

NORTHWESTERN JOINT FIRE DISTRICT

August 10, 2022

Minutes

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. Chief Merrick and Dave Thomas were in attendance. The Leesburg Township Trustees, Mr. Bill Lowe, Mr. Jeff Robinson and Mr. Kevin Dotson were in attendance as guests.

Mr. Rife welcomed the guests from Leesburg Township.

The July 13, 2022 minutes were reviewed.

- i. Ms. Marshall made a motion with a second by Mr. McClary to approve the July 13, 2022 minutes. All were in favor.

Ms. Hamilton provided the Board with the 2022 July Bank Reconciliation, purchase orders, payments, payroll and receipts.

- ii. Mr. Rife made a motion to accept the Financial Report. Mr. McClary seconded the motion. All were in favor.

The Chief presented the Board with a draft of the Agreement between the District & Leesburg Township. It was reviewed by all parties and the consensus was to proceed. Leesburg will submit a copy to the Union County Prosecutor's Office for review and the District will submit a copy to Mr. Comstock. In reviewing Leesburg Township's inventory, there were items needing to be added before finalized (fire hose, nozzles, etc). An inventory will be forwarded to OTARMA once completed. The Agreement will be approved and signed at the next meeting on September 14, 2022.

There was a question about what pieces of information the Union County Auditor, Andrea Weaver, will need to reset the boundaries of the District. Ms. Hamilton sent an email to Ms. Weaver. She responded with the following:

1. Township enacts a "we want in" resolution
2. JFD enacts a "we want you in" resolution
3. If those resolutions are enacted prior to Oct 1st, then 8.0 Mills gets charged to Leesburg township for the 2022 tax year, collection starting in calendar year 2023.
4. Leesburg will need to pass a resolution, much like Liberty, Taylor and York did, taking their existing 4.0 fire levy to zero for its duration.

She will handle adding Leesburg's Territory to the District with the DTE.

Chief Merrick advised he would have to submit modifications to the Leesburg Station to the Engineer. (Bunk rooms etc)

Chief Merrick has been meeting with Chief Cook and making plans to move forward. Chief Merrick briefly reached out to Asst. Chief Hawkins on future plans. The District would benefit from his experience.

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Chief Merrick commended the turn out for the recent barn fire in Leesburg Township. Between both stations there were 14 members on scene.

Chief Merrick expressed his interest in meeting with the Volunteer members.

He has been meeting with the solar farms and the County Commissioners as it relates to the solar farms. He advised the Commissioners will be voting on August 17, 2022.

Chief Merrick advised he has met with Apollo to entertain the possibility of being a host site for Fire & EMS classes.

Other items Chief Merrick pointed out was: still looking for a company to replace the generator at the Station, the run cards were updated, Engine 293 needed new long sticks, received a price quote of \$125,000 each to refurbish the 2 engines and the building is being painted.

The Fire District responded to 47 calls in the month of July; this compares to 28 calls in 2021. It is noted 13 of the calls were mutual aid. The Department had a 99% fill rate for July and August is looking at a 99% fill. September is at 95%. The Department had 98 hours of training logged for July.

The Department has a member enrolled in Fire Safety Inspector Course starting in August and 4 members are attending EMS/Fire Instructor courses.

The Chief is working on a staffing module for the Leesburg station. There was discussion on what entity would pay until January for the staff. Staff from NWJFD will be paid by the District with the cost being charged back to Leesburg. Leesburg will pay for their members. The Fiscal Officer confirmed the District could cover the additional cost to staff Leesburg.

The Chief presented a COVID policy to the Board. After discussion, it was noted the Full Time staff has not accrued sufficient time to cover time off due to COVID related exposures.

- iii. Mr. Rife made a motion that the Northwestern Joint Fire District adopt the COVID policy as presented. Ms. Marshall seconded the motion. All were in favor.

Chief Merrick advised the District is on track to begin the hiring process of the next group of three Full Time members.

- iv. Mr. Rife made a motion for the Chief to initiate the process of hiring three additional Full Time members. Mr. McClary seconded the motion. All were in favor.

The Full Time Administrative position will be tabled for next meeting.

There was discussion of offering Permanent Part Time members single coverage insurance benefits. This was tabled for next meeting.

Chief Merrick presented Ms. Allison Marstiller as a New Hire.

There was discussion of using vacant houses in Leesburg or Liberty Township for training.

Discussion of replacement Station/Chief vehicle. There was no action taken.

The Chief is doing a re-evaluation of pay rates. There was discussion of step increases, annual increases and possible completion bonuses.

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- v. Mr. McClary made a motion to accept the Fire Chief's report and approve the New Hire. Ms. Marshall seconded the motion. All were in favor.

With there being no further business, Ms. Marshall made a motion to adjourn the meeting, with Mr. Rife seconding the motion. All were in favor. The Meeting was adjourned at 9:23 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary