

NORTHWESTERN JOINT FIRE DISTRICT

December 8, 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, Lt. Morey and Mr. Mike Moffett were noted in attendance .

The Board reviewed the November 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 November Bank Reconciliation, purchase orders, payments, payroll and receipts. She pointed out, the bank reconciliation will show the December payroll as outstanding due to it being released at the bank at the end of November; it will right itself. Ms. Hamilton presented the Board with the 2022 temporary appropriations. The Board was reminded that Taylor Township would need to appoint their representative to serve January 1, 2022-December 31, 2024. At the end of 2022; York Township will do the same. Then all of the representatives will be on a 3 year cycle.

- ii. 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. There has been an increase in runs. The Chief pointed out there were 12 MVA's as part of the run numbers. He reported the station was at a 75% shift fill rate.

Chief Merrick presented information on the National Testing Network; this will help not only advertise for open positions but also help in the application and screening process. He and his staff are working on the Benefit package for the Full Time staff. There was discussion of comparable departments and their compensation and benefit packages.

Chief Merrick presented 2 new hires to the Board for approval.

Policies and Procedures will be completed prior to the hire of Full Time Staff.

- iii. Mr. Rife made a motion to accept the Fire Chief's report. Ms. Marshall seconded the motion.

All were in favor.

- iv. Mr. Rife made a motion to hire the 2 new members as discussed. Mr. McClary seconded the motion.

All were in favor.

- v. Ms. Marshall made a motion to approve the quote of \$500 for the National Testing Network service. Mr. Rife seconded the motion.

All were in favor.

NORTHWESTERN JOINT FIRE DISTRICT

- vi. Ms. Marshall made a motion to approve the 2022 Temporary Appropriations. Mr. Rife seconded the motion.
All were in favor.

The representatives from each Township confirmed each Township Board of Trustees submitted their resolution to zero their existing levy balances, as instructed by the Union County Auditor.

Mr. Rife made a motion for the Board to enter into executive session to discuss personnel. Ms. Marshall seconded the motion. All were in favor and the Board went into executive session at 8:26 p.m..

Mr. Rife made a motion for the Board to exit executive session and resume the regular meeting. Mr. McClary seconded the motion. All were in favor and the meeting reconvened at 8:34 p.m..

- vii. Mr. Rife made a motion that the Fire Chief and Fiscal Officer receive a year end bonus; in the amount of \$1000 each; effective with the next pay. The Board would like to recognize their work and efforts for the year. Ms. Marshall seconded the motion.
All were in favor.

The Board approved the annual increase as written in the agreement with the Fire Chief for 2022. The Fire Chief will move from a salary of \$85,0000 to \$87,000 per year.

- viii. Mr. Rife made a motion to set the first meeting of 2022 as January 12, 2022 at 7:00 p.m.; the meeting will be held at the Liberty Township Community Building. Mr. McClary seconded the motion.
All were in favor.

Mr. Rife advised the Board will go into executive session at the January meeting to hold performance review evaluations.

As there was no other business to discuss, Mr. Rife made a motion to adjourn the meeting; Ms. Marshall seconded the motion. All were in favor. The Meeting was adjourned at 8:37 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary