthly report; the Fire Department members logged in 70 hours of training, vendor accounts are continuing to be established or transferred from Liberty Township, recognizing a system for awards and accommodations, continue working with Medicount for EMS billing and establishing job performance plans.

Chief Merrick pointed out that just for the fact the District has formed the ISO rating has went from a 10 to a 9. District residents should check with their insurance agencies to see if ISO ratings are used to calculate their premiums. He will continue to pursue an even lower rating.

The Fire Department was contacted about a potential donation of a house for fire training. Although it didn't seem feasible to burn the house (due to location and situated near other structures) the house could still be used for other training components.

NORTHWESTERN JOINT FIRE DISTRICT

Chief Merrick was contacted by Von Industries on a 4-5 month project at the substation. Some of the work involved confined spaces/trenches; should a situation arise, it would require mutual aid response.

The NWJFD will be a clinical site for Rhodes College.

There was discussion on District Fire Inspections.

Mr. Moffett advised the Board he has not heard back from the Ohio Ethics Commission; until he hears back he has asked any POC runs not be paid (to him). He will forward information as soon as he receives it.

Mr. Moffett brought up training on Solar Panels. There was discussion of the timeline when the panels would be in place and how that would look for training.

There was discussion of the name for the Raymond Volunteer Firefighter's Association. Mr. Morey advised the name would remain the same and the bi-laws are being modified to include the Northwestern Joint Fire District.

There was discussion of the Union County Public Safety Services Support Group. Chief Merrick explained the purpose of the group.

Mr. Moffett advised the Board he would schedule the Liberty Township Community Room for the remainder of the year for the NWJFD Board meetings. The Board appreciated his assistance.

Mr. Rife made a motion to adjourn the meeting, with Ms. Marshall seconding the motion. All were in favor. The Meeting was adjourned at 8:49p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary