

# NORTHWESTERN JOINT FIRE DISTRICT

May 10, 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, Lt. Rob Morey were also in attendance.

The Board reviewed the April 12, 2023 minutes. Ms. Hamilton advised there would need to be specific dates identified for OP&F for the Chief's compensation.

- I. Ms. Marshall made a motion to accept the minutes and approve the necessary changes; Mr. Lowe seconded the motion. All were in favor.

Ms. Hamilton provided the Board with the 2023 April Bank Reconciliation.

Ms. Hamilton identified the larger payments on the reports for the Board. The Engine rehab and the purchase of the station truck were the key purchases listed. Ms. Hamilton advised she would need a motion to pursue the ICS account as proposed by the Richwood Bank. The District can always move funds if this account does not perform as anticipated.

- II. Mr. Lowe 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. Ms. Marshall made a motion for the Northwestern Joint Fire District to approve the ICS account with the Richwood Banking Company. Mr. Lowe seconded the motion. All were in favor.

Chief Merrick presented his report to the Board. The Department responded to 36 calls with 30 calls being in the District. There was 100% adequate staffing to handle the run volume. The Department had 427 hours of training including hands on with Dr. Cortez.

Highlighted activities for April: 5 new gas detectors, completion of hose testing for the year, the hose roller has been shipped, the HR platform is up and running, 3 new PT members have started orientation and standardizing the trucks at both stations. Engine 291 refurbish has been completed and put back into service. The Chief is continuing to work with the vendor for the new Leesburg sign.

The Fire District will assist residents at Dumpster Days held in the Townships.

The policy and procedure manual is being updated to include information provided by Mr. Comstock as it relates to nepotism.

There was additional discussion of disposal of Tanker 291; as discussed in the previous meeting, repairs have been unsuccessful.

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Chief Merrick brought a quote for the annual fee for the members to have groceries delivered to the station(s). This will help keep the staff in the District and cut on the fuel expenses of going to the grocery store for meal items. The members will continue to be responsible for the cost of their food.

- IV. Mr. McClary made a motion to accept the Chief's report. Mr. Lowe seconded the motion. All were in favor.
- V. Mr. Lowe made a motion for the District to pick up the annual grocery delivery cost for each station for a total of \$200 per year. Ms. Marshall seconded the motion. All were in favor.
- VI. Mr. McClary made a motion to dispose of Tanker 291 through govdeals.com. Mr. Lowe seconded the motion. All were in favor.

The Board tabled any decision on Class A uniforms and upon further discussion the security system for both stations are on hold.

Chief Merrick is moving forward with inactive member notifications.

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 8:44 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