

NORTHWESTERN JOINT FIRE DISTRICT

April 12, 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, Mr. Bill Lowe, representative of Leesburg Township and Mrs. Allison Hamilton, Fiscal Officer were in attendance. Chief Merrick, Dist. Chief Cook, Lt. Rob Morey were also in attendance. Ms. Emily McElroy, representative from the Richwood Bank was the guest.

Ms. Emily McElroy spoke on the ICS (Insured Cash Sweep) accounts available for public funds. Following her presentation; the Board thanked Ms. McElroy and appreciated the information.

The Board reviewed the March 8, 2023 minutes.

- I. Ms. Marshall made a motion to accept the minutes; Mr. McClary seconded the motion. With Mr. Lowe abstaining; the remaining Board was in favor.

Ms. Hamilton provided the Board with the 2023 March Bank Reconciliation. Ms. Hamilton noted there were issues with one of the members ACH deposits and is hopeful it will be resolved with the next bank reconciliation.

Mr. Rea, Fiscal Officer for Liberty Township, advised Ms. Hamilton that he was needing to move monies from the STAR Ohio account and investments in order to issue the District the balance of the Fire Fund monies held by Liberty Township. When the funds are received into the District; the Board may have to re-accept the amount presented.

Ms. Hamilton noted there were no unusual or out of the ordinary expenses paid. She pointed out the Board will see two utility bills due to the operation of two stations.

- II. Mr. Rife made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll. Mr. McClary seconded the motion. All were in favor.

Chief Merrick presented his report to the Board. The Department responded to 60 calls with 39 calls being in the District. This did not include the three windstorm calls received by the Department. There was 100% adequate staffing to handle the run volume. The Department had 453 hours of training.

Highlighted activities for March: online HR platform, updated quote received for the station generator, Tanker 291 continues to be out of service, Engine 291 was placed back into service, met with Dispatch to work on run cards, oral & written response to the Washington Post related to trains in the area. Chief Merrick provided the Board a draft of the new sign for the Leesburg Station. He asked Mr. Lowe to present the sign to the Leesburg Township Board.

The Department will be hosting a county wide disaster event in April.

There was discussion on disposal of Tanker 291 due to its failed repairs and age, staffing, compensation, additional station truck and security at both stations and radio & paging equipment replacement. The additional station truck will primarily be utilized at the Leesburg Station and driven by Dist. Chief Cook

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(so he is not driving his personal vehicle). Dist. Chief Cook will be removing the lights & sirens from his personal vehicle for placement on the Station truck.

- III. Mr. Rife made a motion to accept the Chief's report. Ms. Marshall seconded the motion. All were in favor.
- IV. Mr. Lowe made a motion to authorize the increase the roster of Part-Time staffing to 35 members; in addition, Chief Merrick is authorized to hire and fill the positions as needed. The Board understands time is of the essence and the hiring process needs to be expedited for the Department to better serve and respond to the Community's needs. Mr. McClary seconded the motion. All were in favor.
- V. Mr. McClary made a motion to accept the quote in the amount of \$12,307.00 from H-Electric for Station 291 generator. Mr. Rife seconded the motion. All were in favor.
- VI. Mr. Rife made a motion to move forward with hiring 7 additional Full-Time members. Mr. McClary seconded the motion. All were in favor.
- VII. Mr. Lowe made a motion for the replacement of 10 radios as quoted from B&C for the Leesburg Station in the amount of \$61,168.60. Mr. Rife seconded the motion. All were in favor.
- VIII. Mr. Rife made a motion with Ms. Marshall seconding to install security locks, cameras & monitoring systems at both stations and to accept the quote as submitted in the amount of \$5000 for installation and quarterly fees thereafter. This will be paid out of EMS Funds. All were in favor.
- IX. Mr. Rife made a motion to add the following new hires FF Keever, FF Besiel and FF Rausch. Ms. Marshall seconded the motion. All were in favor.
- X. Mr. Rife made a motion to retire Tanker 291 due to age and failed repairs. In addition, the Board authorizes the equipment to be listed for auction on Govdeals.com. Mr. McClary seconded the motion. All were in favor.
- XI. Mr. McClary made a motion to purchase an additional Station Truck from Germain motors for the amount of \$38,578.00. Mr. Lowe seconded the motion. All were in favor.
- XII. Mr. Rife made a motion to move forward with the replacement of the MARCS pager systems. Mr. McClary seconded the motion. All were in favor.

At 10:19 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 11:24 p.m. Mr. Lowe made a motion to exit Executive Session and resume the regular session of the meeting. Mr. Rife seconded the motion. All were in favor.

- XIII. Mr. Rife made a motion to approve the updated salary scale as presented by Chief Merrick. Mr. McClary seconded the motion. All were in favor.
- XIV. Mr. Lowe made a motion effective with the next pay to amend the Chief's compensation package (subject to annual review) as follows: \$120,000 per year, effective next pay; \$10,000 HRA and the Chief picks up 100% of the OP&F contributions effective with the May OP&F contribution report pay period beginning 4/30/23. Mr. Rife seconded the motion. All were in favor.

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- XV. Mr. Lowe made a motion effective with the next pay to amend the Fiscal Officer's compensation to \$32,120.00 per year (subject to annual review). Mr. Rife seconded the motion. All were in favor.

As there was 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 11:34 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

Logan Rife

Beth Marshall

Jerry McClary

Bill Lowe