

# NORTHWESTERN JOINT FIRE DISTRICT

November 9, 2022

Minutes

Leesburg Township hosted the regularly scheduled meeting of the Northwestern Joint Fire District at Leesburg Fire Station 301. The change of meeting site was advertised in the Marysville Journal Tribune and posted at the Northwestern Joint Fire District Office.

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, Chief Cook, Lt. Rob Morey, Jeff Robinson and Kevin Dotson were in attendance.

The October 12, 2022 minutes were reviewed.

- i. Ms. Marshall made a motion with a second by Mr. McClary to approve the October 12, 2022 minutes. All were in favor.

Ms. Hamilton provided the Board with the 2022 October Bank Reconciliation, purchase orders, payments, payroll and receipts. The Fire Fund balance at the beginning of November was \$1,963,043.00 while the EMS fund began at \$103,076.82. There were no unusual expenditures to note. Mr. Lowe asked about the Group Health Insurance and a termed employee still on the billing. They will remain on the bill until an acceptance or waiver of COBRA is received.

Ms. Hamilton provided a copy of the draft Audit report to the Board. There were initially 3 items listed; however, Ms. Hamilton was able to get the report modified to two items. The updated report was emailed to the Board. The public can review the report on the State Auditors website once released.

Ms. Hamilton provided the Board a first draft of 2023 appropriations. She met earlier with Chief Merrick and Chief Cook to go over the numbers for 2023.

There was discussion of the future PILOT funds; the solar companies are looking to start placing panels in early 2023.

Ms. Hamilton activated online bill pay with the bank. This will assist in keeping invoices up to date and streamline the bill paying process. It will help keep the use of check stock and postage down.

Ms. Hamilton provided the Board with a second copy of the position description for the Office position.

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

Chief Merrick advised there were 72 calls for October, this includes 25 from the Leesburg Station. There were 144 hours in training logged and the schedule was at a 98% fill rate. The fill rate going into November and December looks like it will support the 3 and 3 model for staffing both stations.

The Chief also reported on the following:

Staffing model changes assures a response out of both stations.

There were 2 members signed up for instructor class.

## NORTHWESTERN JOINT FIRE DISTRICT

Dispatch has the NWJFD assignments.

Still waiting for Radio accessories.

The ISO rating is an 8. The District can now work towards decreasing the rating even further.

The architect continues to work on the plans for occupancy at Station 301.

Initiated the process to purchase station vehicles.

The SCBA compressor was serviced and repaired.

Working with Chief Cook on building the District's own radio channel and ID.

There were repairs to Grass 291, Grass 301 and Medic 292.

The new sign was installed at Station 291.

- iii. Mr. Rife made a motion to accept the Fire Chief's report. Mr. McClary seconded the motion. All were in favor.

Chief Merrick provided a quote to the Board for an HR platform. The cost was \$450 for initial set up and \$16 per active employee. Following discussion the Board tabled the motion pending review of the contract.

Chief Merrick advised the current Thermal Imaging Cameras were 16 years old and no longer hold a charge. Replacements were already put into the 2022 line for small tools and equipment. He was able to find Demo cameras for \$2400 each; if not available new cameras would be around \$3000 each. The District needs 4.

The Chief provided the Board with information on life insurance offered by a police and fire association. As the insurance was an accidental death policy and did not cover death due to sickness; it will be offered to employees to sign up and pay 100% of the cost. The annual amount will be withheld via payroll deduction.

- iv. Mr. McClary made a motion for the District to offer the ability for members to elect to participate in a supplemental accidental death life insurance policy; premiums fully paid by the members on an annual basis deducted via payroll. Mr. Rife seconded the motion. All were in favor.

Chief Merrick advised to add 2 chainsaws and a leaf blower to the tools on the trucks.

- v. Ms. Marshall made a motion to add 2 chainsaws and a leaf blower to the tool inventory. Mr. Lowe seconded the motion. All were in favor.

The District has an opportunity to pursue several grants.

-The SCBA grant is a regional grant with a 5% match

-Noting the tanker is 30 years old; there is a grant available and as the District is a rural District, there is a 5% match instead of a 10% match for the grant.

# NORTHWESTERN JOINT FIRE DISTRICT

The additional grants available are for the exhaust system and the SAFER grant for staffing. The Chief asked for the Board's approval to pursue the grants and to seek the services of a grant writer. The grants if awarded could total up to a million dollars in funding.

- vi. Mr. Lowe made a motion for the District to pursue the grant opportunities as presented and to approve the services of a grant writer. Ms. Marshall seconded the motion. All were in favor.

In new business, Ms. Marshall advised she has made contact with ODOT to review the intersection at St. Rt. 31 and St. Rt. 347. A representative met with Ms. Marshall and there was discussion of adding lights back to the intersection. Ms. Marshall, in a 39 minute period, counted 58 semis and over 427 vehicles.

The owners of the Kubota dealership in Broadway will be holding a Christmas celebration on December 2<sup>nd</sup> and asked if the District would like to bring a Fire and EMS vehicle.

Chief Merrick presented the Board with a personnel flow chart. The chart was approved by the Leesburg Township Trustees. The chart will help identify the chain of command in the operation of both stations. Chief Merrick asked the Board to approve the chart and its implementation.

- vii. Ms. Marshall made a motion to approve and implement the District personnel flow chart as presented. Mr. McClary seconded the motion. All were in favor.

The Pancake Breakfast is scheduled for November 19 from 8 a.m. until 11 a.m.

Mr. McClary advised Liberty Township changed trash carriers and went with smaller dumpsters. After discussion; the Chief will have a dumpster placed at Station 291.

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 9:04 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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

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

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

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