

# NORTHWESTERN JOINT FIRE DISTRICT

January 12, 2022

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 Mrs. Allison Hamilton, Fiscal Officer were in attendance. Chief Merrick, Lt. Morey and Mr. Mike Moffett were also in attendance.

## Organizational Meeting

As this was the first regular meeting of the year, the Fiscal Officer conducted the Organizational section of the meeting.

- I. Per the Northwestern Joint Fire District Resolution, the Taylor Township Representative will commence a 3 year term. The term will begin January 1, 2022 and end December 31, 2024. Ms. Beth Marshall was named the Taylor Township Representative. Ms. Marshall was given the Oath of Office.
- II. Nomination of Chairperson  
Mr. McClary nominated Mr. Logan Rife to serve as Chairperson of the Northwestern Joint Fire District Board of Trustees, Ms. Marshall seconded the motion.  
Roll Call: Mr. McClary, yea, Ms. Marshall, yea and Mr. Rife, abstained  
Mr. Logan Rife was named Chairperson of the District Board

The meeting was turned over to Mr. Rife, Chairperson.

- III. Nomination of Vice-Chairperson  
Mr. Rife nominated Mr. Jerry McClary to serve as Vice-Chairperson of the Northwestern Joint Fire District Board of Trustees, Ms. Marshall seconded the motion.  
Roll Call: Mr. McClary, abstain, Ms. Marshall, yea and Mr. Rife, yea  
Mr. Jerry McClary was named Vice Chairperson of the District Board
- IV. The compensation of the Northwestern Joint Fire District Board at \$30 per meeting for a maximum of 15 meetings as cited by the ORC.
- V. The Board established the second Wednesday of each month for 2022 for the Northwestern Joint Fire District Board to conduct regular meetings. The meetings will be held at 7:00 p.m. at the Liberty Township Community Center located at 21463 Main Street, Raymond, Ohio 43067.
- VI. Mr. Rife moved, with a second from Mr. McClary to authorize the Fire Chief to expend public funds for the purpose of advancement of the staff, staff incentives, staff programs and staff meetings and deem the expenditures appropriate for the support and advancement of the public purpose of the Northwestern Joint Fire Department. The Chief is not to exceed \$600 in expenditures for this purpose.

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The Board asked Chief Merrick to attend the Solar Farm meetings as a District Representative.

## Regular Meeting

The Board reviewed the December 8, 2021 minutes.

- VII. 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 December Bank Reconciliation, 2021 year end financial numbers, along with the 2022 appropriations, 2022 estimated resources. In addition, the Board was provided Purchase Orders and Blanket Certificates for daily operational expenses. Ms. Hamilton noted there were voided checks as listed due to a printer misfeed.

Ms. Hamilton pointed out the total 2021 receipts for the District was \$998,069.00 for the Fire Fund and \$38,817.00 for the EMS fund. 2021 expenditures were \$710,548 for the Fire Fund and \$897 for the EMS Fund. The 2021 carryover was a total of \$744,724.00 (\$706,804 Fire & \$37,919 EMS). In further discussion, Ms. Hamilton projected the 2022 resources to be estimated at a total of \$2,500,000.00. The 2022 resources are based on the carryover and the Levy funds. The District is currently operating on the carryover monies until Levy funds are collected.

- VIII. Mr. McClary made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments. Mr. Rife seconded the motion. All were in favor.

Chief Merrick presented his report to the Board. The Department responded to 33 calls of which 2 were house fires in which the victims lost everything. He and his staff are helping to coordinate efforts for donations to the families. The Department logged in over 70 hours of training. Shifts were filled 77% of the time.

The Department participated in the Shop with a Hero program.

The Chief has been working on applying for grants. The Fiscal Officer will make adjustments to the resources and appropriations to accommodate the grants.

There is continued difficulties in changing over the Verizon account. There has been several attempts made with no success. Chief Merrick is going to go in person to the Verizon store in a last attempt to get the account resolved. As the equipment currently on the trucks is outdated, it may in the best interest of the Department to start with a new account and equipment.

The Chief is meeting with Gordon Flesch to look at multi-function copiers.

The Chief is working on a Department function; scheduled for March 12<sup>th</sup>.

He and his staff are working on finalizing the Full Time package. Advertisement for the open positions has taken place and to date 9 applications have been received. He would like to use the Ohio State Fire Chiefs network to advertise the positions. This would cost \$75.

Lt. Morey and Lt. Heminger have been working on the online truck check program.

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The Chief presented 3 new hires for part time.

The Board reviewed the COVID policy presented to them by the Chief.

- IX. Mr. Rife made a motion; with a second from Mr. McClary for the Board to approve the Fire Chief's report. Also, it was further moved to approve the 3 new hires as presented, approve the \$75 for the advertising on the Ohio Fire Chief's network and to re-enact the COVID 19 policy.  
All were in favor.

Mr. Rife made a motion for the Board to enter Executive Session to discuss personnel. Mr. McClary 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 resume the regular meeting. Mr. McClary seconded the motion. All were in favor. The Board reconvened at 8:36 p.m..

It was determined, following a leave of absence an employee has not been responsive in efforts to make contact to discuss the employee's continued employment with the District. As each employee is an important part of the success of the District, the Board would like to extend one more opportunity for the employee to make contact and discuss their intentions.

- X. Mr. Rife made a motion to give the employee one more chance to make contact with either the Chief or a Board member. The employee will have until February 4<sup>th</sup> to respond before further action will be taken. Mr. McClary seconded the motion. All were in favor.

There was discussion with the potential of bad snow storms; in the event the Fire Department may not be able to reach patients. The Fire Department currently does not have a plow on the station truck. There was discussion of the best way to communicate to the Road maintenance employees of each Township to help the Department get in and out of driveways. Would radios, pagers or having Dispatch make contact be feasible solutions? The Chief will look at the options.

Ms. Marshall made a motion to adjourn the meeting, with Mr. Rife seconding the motion. All were in favor. The Meeting was adjourned at 9:27 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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

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

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