

NORTHWESTERN JOINT FIRE DISTRICT

January 11, 2023

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. Ms. Beth Marshall, representative of Taylor Township, Mr. Jerry McClary, representative of Liberty Township, Mr. Bill Lowe, representative of Leesburg Township and Mrs. Allison Hamilton, Fiscal Officer were in attendance. Chief Merrick and Lt. Morey were also in attendance.

Organizational Meeting

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

- I. Per the Northwestern Joint Fire District Resolution, the York Township Representative will commence a 3 year term. The term will begin January 1, 2023 and end December 31, 2025. Mr. Logan Rife was named the York Township Representative.
- II. Per the Northwestern Joint Fire District Resolution, the Leesburg Township Representative will be appointed to a 1 year term; the term will begin January 1, 2023 and end December 31, 2023. The Leesburg representative will then commence a three year term thereafter. Mr. Bill Lowe was named the Leesburg Township Representative.
- III. Nomination of Chairperson
Mr. Lowe 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. Lowe, yea.
Mr. Logan Rife was named Chairperson of the District Board
- IV. Nomination of Vice-Chairperson
Mr. Lowe 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, yea, Ms. Marshall, yea and Mr. Lowe, yea
Mr. Jerry McClary was named Vice Chairperson of the District Board
- V. The compensation of the Northwestern Joint Fire District Board at \$30 per meeting for a maximum of 15 meetings as cited by the ORC. The members will be paid on a quarterly basis.
- VI. The Board established the second Wednesday of each month for 2023 for the Northwestern Joint Fire District Board to conduct regular meetings. The meetings will be held at 7:00 p.m.. Odd months will be held at the Northwestern Joint Fire District Office located at 21655 Main Street, Raymond, Ohio 43067. Even months, the District will hold meetings at the Leesburg Fire Station 12985 St. Rt. 347, Marysville, Ohio 43040.

Regular Meeting

The Board reviewed the December 14, 2022 minutes.

- VII. Mr. McClary made a motion to accept the minutes; Ms. Marshall seconded the motion. All were in favor.

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Ms. Hamilton provided the Board with the 2022 December Bank Reconciliation, 2022 year end financial numbers, along with the 2023 appropriations, 2023 estimated resources. In addition, the Board was provided Purchase Orders and Blanket Certificates for daily operational expenses.

Ms. Hamilton pointed out the total 2022 receipts for the District was \$2,089,374.69 for the Fire Fund and \$92205.43 for the EMS fund. 2022 expenditures were \$1,120,359.75 for the Fire Fund and \$12,185.34 for the EMS Fund. The 2022 carryover was a total of \$1,794,000.92 (\$1,676,060.87 Fire & \$117,940.05 EMS). In further discussion, Ms. Hamilton projected the 2023 resources to be estimated at a total of \$6,273,624.00 income in addition to the carry over. She advised the revenue includes \$850,000.00 in potential grant funding and the transfer into the District due from Liberty & Taylor Townships.

Ms. Hamilton advised the Board may want to look at moving monies into a STAR Ohio account once the transfers are received.

The Board was provided the renewal for the Group Health Insurance; the increase to the insurance was 13.37%. Ms. Hamilton asked the Board to take time to review. As surrounding entities are seeing over a 20% in increase in premiums; the District may want to renew and re-evaluate at the next renewal opportunity. The District census will look much different at that time.

- 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.

There was discussion about the Records Retention Policy.

- IX. Mr. Lowe made a motion for the District to seek information from Mr. Badenhop in regards to establishing a District Records Retention Policy. Mr. McClary seconded the motion. All were in favor.

Mr. Lowe will make contact with Mr. Badenhop and get further information. Ms. Hamilton appreciated Mr. Lowes assistance in the matter.

Chief Merrick presented his report to the Board. The Department responded to 57 calls.

The Department participated in the Shop with a Hero program; the members assisted 11 children.

Highlighted activities for December: Purchase of a station vehicle (Ms. Hamilton has submitted the paperwork to the State BMV for the non-gratis plate and registration); the TV monitors have been mounted at both stations; offers were made to 4 individuals for Full Time and were accepted; continue working on the modification plans for the Leesburg Station with the architect and County; 650 staffing hours were billed to Leesburg for the month of December through the 24th; the grant process for the AFG grant has begun. The Department has logged in 150 hours of training; 12 of which was EMS with Dr. Cortez.

Chief Merrick has made contact with Mr. Comstock to review and make recommendations for the nepotism policy. As of the meeting, the Chief has not had a response back.

The Chief presented 1 new hire for part time.

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- X. Mr. McCreary made a motion; with a second from Ms. Marshall for the Board to approve the Fire Chief's report. All were in favor.
- XI. Mr. McClary made a motion approve the Chief to begin the hiring process for Ethan Smegal for PartTime. Ms. Marshall seconded the motion. All were in favor.

As there was no further business; Ms. Marshall made a motion to adjourn the meeting, with Mr. Lowe seconding the motion. All were in favor. The Meeting was adjourned at 8:35 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary

_____ Bill Lowe