

NORTHWESTERN JOINT FIRE DISTRICT

April 14, 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. Ms. Andrea Weaver, Union County Auditor and Mr. Thayne Gray, Attorney from Union County Prosecutor's Office attended along with Mr. Tim Merrick, Mr. Mike Moffett, Mr. Chad Heminger, Mr. Dave Thomas and Mr. Lloyd Segner .

The Board appreciated the time Ms. Weaver & Mr. Gray took to attend the meeting. The first topic of discussion was the Fire District Levy. Mr. Gray advised the Board the first step was to adopt a resolution for necessity. In the resolution, it needs to state an amount whether in dollars or in millage. Once the resolution is adopted, it would then be forwarded to the Union County Auditor for certification. Once the Auditor has certified the amounts the Board would then pass a resolution to proceed, a copy would be forwarded to the Auditor. The Board would then forward the packet of three documents to the Board of Elections. For the November ballot, the deadline to deliver the documents to the Board of Elections will be August 4th. The documents would need to be hand delivered to the Board of Elections.

There was no specific timing for each step of the process, however, Mr. Gray cautioned that the necessity resolution and the resolution to proceed cannot be passed at the same time.

Ms. Weaver provided the Board with the current valuation of the District comprising of Liberty, York and Taylor Townships. To reach the revenue of \$1.8 million; the District would need a levy equivalent to 7.8 mils at the current valuation. She would certify 95% of the valuation of 7.8 mils.

There was discussion of the alternative energy stations and how they may impact tax revenues. The valuations do not take these into consideration as they are not yet established. Many factors such as pilot payments have not been decided.

Chief Merrick gave a presentation on the future growth of the Fire Department. The timeline includes the cost of Full Time Positions, staffing models, equipment replacement and various factors that determine the monies needed to effectively protect the residents of the District.

Ms. Weaver recommended that it would be prudent to put a levy on two years prior to a levy's expiration.

The Board discussed the Levy and what amount would be needed to ensure the future protection of the District residents and the longevity of success of the Fire Department. The question became what does the District need to make it work? The discussion turned to

NORTHWESTERN JOINT FIRE DISTRICT

looking at 8 mils versus 7.8 mils. The Board discussed the option of a continuous levy versus a 5 year renewal. The advantage of a continuous levy is the effective rate would continue to decrease over the years and the residents wouldn't have to keep voting on the same levy, while ensuring future stability.

Mr. Gray would research the option of a continuous levy and report back. The Board would continue discussion on the levy and report to Mr. Gray what they decide to do.

Before Mr. Gray left the meeting; the Board asked him to review the Ohio Ethics Commission opinion on Mr. Moffett. Mr. Moffett is not a member of the NWJFD Board however is a Liberty Township Trustee. The question is, can the District pay Mr. Moffett for Fire Department runs? The Commission was not clear on their opinion and refers the matter to legal counsel. Ms. Hamilton will forward a copy of the opinion to Mr. Gray. Mr. Gray advised that he typically refers to the Commission, but agreed to review the opinion.

The Board reviewed the March 10, 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 March Bank Reconciliation, purchase orders, payments, payroll and receipts. She noted there are no remarkable expenditures, but as the District is moving forward, there are more payments being noted. Ms. Hamilton advised that the credit for fuel was denied; due to the entity being too new. Ms. Hamilton presented an alternative solution to the Board. The idea is to open a second bank account specifically for fuel expenditures. The account would be monitored and fall under the same policy as the credit card. The exception is instead of a credit card; the Fire Department would use a debit card. The card would have daily limits. This would allow the Department access to fuel supplies.

- ii. Mr. Rife made a motion to open a secondary bank account for the purpose of fuel expenditures. Mr. McClary seconded the motion.
All were in favor.

Ms. Hamilton noted the District received the Ohio Cooperative Purchasing Program number 36494.

Chief Merrick presented the Board with the monthly statistics. He noted the Fire Department's runs for the month of March 2021 has increased compared to March 2020. Shifts are filled at 81%; this number reflects the additional shift recently added.

Due to the name change, the State of Ohio Pharmacy Board did a site inspection.

NORTHWESTERN JOINT FIRE DISTRICT

The Department passed. Any noted items that needed changed or updated has been completed and reported to the State.

The Chief pointed out that ImageTrend charges a \$1200 per year historical data storage fee. After discussion, Mr. McClary will discuss the fees with Liberty Township and report back.

The Board asked the Chief to reach out to the Richwood Banking Company marketing department to discuss upgrades to the website and facebook at the next meeting.

Chief Merrick attended the County Fire Chief's meeting. The Chief's discussed CAD integration into the 911 system. The Fire Department's would need to pay for any further upgrades to the system.

- iii. Ms. Marshall made a motion to accept Chief Merrick's report. Mr. Rife second the motion.
All were in favor.

It is noted that EMS receipts are starting to come into the District. Chief Merrick advised that Mr. Heminger had uploaded a large batch of run files to Medicount.

Chief Merrick is continuing to review policies and procedures.

The Board asked to have an employment agreement document ready for the next meeting.

- iv. Mr. Rife made a motion to accept 895.9 sick leave hours from the City of Marysville to be placed into Chief Merrick's NWJFD sick leave account. Mr. McClary seconded the motion. All were in favor.

Mr. Thomas was concerned about ballot language for the Township's PSO officers. Following discussion; Mr. McClary would follow up with Ms. Marshall.

The Board again discussed the amount needed for the Levy. After reviewing the information provided.

- v. Mr. Rife made a motion to move forward with a 8 mil continuous levy; pending review by Mr. Gray on the ability of the District to place a continuous levy on the ballot. Mr. McClary seconded the motion. All were in favor.

NORTHWESTERN JOINT FIRE DISTRICT

Ms. Marshall made a motion to adjourn the meeting, with Mr. Rife seconding the motion. All were in favor. The Meeting was adjourned at 9:55 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary