

NORTHWESTERN JOINT FIRE DISTRICT

September 14, 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. The attached sign in sheet lists other guests in attendance

Mr. Rife welcomed everyone and advised the Board would review the minutes and then would move on to passing the resolutions and agreements. He commended everyone's efforts in bringing Leesburg Township into the District.

The August 10, 2022 minutes were reviewed.

- i. Ms. Marshall made a motion with a second by Mr. McClary to approve the August 10, 2022 minutes. All were in favor.

Resolution #01-2022

Mr. McClary made a motion to accept the following Resolution Approving Request by the Township of Leesburg to Join the Northwestern Joint Fire District. Ms. Marshall seconded the motion. Upon Roll Call:

Mr. Rife, yea Mr. McClary, yea Ms. Marshall yea; All were in favor and the following resolution was approved:

RESOLUTION APPROVING REQUEST BY THE TOWNSHIP OF LEESBURG TO JOIN THE NORTHWESTERN JOINT FIRE DISTRICT

WHEREAS, the Northwestern Joint Fire District is a district created pursuant to R.C. 505.371;

WHEREAS, R.C. 505.371 expressly provides that:

Any municipal corporation or township, or parts of them, may join an existing joint fire district by the adoption of a resolution requesting such membership and upon approval of the board of fire district trustees.

WHEREAS, the Township of Leesburg has adopted a resolution requesting membership in the Northwestern Joint Fire District;

WHEREAS, the Joint Resolution adopted by the current participating political subdivisions of the Northwestern Joint Fire District authorizes the expansion of the District upon approval by the Northwestern Joint Fire District Board of Trustees;

THEREFORE, BE IT RESOLVED that:

NORTHWESTERN JOINT FIRE DISTRICT

1. The Board of Trustees of the Northwestern Joint Fire District hereby approves the expansion of the Joint Fire District by adding as a member in the Joint Fire District the Township of Leesburg.
2. The District's services shall be expanded to include any and all unincorporated areas of the Township of Leesburg.
3. The expansion of the District shall be effective September 15, 2022.
4. The property located within the unincorporated area of the Township of Leesburg shall be subject to District's current levy or levies of 8 mills.
5. The property tax shall be effective for tax year 2022, and shall first be collected in tax year 2023. The Fiscal Officer of the District shall certify the Township of Leesburg as within the taxing district of the Joint Fire District to the county tax commissioner on or before October 1, 2022.
6. This approval is contingent upon the Northwestern Joint Fire District and the Township Leesburg entering into a contract for the provision of fire and related services during the remaining period of November 1, 2022 through December 31, 2022 in an amount not to exceed \$88,500.00.
7. This approval is contingent upon the Northwestern Joint Fire District and the Township of Leesburg entering into a lease property for the property, vehicles and equipment located at 12985 State Route 347 in Marysville, Ohio.

Resolution #02-2022

Mr. Rife made a motion to accept the Amended and Restated Joint Resolution for the Operation of the Northwestern Joint Fire District. Mr. McClary seconded the motion. Upon Roll Call:

Mr. Rife, yea Mr. McClary, yea Ms. Marshall yea; All were in favor and the resolution was approved.
(Due to the length of the Resolution a copy will be placed in the minutes binder)

Chief Merrick clarified that "restated" (per legal counsel) means the District will continue to operate in accordance to the original resolution.

Resolution #03-2022

Mr. McClary made a motion to enter into an Agreement for Ambulance and Emergency Medical Services between the Northwestern Joint Fire District and Leesburg Township as presented and approved by legal counsel; effective 10/1/22. Mr. Rife seconded the motion. Upon Roll Call:

Mr. Rife, yea Mr. McClary, yea Ms. Marshall, yea. All were in favor and the Agreement was approved.

