

# NORTHWESTERN JOINT FIRE DISTRICT

August 11, 2021

Minutes

The Board opened the meeting with the Pledge of Allegiance. Mr. Logan Rife, representative of York Township, Mr. Jerry McClary, representative of Liberty Township, Ms. Beth Marshall, representative of Taylor Township, and Ms. Allison Hamilton, Fiscal Officer were in attendance. Chief Tim Merrick, Mr. Dave Thomas, Mr. Rob Morey and Mr. Mike Moffett were noted in attendance .

The Board reviewed the July 14, 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 2021 July Bank Reconciliation, purchase orders, payments, payroll and receipts. Ms. Hamilton pointed out the renewal premium for OTARMA and the Board had the option to increase the coverage in different increments. Chief Merrick was given the paperwork to apply for the \$1000 OTARMA grant.

Mr. Rife made a motion to accept and approve the Fiscal Officer's Financial Report and approve the payments as presented. Mr. McClary seconded the motion.

All were in favor.

Chief Merrick went over the Chief's report. He reported the Department had 110 hours in training. Due to members taking Full Time positions and commitments to other Fire Departments; shifts were filled at 68%. New hire hours do not count towards fill rates. The Chief recommended removing the 4<sup>th</sup> position for now to close the gap.

Chief Merrick attended the Ohio Fire Chief's Conference and learned a lot of information.

The Lieutenant process was complete and he recommended the following three members to be promoted to Lieutenant: FF Chad Heminger, FF Kim Barrett and FF Rob Morey.

Chief Merrick reported the Check It program would be utilized for trucks and inventory. The program has a traceability and accountability module that will suit the Department.

Station renovations will continue with the kitchen being next to be tackled.

Chief Merrick discussed his visit to the Dunkirk Fire Department and learned about funding opportunities for building stations. He advised the Board the USDA has low interest loans and gave some sample ideas of rates and payments.

It was reported new contracts were sent to homeowners to access Dry Hydrants. Three have been returned. In a rural community Dry Hydrants are important and it is hoped residents building ponds consider putting in a hydrant.

## NORTHWESTERN JOINT FIRE DISTRICT

The Department has been working on a mailing to host a Community Day. This will allow the residents the opportunity to meet the members and learn more about the District. The date for the event is August 28<sup>th</sup> from 11:00 a.m until 2:00 p.m.. There was discussion of food and items to hand out at the event. The Board reviewed the draft mailing and made some recommendations.

Mr. McClary made a motion to enter into Executive Session to discuss Personnel. Mr. Rife seconded the motion. All were in favor. The Board went into Executive Session at 8:23 p.m. Mr. Rife made a motion to exit Executive Session and go back to regular session. Mr. McClary seconded the motion. All were in favor. The Board resumed regular session at 8:51 p.m..

- ii. Mr. Logan Rife made a motion to accept the Fire Chief's report; including the approval to promote the selected members to Lieutenants. In addition, the mailing with changes was approved. The Board will set a budget of \$3500 for hosting Community Day on August 28<sup>th</sup>. Mr. Jerry McClary seconded the motion. All were in favor.

Chief Merrick advised the Board new job descriptions will be developed for the Lieutenant position (s).

Ms. Hamilton reported the resolution for the levy was delivered to the Union County Board of Elections. The Board of Election asked for documentation supporting the creation of the District and a map identifying the boundaries. The District resolution and a map outlining the District's borders was submitted.

Mr. Rife made a motion to adjourn the meeting, with Mr. McClary seconding the motion. All were in favor. The Meeting was adjourned at 8:58 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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

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

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