

# NORTHWESTERN JOINT FIRE DISTRICT

October 12, 2022

Minutes

The Board opened the 7:00 p.m. 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, Mr. Bill Lowe, representative of Leesburg Township and Ms. Allison Hamilton, Fiscal Officer were in attendance. Chief Merrick, Mike Moffett and Lt. Rob Morey were in attendance.

Mr. Rife welcomed Mr. Lowe to the Board.

The September 14, 2022 minutes were reviewed.

- i. Ms. Marshall made a motion with a second by Mr. McClary to approve the September 14, 2022 minutes. All were in favor.

Ms. Hamilton provided the Board with the 2022 September Bank Reconciliation, purchase orders, payments, payroll and receipts. The bank reconciliation shows a \$10 overpayment to the Association; this will be corrected, and a member closed their bank account and an ACH payment was rejected. Ms. Hamilton is going to attempt to issue a check. Ms. Hamilton reviewed the revenue and the year to date appropriation expenses. Revenue was above projections and expenses are below estimates.

Mr. Lowe asked about the two separate funds. Ms. Hamilton explained one fund is for the Real Estate receipts (Levy) (and other revenue) to support the Fire Fund. The second fund is the EMS fund, which receives the billing monies collected for EMS. It is anticipated the EMS fund will grow to support all of the EMS activities and purchases of EMS vehicles and equipment in the future.

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

Chief Merrick advised there was 47 calls for September. Included in these calls were 3 accidents in the District requiring victims to be extricated. He is contacting a supplier for the purchase of air bags. There were 206 hours in training logged and the schedule was at a 98% fill rate. The Chief noted October was at a 94% fill rate for both stations.

Chief Merrick and Chief Cook are working on District boundary boxes. The architect is working with the County and working on plans for occupancy at the Leesburg Station. One of the items the Chief believes will be beneficial at the Leesburg Station is a yard barn; this will house floor dry, softener salt, sidewalk salt and small equipment. The District has received 7 more new hire packets with an additional 4 packets anticipated from Leesburg members. They are working diligently to make sure the transition of Leesburg into the District is a smooth one. The Chief is also working with the utility companies that service the Leesburg Station. The Chief is waiting for a date for the Leesburg Station's pancake breakfast; hoping to hand out information. The Chief recommends the Association Boards remain separate until Leesburg Fire is fully merged into the District.

Still waiting for the ISO evaluation; it should be posted soon. The battery powered tools have been received.

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In follow up to previous discussions of acquiring a station vehicle, Chief Merrick has been looking for a suitable vehicle. To purchase new (and from State Bid) the wait time for receipt is into 2024. He advised a good used vehicle should meet the needs. Members are using their personal vehicles to go on inspections, etc..

The Department was asked to participate with MedFlight in a study as it relates to stroke patient care.

There was discussion of offering permanent part-time members single coverage health benefits.

The Board discussed the duties of an office administrator. Ms. Hamilton advised the administrator would be responsible for building the records maintenance & retention program for the District, HR responsibilities (ensuring new hire information is gathered, benefit enrollment & maintenance, payroll data, completing census records, updating personnel policies & procedures, maintaining personnel records etc.). It would also entail support for the Chief, EMS billing, Fire & EMS training, public relations. Ms. Hamilton would like to train the individual to eventually take on the financial responsibilities of the Fiscal Officer. A job description was handed out at a previous meeting.

- iii. Mr. Rife made a motion to accept the Fire Chief's report. Mr. McClary seconded the motion. All were in favor.
- iv. Mr. McClary made a motion for the District to offer single coverage health insurance to Permanent Part Time positions. The members would pay 100% of their deductible and contribute 30% of the premiums. Members must meet the hours as designated by the Chief to qualify. Should a member terminate; their insurance will terminate at midnight of the last day worked. Ms. Marshall seconded the motion. All were in favor.
- v. Mr. Rife made a motion to approve the Fire Department to purchase candy and participate in the area Trick or Treat. In addition, to approve the raffle of a Fire Truck ride at the Raymond Elementary Fall Festival. Mr. McClary seconded the motion. All were in favor.

Following discussion of a 5<sup>th</sup> member on the Board:

- vi. Mr. Rife made a motion to postpone adding an additional member to the Board until Leesburg has become official as outlined in the resolution. Ms. Marshall seconded the motion. All were in favor.

Mr. Moffett offered to schedule the Liberty Township Community Room for 2023. The Board appreciated the assistance. The Board also discussed holding some meetings over at the Leesburg Station.

At 9:08 p.m. Mr. Lowe made a motion 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 9:51 p.m.. Mr. Lowe made a motion to exit executive session and continue the regular meeting of the District. Mr. Rife seconded the motion. All were in favor and the Board reconvened their regular meeting.

There was discussion of compensation and to be competitive to other departments.

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- vii. As a result of failure to meet performance expectations and other issues, as presented by Chief Merrick, Mr. Rife made a motion to terminate probationary full time employment of Firefighter Daum, effective October 13, 2022. Mr. McClary seconded the motion. All were in favor.

Chief Merrick will notify FF Daum of the Board's decision.

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 10:02 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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

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

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

\_\_\_\_\_ Bill Lowe