

# NORTHWESTERN JOINT FIRE DISTRICT

March 8, 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. Mr. Logan Rife, representative of York Township, Ms. Beth Marshall, representative of Taylor Township, Mr. Jerry McClary, representative of Liberty Township, and Mrs. Allison Hamilton, Fiscal Officer were in attendance. Chief Merrick, Jeff Robinson and Lt. Rob Morey were also in attendance.

The Board reviewed the February 8, 2023 minutes.

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

Ms. Hamilton provided the Board with the 2023 February Bank Reconciliation, 2023 Final Appropriations & Estimated Resources.

Ms. Hamilton noted there was an error with the bank statement from the bank; this has been since brought to the attention of the bank and has been resolved.

The District received the Fire Fund monies from Taylor Township; Ms. Marshall gave the check in the amount of \$889,508.00 to the Fiscal Officer. Upon discussion; the Board would like to reach out to the Richwood Bank for investment and would like to keep funds local. Ms. Hamilton will reach out to Mr. Hoffman of the Richwood Bank.

Ms. Hamilton provided the Board a copy of the drafted Public Records policy. She and Chief Merrick will be meeting with Mr. Badenhop in the near future to discuss and make changes. Members of the Board are more than welcome to attend.

Ms. Hamilton reviewed the 2023 Final Appropriations & Estimated Resources for the District. In speaking with Chief Merrick; the bottom number previously approved will not change. Ms. Hamilton will monitor line items and may have to move monies within the fund to cover personnel expenses. She will keep an eye on it. Ms. Hamilton advised it may take a few years to stabilize the costs of the District; personnel & operational costs will settle and be more predictable. Ms. Hamilton provided the Board with a copy of the Group Health Insurance invoice for their review. This is the new benefit as approved at the previous meeting.

- II. Mr. Rife made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll. Ms. Marshall seconded the motion. All were in favor.
- III. Mr. McClary made a motion for the Board to approve and accept the 2023 Final Appropriations and Estimated Resources as presented. Ms. Marshall seconded the motion. All were in favor.

Chief Merrick presented his report to the Board. (Keeping in mind February was a 28 day month) The Department responded to 49 calls with 39 calls being in the District. There was 100% adequate staffing to handle the run volume. The Department had 393 hours of training.

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Highlighted activities for February: Continued to work on interstation communications, department wide meeting, soft roll out of the HR platform, the station hosted a CPR class, SCBA flow test, final graphics for future vehicles. The tanker is out for repairs.

The Chief provided the Board with the 2022 year end report.

Due to changes from the State Pharmacy Board; the Fire Department will no longer be able to purchase, exchange or obtain meds from the hospital. This will be effective at the end of the year.

Spare gear will be stored at the Leesburg Station due to space and keeping it from being exposed to sunlight.

There was discussion of Leesburg Station modifications.

Chief Merrick provided a quote for the Station Truck from Visionary. The quote did not include the additional cost for a reflective chevron pattern for the tailgate.

A quote was received for a replacement generator. After discussion the Board would like to see a quote for a 20kw generator versus the 14 kw quote. Chief Merrick will get another quote.

A quote for heating units for the bays was received. The Board would like a requote on the heating units.

Chief Merrick provided the Board with pension scenarios and updated salary data. After discussion, the Board would like to further discuss when all members were present.

There was discussion of updating and replacing outdated computer components. The estimated cost for replacements was going to be around \$8,000-\$9,000. The Board asked Lt. Morey to proceed in obtaining quotes.

- IV. Mr. Rife made a motion for the District Board to approve the quote received from Visionary for \$1470 for the Station Truck marking; in addition to approved the cost for the reflective chevron for the tailgate. Mr. McClary seconded the motion. All were in favor.
- V. Mr. McClary made a motion to accept the Chief's report. Ms. Marshall seconded the motion. All were in favor.

At 9:08 p.m. Mr. Rife made a motion for the Board to move into Executive Session to discuss personnel. Ms. Marshall seconded the motion. All were in favor.

At 9:25 p.m. Mr. Rife made a motion to exit Executive Session and resume the regular session of the meeting. Ms. Marshall seconded the motion. All were in favor.

As there was 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 at 9:22 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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Logan Rife

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Beth Marshall

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Jerry McClary

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Bill Lowe