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Resolution #04-2022

Mr. Rife made a motion to enter into a Lease Agreement for real estate, building(s), vehicles & equipment between the Northwestern Joint Fire District and Leesburg Township as presented and approved by legal counsel; effective 9/15/22. Ms. Marshall seconded the motion. Upon Roll Call:

Mr. Rife, yea Mr. McClary, yea Ms. Marshall, yea. All were in favor and the Agreement was approved.

Mr. Rife noted that all documents were reviewed and prepared by legal counsel; Mr. Comstock & Mr. Thayne Gray. All Trustees were provided copies of all relative documents for review prior to the meeting. There were no concerns expressed or any further questions to address.

The Board will welcome a 4th member. The Resolution allows for an additional member to keep the number odd. As there is no immediate rush to add a 5th member; the Board has time to speak with any community members, who would be willing to serve. Possibly discuss the placement at the beginning of next year.

The documents approved were signed by all parties.

Ms. Hamilton provided the Board with the 2022 August Bank Reconciliation, purchase orders, payments, payroll and receipts. There were no unusual expenses; but Ms. Hamilton pointed out the OTARMA invoice was the largest expense processed. The real estate receipts came in \$165,000 more than budgeted. She anticipates the District will have a strong carryover.

Resolution #05-2022

Ms. Beth Marshall made a motion accepting the auditor's estimate of rates and amount for 2023 as prepared by the Union County Auditor. Mr. McClary seconded the motion. Upon Roll Call:

Mr. Rife, yea Mr. McClary, yea Ms. Marshall, yea. All were in favor and the rates & amounts were approved.

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

Chief Merrick wanted to thank individuals who helped cut wood for Chief Segner. There were 13-14 individuals who showed up to help.

Chief Merrick pointed out there was an increase in runs for August 2022 versus August 2021; with 41 calls in 2022 and 33 in 2021. There were 163 hours in training logged and the schedule was at a 99% fill rate.

Chief Merrick and Chief Cook have had several meetings; planning for the transition of Leesburg into the District. A timeline has been provided to the Trustees. An architect has been found to work on the plans for Station 301 modifications.

It is anticipated the ISO rating should be received by the end of this month.

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An internal job posting for the new 3 Full Time positions had 9 candidates interested. Chief Merrick credits the response in the District showing establishment, growth and processes.

He is working on a list of structures considered unsafe and dry hydrant regulations.

LEPC has asked the Fire Dept. to host the Mass Casualty Incident. This is an honor to be asked.

There was discussion on codes for residential solar panels. Chief Merrick advised there has not been discussion at the Chief's Association level; but he could look into more info.

- iii. As there were sufficient amount of candidates responsive to the internal posting for the three full time positions, Mr. Rife made a motion to close the application process and not advertise outside of the Department. Mr. McClary seconded the motion. All were in favor.

Chief Merrick advised Engine 291 has several issues and obtained a quote for \$125,000 to rebuild and fix all of the maintenance concerns. After discussion:

- iv. Mr. Rife made a motion for Chief Merrick to schedule Engine 291 to be rebuilt at the quoted cost; if not scheduled prior to January 1, the cost would increase 10%. Mr. McClary seconded the motion. All were in favor.

Chief Merrick will get the Engine scheduled.

Chief Merrick asked Leesburg Township if the Department could use vacant structures in the Township for training.

- v. Ms. Marshall made a motion to approve sponsoring Austin Mayberry for Fire School; providing turn out gear. Mr. McClary seconded the motion. All were in favor.
- vi. Mr. McClary made a motion to accept the Fire Chief's report. Ms. Marshall seconded the motion. All were in favor.

There was discussion about the Lease Agreement being effective for one year.

Mr. Rife wanted to schedule a job review with the Fiscal Officer.

With there being no further business, Mr. Rife made a motion to adjourn the meeting, with Ms. Marshall seconding the motion. All were in favor. The Meeting was adjourned by 8:15 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

Logan Rife

NORTHWESTERN JOINT FIRE DISTRICT

Beth Marshall

Jerry McClary