

NORTHWESTERN JOINT FIRE DISTRICT

August 9, 2023

Minutes

The Northwestern Joint Fire District Board met in Regular Session at 7:00 p.m. at the Leesburg Fire Station. 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. William Lowe and Mrs. Allison Hamilton, Fiscal Officer was in attendance. Chief Merrick was in attendance.

The Board reviewed the July 12, 2023 minutes.

- I. Ms. Marshall made a motion to accept the minutes. Mr. Rife seconded the motion. All were in favor with Mr. Lowe abstaining.

Mrs. Hamilton advised that there were no unusual expenses. Mrs. Hamilton advised the Board that with the addition of the sweep account with the Richwood Bank; the bank reconciliation is not a smooth process. She is continuing to monitor this. Mrs. Hamilton reviewed the month end balances.

- II. Mr. Rife made a motion to accept the Financial report and approved the payments as presented. Mr. McClary seconded the motion. All were in favor.

Chief Merrick presented his report to the Board. The Department responded to 72 calls. There was adequate staffing to handle the run volume at both stations with a 99% fill rate. The Department had 398 hours of training; including a driving & fire attack class. Chief Merrick advised there will be training on report writing.

Turn out gear has been ordered; the Board approved \$54,000 for the cost and the charges came back at \$36,000. New time sheets have been implemented to help eliminate mistakes in processing hours for payroll. There are 15 applications to be reviewed for the next 3 Full Time openings. Chief Merrick was able to purchase bulk golf shirts for uniforms. There was a saving of over \$40 per shirt. The sizing for the Class A uniforms was completed. The parts for the sign for the Leesburg station have arrived and it is hoped the sign will be completed and installed within the next week. Chief Merrick reported the Tanker sold on Govdeals.com for \$10,200. Chief Segner's gear has been retired and put away into storage. The items for the Chiefs' vehicles have been ordered and it is estimated to arrive in 6-8 weeks. The Chief is looking into a new website host to accommodate cross posts, calendars and staff sign ups. Chief Merrick has instructed staff to use Smart Oil for fuel; the company is able to omit the sales tax, saving the District on fuel expenses. The Chief included the pharmacy inspection report for the Leesburg Station, there were only 3 minor items that needed attention. The Chief discussed maintenance & repairs for Medic 301.

- III. Mr. Rife made a motion to accept the Chief's report. Mr. McClary seconded the motion. All were in favor.
- IV. Mr. Rife made a motion to list the following items on Govdeals.com: old radios & holders, SCBA bottles, generator, hose, nozzles & appliances. Mr. Lowe seconded the motion. All were in favor.

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There was discussion of title transfers to the District from Liberty Township. Mrs. Hamilton has the title folder. The tanker title was not included and the pumper title was not transferred from Sutphen to Liberty and would need corrected. Mr. McClary would work with Mr. Jeff Rea to resolve the issues.

There was discussion of family members working together. It is noted that when possible the members are assigned to separate stations and units and are instructed to not to ride on the same equipment to and from scenes. However, it is recognized that in extenuating circumstances and staffing needs that family members may have to work on the same unit day or station. These occurrences are not frequent.

Mr. Rife made a motion to go into executive session to discuss personnel. Mr. McClary seconded the motion. All were in favor and the Board went into executive session at 7:49 p.m..

Mr. Rife made a motion with Mr. McClary seconding the motion to exit executive session at 7:59 p.m. and resume the regular session of the District Board. All were in favor.

- V. Mr. McClary made a motion to accept the Chief's recommendations as presented for a member's personal improvement plan. Mr. Lowe seconded the motion. All were in favor.

Ms. Marshall made a motion to adjourn the meeting with Mr. McClary seconding the motion. All were in favor and the meeting was adjourned at 8:19 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife _____ Beth Marshall

_____ Jerry McClary _____ Bill Lowe